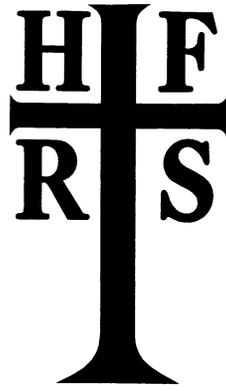


Holy Family Regional School

Parent/Student Handbook

2018-2019

Jesus Christ is the Reason for Holy Family Regional School



Dear Parents and Guardians:

The HFRS Parent/Student Handbook is an important and valuable tool for you. It contains a wealth of information that can be used as a reference when questions arise. It is also essential that you understand and are aware of school policies that promote safety and facilitate the effective management of our school.

The handbook has been revised and updated to include policies, regulations, and procedures that pertain to you and your child(ren). It is important that you and your child(ren) read this handbook carefully and become familiar with its contents as the school year begins. For your convenience, a copy of the Parent-Student handbook is located on-line to allow for ease in access and updating as changes occur.

The school retains the right to amend the handbook as needed. Parents will receive notification via e-mail and the FUNdamentals! newsletter if any changes are made during the school year.

Jesus Christ is the reason for our school; I am thankful that our school community recognizes and supports the ministry of Catholic education. May God bless your family throughout the school year!

Yours in Christ,

Mr. Jon Myers

Principal

Holy Family Regional School

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SCHOOL MISSION AND PHILOSOPHY

Mission

Holy Family Regional School provides a Catholic education fostering spiritual and religious formation, academic excellence, and service to others.

Philosophy

As a Catholic school community guided by the Holy Spirit, and inspired by the Holy Family, we are committed to...

***PRAY to strengthen our faith and follow God's call;
RESPECT and EMBRACE each person's unique gifts;
TEACH to meet the needs of the whole child;
SERVE those in need; and
NURTURE a life-long love for learning, service, and discipleship.***

Jesus Christ is the Reason for our School.

OUR FAITH

Our Catholic Faith is woven into all aspects of each day for the students, staff, and administrators at Holy Family Regional School and is expressed and experienced in the following ways:

- shared intentions and prayer begin each day
- daily religion instruction for all students
- all-school liturgies and prayer services, four times a school year
- Mass at South Campus – weekly; at North Campus – every other week
- sacrament preparation
- grade level and classroom prayer experiences
- opportunities for Christian Service experiences
- leadership experiences as readers, liturgical dancers, signers, choir members, altar servers for mass
- pastor and associate pastor visits to each campus

With Jesus as the reason for Holy Family Regional School, all members of the school community are expected, by their words and actions, to treat one another with dignity and respect.

COMMUNICATIONS

The relationship that has been established with Holy Family families is valuable and treasured. In order to ensure that parents/guardians have access to important information, multiple modes of communication are available. It is essential that you stay abreast of all of the information and activities that occur at Holy Family. The following methods of communication will help keep you informed:

- the Parent/Student Handbook

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- the school newsletter, FUNdamentals, published on the first and third Wednesday of each month (available on our website)
- an email, “From Our Family To Yours” (FOFTY) is sent daily
- teacher shared classroom information via Edlio
- Holy Family Facebook Page, Twitter and Instagram
- visit our website www.holyfam.org for daily updates

ACADEMICS

CURRICULUM

The curriculum at Holy Family Regional School incorporates the guidelines and educational standards established by the Archdiocese of Detroit School Office and the State of Michigan Department of Education. A copy of the Curriculum Guide, which is an overview of the entire school curriculum, is available on-line.

TEXTBOOKS

Holy Family Regional School provides every student with textbooks to be used as a learning resource. The selection of textbooks is in keeping with the standards set by the State of Michigan and the Archdiocese of Detroit. The HFRS Curriculum Council annually reviews textbooks and makes recommendations for updates. Students are expected to cover textbooks as directed by their teacher and treat all learning resources with respect.

STANDARDIZED TESTING

The Iowa Assessment is administered to students in grades two through eight each October as mandated by the Archdiocesan schedule. Students in grades one, three, five, and seven also take the COGAT (Cognitive Abilities Test). At the end of the second quarter, parents/guardians of students in grades two through eight receive a copy of the Student Profile which details the results of assessment.

HOMework

The Homework Policy is a guideline for parents/guardians to address total possible length of homework time appropriate for each grade level. Included in the guideline are an additional 15 minutes of time for grades one through three, 20 minutes for grades four and five, and 30 minutes for grades six through eight. The additional time accounts for individual needs and differences of students.

Grade	Homework Time Per Day	Possible Additional Minutes
1	10 minutes	Up to 15 minutes
2	20 minutes	Up to 15 minutes
3	30 minutes	Up to 15 minutes
4	40 minutes	Up to 20 minutes
5	50 minutes	Up to 20 minutes
6	60 minutes	Up to 30 minutes
7	70 minutes	Up to 30 minutes
8	80 minutes	Up to 30 minutes

We believe parents/guardians share the basic premises upon which we have established the above homework guideline. Homework is a purposeful part of the curriculum intended to reinforce and extend academic skills and objectives. Homework provides an opportunity for students to develop discipline, responsibility, study strategies, time management, and organizational skills.

Students require “quality time” if the maximum benefits of homework are to be realized. Late homework assignments will be handled at the discretion of the teacher. (Please see ABSENTEEISM/TARDINESS on Page 11 for additional information.)

HOMEWORK POLICY FOR CANCELLED SCHOOL DAYS

In the event that school is closed unexpectedly (cold weather day, loss of power, inclement weather, or other unforeseen circumstance), the following guidelines regarding assignments have been established by the staff and approved by the administration. These guidelines are deemed permissible according to grade level and are enforced subject to teacher discretion:

Primary – Grades Kindergarten – Second:

- a) Any homework previously assigned that would have been due on a snow day (or building closure) will be due upon returning to school.
- b) Students in second grade should continue reading logs.
- c) Students can practice math flash cards, Think Central Stories, Dolch words, reading to someone (mom, dad, brother, sister, friend...).
- d) New assignments will not be posted to Edline.

Intermediate – Grades Three through Five:

- a. Any homework previously assigned that would have been due on a snow day (or building closure) will be due upon returning to school.
- b. Any tests to be taken that fall on a building closure date will be completed on the day students return to school.
- c. New assignments will not be posted to Edline.

Middle School – Grades Six through Eight:

- a. Any homework previously assigned that would have been due on a snow day (or building closure) will be due upon returning to school.
- b. Any tests to be taken that fall on a building closure date will be completed on the day students return to school. These

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tests will include tests already posted to the middle school test calendar.

- c. On the second consecutive snow day, new assignments may be posted to Edline no later than 11:00 A.M. at the discretion of the teacher. New assignments will not be due on the return date.

PARENT/TEACHER CONFERENCES

Parent/Teacher Conferences are held after the first report card marking period in November for all students, and at the third report card marking for students in grades Young Five through third. A second opportunity for a conference is offered after the second quarter. Parents/guardians or a teacher may request conferences at any time during the school year by appointment.

GRADING SCALE

Young 5:

Academic Subjects Evaluation Code for Young 5 Students

2 = Shows progress in developing this skill

1 = Having difficulty with this skill

Life Skills Evaluation Code for Young 5 Students

3 = Doing well

2 = Making progress

1 = Needs more time

Grades K-2:

Academic and Specials Subjects Evaluation Code for K-2

P = Proficient

D = Developing

N = Needs Support

Life Skills Evaluation Code for K-2 Students

3 = Consistent

2 = Making Progress

1 = Needs Improvement

Grades 3-8:

Percent	Grade
100-93	A
92-83	B
82-72	C
71-60	D
59	F

REPORT CARDS

Report cards are issued quarterly for all students. Only the Life Skills portion is marked for students in Kindergarten through grade two for the first and third quarter marking periods. Consult the school calendar for specific issue dates. Parents/guardians are required to sign and return the report card envelope and return it to your child's teacher.

HONOR ROLL

Academic Honor Roll: Students in grades five through eight receiving all A's and/or B's are entitled to an Academic Honor Roll Certificate and a non-uniform voucher. Non-uniform vouchers may be redeemed on any Monday during the following quarter.

Citizenship Honor Roll: Each quarter, Young Five students and Kindergartners who display appropriate behavior are entitled to a Citizenship Honor Roll Certificate and a non-uniform voucher. In addition, first and second grade students who are "making progress" or are "consistent" in their behavior as indicated on their report cards are entitled to a Citizenship Honor Roll Certificate and a non-uniform voucher. Students in grades three through eight who achieve all A's and B's in conduct and effort are also entitled to a Citizenship Honor Roll Certificate and a non-uniform voucher. Each non-uniform voucher may be redeemed on any Monday.

GUIDANCE/COUNSELING SERVICES

A full-time Guidance Counselor on staff provides counseling for personal/emotional, social, and academic issues. Appraisals are conducted through classroom observation and consultation with parents/guardians, teacher, administrator, and student.

SPECIAL SERVICES

Special Services are provided at Holy Family Regional School in accordance with our mission to respect the individuality of all children and honor God's call to meet the spiritual, academic, emotional, and social needs of the students.

School enrollment for students with diagnosed disabilities is subject to student screening, parent/guardian interview, and submission of any previous testing results.

The Special Services Department provides reasonable accommodations for students who have unique learning, physical, social, and emotional needs. Accommodation plans and/or interventions are provided for students who meet the following criteria:

- Evidence of a learning delay as verified by HFRS assessment
- Diagnosis of a disability as verified by a current psycho-educational report
- Diagnosis of ADHD that limits the learning process as verified by a medical report
- Diagnosis of a physical disability that limits the learning process as verified by a medical report

A student accommodation plan contains a list of the strategies and interventions compiled by the Special Services Department of HFRS that are intended to support and optimize a student's academic, behavioral, physical, social, and/or emotional performance. The inclusion of accommodation suggestions and recommendations resulting from independent psycho-educational and medical assessments cannot be guaranteed. Likewise, it cannot be guaranteed

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that an accommodation plan will result in the achievement of passing grades.

RETENTION POLICY

If retention of a student is being considered, the parents/guardians of the student will be notified by the teacher during the second semester. A conference to discuss the child's progress will be scheduled with the parents/guardians and the teacher. If there is an impasse in the decision-making process, the administration will meet with the parents/guardians and teacher for further clarification. The principal will make a final placement determination.

ADMINISTRATIVE PROCEDURES

ADMISSIONS

Holy Family Regional School respects the student's right to an education in a Catholic school. As required by law, it does not discriminate on the basis of race, nationality, or ethnic origin in the administration of its educational policies, admission policy, athletic, or other school administered programs.

Students with disabilities will be individually evaluated based upon their needs and the school's ability to accommodate those needs. The final decision to admit a student will be made by the principal.

Children must be five years of age by September 1 in order to enter the Young 5 or Kindergarten programs.

Assistant principals or a designated teacher will conduct an interview and screening for each new student entering grades Young Five through grade eight. For the screening, a written evaluation or report card is required, along with any recent standardized test results, birth certificate, baptismal certificate, immunization record, and a recent photograph.

An updated immunization record from a health clinic or physician must be provided by the parent/guardian on or before the first day of the school year. Non-immunized children will be excluded from school in

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cooperation with the directions of the Oakland County Health Department unless a signed medical waiver from a physician is provided.

Admitted transfer students in grades kindergarten through eight are accepted with probationary status for the first quarter of attendance at Holy Family School. During this time, the student must display an interest in academics and effort to observe the school rules and Code of Conduct. The principal, assistant principals, and teacher(s) will evaluate the progress of the student after his/her first quarter.

ADMISSIONS PRIORITY

Children will be accepted into Holy Family Regional School using the following admissions priority criteria. When grades are filled, students will be placed on a waitlist.

Students are accepted in priority as follows:

- siblings of children currently enrolled or previously enrolled
- children of parents/guardians who are supporting members* at one of the following parishes: St. Andrew, St. Irenaeus, St. Mary of the Hills, Sacred Heart, or St. John Fisher University Chapel
- children transferring from another Catholic school
- children from other Catholic parishes
- children from other Christian faiths

* The determination of supporting member status is defined by the respective pastors. To qualify as a supporting member of one of the five affiliated parishes, a parent/guardian must meet the following criteria:

- The family must be registered at a participating parish at the time of registration.
- The family must be active and participating members of a parish.
- The family must monetarily contribute to the supporting parish.
- The family must have a pastor signed Parish Verification Form on file.

CLASS SIZE

For Kindergarten through grade five, HFRS shall annually limit the enrollment to 26 students per class. For grade six through grade eight, HFRS will limit enrollment to 30 students per class. The Young 5 class will be limited to 18 students. The principal may exercise discretion to exceed these limits where circumstances warrant.

STUDENT CLASS PLACEMENT

Student class placement is the responsibility of the teachers and administration. Only extraneous circumstances that merit high importance should be communicated by the parent to the administration for consideration in class placement.

ABSENTEEISM

A parent/guardian is required to call school before the start of the school day to report a student's absence (the 24-hour voicemail absentee line may also be used). If absence is not reported, the school will call the parent/guardian.

If a parent/guardian would like to request homework for their absent student, please call the school office. Homework will be placed on the table outside of the office at North Campus after 3:30 p.m. Homework can be picked up at the school office at the South Campus after 3:30 p.m. Students are allowed one day for each full day of absence to make up incomplete work in all subjects including specials unless arrangements are made with the teacher.

ABSENCES AND TRUANCY

The administration and staff at Holy Family Regional School believe regular school attendance is essential for student success. Absences from class may result in serious disruption of a student's mastery of the instructional materials; therefore, the student and parent should make every effort to avoid unnecessary absences. Students are expected to provide documentation from a physician regarding absences due to illnesses.

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Students who have more than 14 days without documentation during a quarter must arrange a parent meeting with administration. Truancy is defined as any intentional, unjustified, unauthorized or illegal absence from regular education. It is absence caused by either the student or parents' free will, and usually does not refer to a legitimate excused absence, such as ones related to medical conditions.

A student that is absent for any reason is expected to make up specific assignments missed and/or to complete additional assignments assigned by the teacher to meet subject and course requirements. A student who does not make up assigned work within the time allotted by the teacher will receive a grade of zero for the assignment. If absences are the result of a serious illness, a written statement from the student's physician is required before special consideration will be given regarding a student's grades for that quarter.

A student absent from school (unless for a documented doctor's appointment) may not be allowed to participate in school-related activities on that day or evening.

EARLY DISMISSAL

An early dismissal is defined as leaving school between ten minutes and two hours prior to the end of the school day. If a student leaves more than two hours prior to the end of the school day, a half-day absence will be earned instead of an early dismissal. Students who need to be dismissed early must bring a parent/guardian note to the teacher. An early dismissal form will be prepared by the office staff. A parent/guardian designee must sign the early dismissal form in the school office and take it to the student's teacher.

TARDINESS

A student is considered tardy if he/she is not in the building when the tardy bell rings. The student must report to the office for a tardy slip in order to enter class. Late buses or inclement weather are noted by the office and will not be recorded as a student tardy.

Less than two hours absence in a given day will be considered tardy. An absence of two or more hours in a given day will be considered a half-day of absence. Students are allowed one day for each full day of absence to make up incomplete work in all subjects including specials unless arrangements are made by the teacher.

A combination of six tardies or early dismissals per quarter will result in the student being removed from the Citizenship Honor Roll and the student will not receive a non-uniform slip.

PERFECT ATTENDANCE

In order for a student to be recognized as having achieved Perfect Attendance, the following criteria must be met:

- attend school every full day and every half-day that school is in session
- complete each school day -- no early dismissals
- arrive on time each day -- no tardies

SCHOOL HOURS

The South Campus day begins at 8:30 a.m. Students may arrive at school beginning at 8:00 a.m. Dismissal for South Campus students on a full day is at 3:35 p.m. Half-day dismissal is at 11:40 a.m.

The North Campus day begins at 8:45 a.m. Students may arrive at school beginning at 8:30 a.m. Dismissal for North Campus students on a full day is at 3:45 p.m. Half-day dismissal is at 12:00 p.m.

Dismissal on All-School Mass Days is 11:30a.m.

Any student who is dropped off prior to the official school hours or is without transportation and at the North Campus at 4 p.m. will be

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escorted to our Extended Day Care Program to wait for his or her ride. The mandatory childcare fee will be \$12 per child.

EXTENDED DAY CARE (EDC)

Before school and after school care is available to students who are enrolled in our full day Young 5 program through grade eight. The morning session begins at 7:00 a.m. and ends at 8:30 a.m. and is available to North Campus students only. The afternoon session begins at dismissal and ends at 6:00 p.m. South Campus students will be bused to the North Campus for afternoon EDC. Only Morning EDC will be held on half-days of school. To enroll your student, please complete the registration form that is available at www.holyfam.org under "Parents." Consult the website for fees and procedures associated with our EDC program.

VACATIONS

Family vacations are not recommended during school time. However, if a student will be absent for an extended time, it is the responsibility of the parent/guardian to inform the office and the teacher(s) prior to a student's absence. Upon return, students should consult their teachers for all missed assignments. Due dates will be determined by the teacher.

TRANSPORTATION

Bus service is provided for eligible Rochester and Rochester Hills residents. Routes and pick-up and drop-off times are established by Durham School Services.

In the morning, students in kindergarten through third grade are welcome to use the bus to shuttle to the north campus. Parents may drop off their young children, in the south campus car loop, where someone from the south campus will meet them and supervise them until the shuttles arrive. Two shuttles leave the south campus at 8:10 am then again at 8:20 am. It is best to plan on arriving for the 8:10 shuttle. Please do not drop off children in the parking lot, unless you want to park and walk your child to the waiting area.

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At the end of the day, students in grades four through eight are shuttled to the north campus. Nine buses will transport the students to the north campus to be either loaded on another bus that will take them to their neighborhoods or students will join their younger siblings and be picked up in the car line.

When riding on the bus, students are expected to adhere to all rules and regulations, as well as any other rules imposed by Rochester Community Schools:

- occupy a seat upon entering the bus and remain seated while the bus is in motion
- be respectful of other students and their property
- cooperate with the driver's directions
- keep his/her entire body inside the bus at all times
- keep the bus clean and refrain from throwing anything from the windows

Students who fail to comply with the above rules or other regulations set forth by the driver will receive a School Bus Incident Report. A parent/guardian and a member of administration must sign the report before the student may resume bus transportation privileges. Repeated notices will result in suspension of bus transportation.

LUNCH/MILK PROGRAM

The South Campus Lunch Program consists of pre-ordering, via the HFRS website, a variety of popular and healthy lunch options that are offered daily and served by staff in the cafeteria. All items are available à la carte. Some items are prepared in the school kitchen and others catered by local restaurants.

At the North Campus, students eat lunch in the classrooms. The Hot Lunch Program offers the opportunity for students to pre-order, via the HFRS website, meals from a variety of local restaurants which are served daily.

Milk is available for purchase for the entire school year in September during the first food ordering period.

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There are no refunds, or switching dates, for students who miss a pre-paid lunch due to absence.

GENERAL SCHOOL POLICIES

VISITORS

During regular school hours, all doors will be locked. At the South Campus, the doors near the gym entrance will be unlocked for students and families for after school activities beginning at 3:20 p.m. At the North Campus, the front doors near the office entrance will be unlocked for students and families for after school activities beginning at 3:45 p.m.

We welcome and encourage parent/guardian involvement and ask that the following procedures be followed when visiting Holy Family School:

- Upon arrival at either North or South Campus, please use the main entrance doorbell to secure admittance.
- Go to the school office to sign-in and complete a Visitor's Pass.
- Return to the school office at the end of the visit to sign-out of the building.

PRIVACY OF INFORMATION

Each family will be given a copy of the Holy Family Regional School Directory which lists personal contact information. It is the policy of HFRS that all personal information pertaining to the Holy Family staff and families, including but not limited to names, addresses, phone numbers, and e-mail addresses, must be used for school purposes only. This information may not be used for any purpose unrelated to school activities such as soliciting for political, charitable, or business ventures. Every parent/guardian is requested to honor this policy which is for the protection and privacy of all concerned.

CONTRACTS

No parent/guardian is allowed to present themselves as an authorized representative of Holy Family Regional School and sign contracts on behalf of Holy Family Regional School.

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INCLEMENT WEATHER/SCHOOL CLOSING

Local AM radio stations WWJ and WJR plus TV networks ABC, NBC, and CBS will carry school closing information. HFRS will be closed when Rochester Community Schools are closed. In an emergency, such as inclement weather, parents/guardians will be notified of a school closure using School Messenger, our automated telephone system.

FIELD TRIPS

Each student must return a signed consent form in order to participate on a field trip. The parent/guardian emergency contact information on file at the school will be utilized if necessary. Parent/guardian drivers must have a background check, a copy of current insurance information, and a copy of the driver's license on file in the office. Parent/guardian drivers must attend a "Protecting God's Children" workshop and have a certificate on file in the school office.

PARENT ORGANIZATIONS

The school considers volunteerism critical to the success of HFRS. All parents/guardians are encouraged to participate and volunteer for activities and committees. The help of all parents/guardians is welcomed and appreciated!

Shown below are the major parent/guardian organizations at Holy Family:

- the Holy Family School Board
- the Parent Teacher Guild (PTG)
- the Athletic Advisory Commission
- the Dads' Club

THE SCHOOL BOARD

Holy Family is a regional school founded and supported by St. Andrew, St. Irenaeus, St. Mary of the Hills, Sacred Heart, and St. John Fisher University Chapel parishes. An appointed and elected School Board, which has representatives from all five parishes, is a consultative body relating with and reporting to the school administration.

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The Board of Directors works together with the administration and faculty to implement the philosophy and mission of Holy Family Regional School. The School Board is instrumental in long-range planning for the school. The School Board of Directors is comprised of Holy Family parents/guardians who are elected yearly to serve a two-year term. Elections are held in the spring each year. Parents/guardians are encouraged to participate either as a member of the School Board or by attending School Board meetings which are held monthly.

FUND-RAISING

All promotion/fund-raising activity which involves or requires volunteer efforts of the students and/or parents/guardians must be considered by the Advancement Committee and approved by the Board of Directors.

All such activity must be undertaken by a recognized organization of HFRS who would then be responsible for all aspects of the activity. Any change in the fundamental scope of the activity must be considered by the Advancement Committee and approved by the Board of Directors.

LOGO/INSIGNIA

Holy Family Regional School's logo/insignia is protected by registration under the law of the State of Michigan. Use of the Holy Family logo/insignia must be approved by the principal or School Board prior to use.

PARENT COOPERATION

Holy Family Regional School recognizes parents/guardians as the primary educator of their children. The education of students at our school is a partnership between parents/guardians and the school. If, in the opinion of the administration, the partnership is irretrievably broken, the school reserves the right to require the parent/guardians to withdraw his or her child. This is a very serious decision that is not made lightly.

AOD HIGH SCHOOL RECRUITMENT

Holy Family Regional School shares parent contact information with the Archdiocese of Detroit for the purpose of Catholic high school recruitment. If a parent does not want this information shared with the Archdiocese, please contact the secretary at South Campus to make this request.

FINANCES

REGISTRATION FEE

The annual registration fee is:

- assessed per student
- due with the registration
- accepted only if the previous year's financial obligations have been met

Registration is considered complete when the registration fee is paid, and, for students transferring from another school, when academic records from the previous school are received.

TUITION, FEES, AND PAYMENTS

Tuition and fees must be paid in accordance with the following tuition policies:

Families who have a tuition balance and/or a fees balance as of April 5 are considered not registered for the following school year. Any pre-registration fees will be used towards the current tuition balance.

Tuition is due according to the standard tuition payment schedule for the year and distributed by the registration date to each family. The current payment schedule states that beginning June 5, tuition shall be payable in ten (10) monthly payments. The principal may grant alternate payment arrangements. Any request for an alternate plan must be submitted in writing to the principal for approval.

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If a student attends one scheduled day in any month, the tuition and fees for that month are owed to HFRS. No refund will be made for any student who withdraws from the school after March 31.

If tuition payments fall thirty (30) days delinquent from the school tuition payment schedule or from an approved alternate plan, the student's enrollment may be terminated. If the final tuition payment is thirty (30) days delinquent and alternative payment arrangements have not been granted by the principal, the student will not be enrolled for the following school year. Student records will not be transferred to a different school until all financial obligations to HFRS are met.

Families not registered at one of Holy Family's five supporting parishes will be assessed an additional 10% of the base tuition.

Families registered at an affiliated parish who are not supporting members of that parish shall also be assessed an additional 10% of the base tuition. The determination of supporting member status is defined by the respective pastors. HFRS will provide a list to each pastor identifying the families from their parish that have children attending Holy Family Regional School. The school will receive back from the parish office a response as to whether each family is a supporting member of the parish. The school will request no additional information. Those who do not qualify are charged an additional 10% of base tuition.

FINANCIAL ASSISTANCE

The supporting parishes fund the Holy Family Financial Assistance Program. HFRS families who are members of one of the supporting parishes may apply for this financial assistance. Families who are not from a supporting parish will be ineligible to apply. Families who have applied for a grant and receive an award will be notified of the amount prior to the first payment due date. Any family delinquent in payment of tuition as of March 1 will not be eligible for financial assistance for the succeeding school year unless the principal has approved an alternate payment plan. Parents/guardians can also apply for financial assistance through the Archdiocese of Detroit.

SMART TUITION

The school has partnered with Smart Tuition to manage the collection and billing of tuition and other school fees. All families are required to have an account with Smart Tuition. The following fees may be incurred:

- \$35 late payment fee
- \$25 fee for failed auto-debit and failed checks
- 2.5% processing fee for credit cards

STUDENT RESPONSIBILITIES AND BEHAVIOR

STUDENT CODE OF CONDUCT

Holy Family School strives to provide students with an environment in which they can be ethical, moral, and responsible children of God. Our common faith teaches us that every member of our school is created and endowed with God-given dignity and is deserving of profound respect.

We are called to community, realizing that we are more than a school: we are the body of Christ. As members of the body of Christ, we are responsible for our own behavior and accountable to one another. We are blessed with both rights and responsibilities. Together, we seek the common good.

Discipline is an opportunity to teach our common Christian values. Our environment is such that expectations and consequences are clear, concise, fair, and consistent with our philosophy of Catholic education. Students involved in any action that is detrimental to the reputation of the school, whether in school or off campus, may be subject to disciplinary review. Since no list of norms can cover every situation, common sense, mature judgment, and Christian values are the guides by which every Holy Family Regional School student should measure his/her actions.

Behavioral Expectations

A student of Holy Family Regional School should:

- respect the inherent human dignity and worth of every individual

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- encourage others through positive language and actions
- study diligently and be an active participant in the learning process to maintain the best possible level of academic achievement
- be punctual and responsive in the regular school programs
- dress and appear in a manner that meets reasonable standards of health, cleanliness, and safety (see uniform policy)
- help maintain and improve the school environment; preserve school property and books; exercise the utmost care while using school facilities
- conduct himself/herself in an appropriate manner while in attendance at all school related functions held on or off school grounds

The following types of behavior are never appropriate at school/school related functions and are considered to be violations of the Code of Conduct. Any of the violations indicated below, when considered in the context of the circumstances surrounding their occurrence and/or student's past behavior record, may lead to further disciplinary action.

A student at Holy Family Regional School may not:

- disrespect, harm or threaten himself/herself or others
- disrespect teachers, administrators, or other adults verbally or physically
- disrupt the classroom, prevent others from learning, or neglect academic responsibilities
- leave school premises or school related function without permission
- violate public law such as extortion or gambling; use or possess drugs, alcohol, lighters, knives, matches, cigarettes, firecrackers, or weapons
- cheat or forge another person's signature
- unless an emergency exists, intentionally sound a fire alarm or cause a fire alarm to be sounded

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- destroy or steal school and/or personal property (students will be held liable and financially responsible for any damage he/she causes to the school building, equipment, or personal property)
- make a bomb threat or similar threat directed at a school building, other school property, or a school-related event
- violate the school's technology use agreement
- violate the school's policies on bullying, cyber-bulling, cell phones, and weapons

BULLY-FREE SCHOOL POLICY

Bullying is a form of aggression and it occurs when a person who perceives power imbalance, willfully subjects another person (victim) to intentional, unwanted and unprovoked hurtful verbal and/or physical action(s) which result(s) in the victim feeling oppressed (stress, injury, discomfort) at school or a school sponsored event. Bullying may also occur as various forms of hazing, including initiation rites perpetrated against a new student or new member of a team. Students who engage in such conduct shall be subject to a range of consequences which includes verbal or written reprimand, in-school or out-of-school suspension, and/or expulsion. **A rubric which outline the various consequences for mean/aggressive behavior will be shared with students.**

Examples or types of bullying may include, but are not limited to:

- Physical bullying includes punching, shoving, poking, hair-pulling, and biting.
- Verbal bullying includes such acts as hurtful name-calling, teasing, and gossip.
- Emotional bullying includes rejecting, terrorizing, extorting, defaming, humiliating, blackmailing, rating/ranking of personal characteristics such as race, disability, ethnicity or perceived sexual orientation, manipulating friendships, isolating, ostracizing, and peer pressure.
- Sexual bullying includes many of the actions listed above as well as exhibitionism, voyeurism, sexual propositioning, sexual

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harassment and abuse involving actual physical contact, and sexual assault.

Bullying can be limited to a single incident. However, in most cases, the bullying is characterized by repeated harmful actions on the part of the bully(ies). In the event of bullying, the school will arrange a meeting with parents/guardians of students involved to seek corrective action and implement appropriate consequences.

POLICY REGARDING CYBER-BULLYING

Students are expected to be courteous and respectful to others, including administrators, teachers, parish and school employees, volunteers, parents/guardians, and students, in all of their interactions. Students who engage in name-calling, threats, bullying, intimidation, or other conduct or communication that has the purpose or effect of creating a hostile, offensive or abusive atmosphere, including such activity as on-line postings on social media, will be disciplined up to and including expulsion.

Retaliation in any form, such as harassment, name-calling, ostracizing, intimidation, threats, etc., against an individual including all parish and school employees, volunteers, parents/guardians and students, for reporting or cooperating, in good faith, in a parish or school-sponsored or sanctioned investigation will not be tolerated. Anyone found to have engaged in retaliation will be disciplined up to and including expulsion.

ADMINISTRATIVE DISCIPLINARY ACTION

Students who are referred to the administration due to a discipline issue will receive a Discipline Referral Form that will indicate the type of disciplinary action:

Administrative Conference:

The student will confer with an administrator to determine a plan for behavior modification.

Administrative Detention:

A detention for academic or behavioral misconduct will be served for a set period of time before or after school determined by the school administration.

In-School Suspension:

A student will be removed from the daily school routine for the suspension. It will be the student's responsibility to obtain and complete all missed class assignments. Special suspension academic work will be assigned by the teachers. Students will be expected to complete these assigned tasks.

Out-Of-School Suspension:

An out-of-school suspension will occur following serious infractions of school rules, or continued disregard of the Code of Conduct. A student will be excluded from the school grounds and school functions for a determined period of time. It will be the student's responsibility to obtain and complete all missed class assignments, as well as special suspension academic work assigned by the teacher.

Expulsion:

Expulsion is the permanent dismissal of a student from school. Expulsion may be imposed if a student has been suspended more than one time. Automatic expulsion may also be imposed if a student presents a danger to either himself or other students which could include handling or possessing anything conceived to be a weapon as stated in the archdiocesan policy on weapons law; possession, use, or selling of drugs or liquor; smoking on school premises; setting a fire on school premises.

Students receiving a Discipline Referral Form must have it signed by a parent/guardian and returned the next school day. **Students will not be allowed to return to the classroom unless the signed Discipline Referral Form is returned.**

The principal is authorized, in all cases, to impose appropriate student discipline, up to and including expulsion.

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A detailed flowchart depicting the administrative response to reported incidents can be found on the school website.

UNIFORM POLICY

The administration and staff of HFRS believe that good grooming and proper attire foster a positive self-image and an environment conducive to learning. All students are expected to present a neat, clean, and modest appearance with clothing that is appropriate in size and fit.

Parents are responsible for seeing that students comply with the dress code. Faculty members and administration share the responsibility for enforcement. In all cases, the administration reserves the right of final determination concerning proper student attire. With that in mind, the following Uniform Policy is in effect for all students.

Students participating in Girl Scouts, Cub Scouts, National Junior Honor Society representatives, Student Council representatives, and Peer Mediators, may wear their organization's shirt on their meeting days.

A non-uniform day will be scheduled once per month. This information will be posted on www.holyfam.org and may coincide with a holiday or require a charitable donation. The designated charity and the suggested donation will be posted on the website, in the FUNdamentals, and/or in the daily email From Our Family to Yours (FOFTY).

Halloween is a much-anticipated non-uniform day at Holy Family! As a Christian school, some costumes are considered unacceptable such as: witches (even cute ones), violent, bloody, or scary-themed costumes. Costume accessories such as weapons, swords, guns, knives, blood, etc. are NOT ALLOWED. When in doubt, please ask administration.

All uniform articles may be purchased through:

Kids' Choice Apparel
1424 North Rochester Road
Rochester Hills, MI 48307
248-651-5437
kidschoiceapparel@gmail.com

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Schoolbelles – School Code #S0547
42073 Ford Road
Canton Township, Michigan
734-983-0280

Dennis Uniform
1532 North Opdyke Road, Suite 450
Auburn Hills, MI 48326
248-340-8890

Some uniform items may be purchased through:

Lands' End
Logo #9853504K
Preferred School #900031394
800-963-4816

There are also two used uniform sales, sponsored by the PTG, held each year generally in the spring and fall.

GIRLS' UNIFORM

Girls' Uniform	How to Wear It
<p><u>Jumpers & Skirts:</u></p> <ul style="list-style-type: none">• Grades Y5-3 wear the HFRS plaid uniform jumper• Grades 4-8 wear the HFRS plaid uniform skirt	<ul style="list-style-type: none">• Jumper length and skirt length is to be no shorter than two inches above the top of the kneecap• Skirts cannot be rolled and must be worn at the waist

Girls' Uniform	How to Wear It
<div style="display: flex; justify-content: space-around; align-items: center;">  </div> <p style="text-align: center;">Acceptable</p>	<ul style="list-style-type: none"> • The waistband must be visible • Slacks under the jumper or skirt may be worn to and from school or at recess only <div style="text-align: center;">  </div> <p style="text-align: center;">Unacceptable</p>
<p><u>Slacks:</u></p> <ul style="list-style-type: none"> • Grades Y5-8 wear navy blue dress slacks or plaid uniform slacks with front zipper and belt loops • Must be a Docker-type, dress twill, or corduroy style • Plain-front and pleated-front slacks are acceptable • Not permitted: low-rise or dropped-hip slacks, Capri-style, jean-style, flares, slacks with rivets, and slacks with exterior pockets (i.e., cargo pants) 	<ul style="list-style-type: none"> • Must be worn at the waist • Must be worn with a solid navy, black, or brown belt • Belt must be visible • Belts with rivets or grommets are not allowed

Girls' Uniform	How to Wear It
<p><u>Shorts/Skorts: worn 5/1 - 9/30</u></p> <ul style="list-style-type: none"> • Grades Y5-8 wear navy blue knee-length walking shorts with front zipper and belt loops • Plain-front and pleated-front shorts are acceptable • Grades Y5-3 have the option of wearing the navy blue skort available at Dennis Uniforms or Kids Choice Apparel. • Not permitted: cargo shorts or uniform plaid shorts • Grades 6-8 will wear uniform skirts or uniform dress slacks on all Mass Days 	<ul style="list-style-type: none"> • Shorts and skorts may be no shorter than 2 inches above the knee • Must be worn at the waist • Must be worn with a solid navy, black, or brown belt • Belt must be visible • Belts with rivets or grommets are not allowed
<p><u>Blouses/Shirts:</u></p> <ul style="list-style-type: none"> • Grades Y5-8 wear a solid white blouse, white Polo-style shirt, or a solid white turtleneck shirt • Grades 6-8 have the option of wearing a solid red Polo-style or turtleneck shirt. A blue HFRS logo is the only acceptable logo, if one is used. • Grades 6-8 will wear a white oxford cloth shirt without a logo on all Mass Days. The Oxford blouse must have a buttondown collar. 	<ul style="list-style-type: none"> • Shirt must be tucked into the slacks with the waist visible • Only the top button of the shirt may be unbuttoned • Solid white, short-sleeved t-shirt or undershirt may be worn underneath uniform shirt • Undershirt sleeves should not extend beyond the sleeve of the uniform shirt

Girls' Uniform	How to Wear It
<div data-bbox="406 327 716 598" data-label="Image"> </div> <ul style="list-style-type: none"> • Blouses and Polo-style shirts must button down the front, have a plain collar and be long- or short-sleeved • Peter Pan collar and Oxford cloth blouses are acceptable • Turtleneck shirts must have a rolled neck and may be short- or long-sleeved • The only logo permitted is the HFRS cross logo • Not permitted: mock turtleneck and shirts with ornamentation 	
<p><u>Sweaters:</u></p> <ul style="list-style-type: none"> • Grades Y5-8 may wear a solid navy, red, or white sweater • Plain cardigans, vests, crewneck and v-neck pullover styles are acceptable • Grades Y5-8 may wear a quarter zip, navy pullover fleece with an elasticized band. The white cross logo is mandatory. Available from Schoolbelles or Kids Choice Apparel. • 	<ul style="list-style-type: none"> • A blouse, Polo-style shirt, or turtleneck must be worn under the sweater

Girls' Uniform	How to Wear It
<ul style="list-style-type: none"> • Sweaters may have the HFRS cross logo only • Not permitted: hooded, striped, floral, and multi-colored design sweaters 	
<p><u>Sweatshirts:</u></p> <ul style="list-style-type: none"> • Sweatshirts (plain or with a school logo) may not be worn as part of the uniform but can be worn on non-uniform spirit days. • Grade 8 may wear the class sweatshirt, except at Mass 	
<p><u>Socks/Tights:</u></p> <ul style="list-style-type: none"> • Grades Y5-8 wear solid white or navy crew socks, knee socks, or tights. Black tights are also permitted. Socks or tights may have a solid cable pattern. • Crew socks should be 3 inches above the ankle.  <ul style="list-style-type: none"> • Grades Y5-3 may wear white crew socks with uniform plaid trim • Not permitted: socks or tights displaying a manufacturer's logo, or lacy socks, frilled socks, or tights 	<ul style="list-style-type: none"> • Socks must be worn and visible at all times • Only one pair of socks may be worn at a time • Crew socks must be worn with tennis shoes • Crew socks should be able to be folded over

Girls' Uniform	How to Wear It
<p><u>Shoes:</u></p> <ul style="list-style-type: none"> • Solid black, brown, or navy leather or suede dress shoes that are closed at the toe and heel • Shoes should tie, buckle, Velcro, or be loafer style • Grades 6-8 may wear ballet flats • Not permitted: Shoes with sequins, sparkles, or accent colors or prints, shoes with heels over one inch, platforms, sandals, clogs, moccasins, ballet flats (for grades Y5-5), or shoes with built-in wheels 	<ul style="list-style-type: none"> • Shoes with laces should be tied • Tennis shoes may be worn with the navy blue uniform shorts • On gym days, grades Y5-5 may wear tennis shoes or athletic shoes for the entire day • Boots are to be worn to and from school or at recess only
<p><u>Accessories:</u></p> <ul style="list-style-type: none"> • WWJD bracelets are the only bracelets allowed • One pair of small earrings (such as studs) may be worn • Headbands, bows, scrunchies, and barrettes must be solid red, white, navy, brown, black, grey, or uniform plaid. Bows should not have embellishments and should not be a distraction in height or design. JoJo type bows are not part of the uniform. Bows should be 6 inches or smaller. • HFRS plaid clutch may be carried (South Campus) • Not permitted: multiple or dangling/hoop earrings 	<ul style="list-style-type: none"> • Earrings must be worn on earlobe • All accessories should be free of ornamentation

Girls' Uniform	How to Wear It
<p><u>Hair and Make-Up:</u></p> <ul style="list-style-type: none"> • Hair must be a natural color as well as neat and clean at all times • Grade 8 may wear light natural looking make-up including natural lip gloss, light blush, lightly applied mascara, and clear nail polish • Not permitted: Make-up or nail polish in Grades Y5-7, glitter, unnatural or heavy make-up, excessive fad haircuts or styles 	<ul style="list-style-type: none"> • Hairstyle is not to be a distraction
<p><u>Gym uniforms:</u></p> <ul style="list-style-type: none"> • Grades 4-8 wear a gym uniform for gym class • White t-shirt with logo and blue shorts with logo must be ordered through the school • Tennis shoes and socks are required for gym 	<ul style="list-style-type: none"> • Uniforms are from Kids' Choice Apparel. • Sample gym uniforms will be available in the school offices to help determine appropriate sizes
<p><u>Non-Uniform Days:</u></p> <ul style="list-style-type: none"> • Appropriate non-uniform dress is to be worn • Not permitted: flip-flops, sandals, tank tops, short tops with the midriff showing, cold-shoulder tops, low-rise or dropped-hip slacks, yoga pants, leggings, logos on seat of pants, ripped or torn clothing, dangling/hoop earrings, tight or revealing attire, 	<p>Usually scheduled once per month</p> <ul style="list-style-type: none"> • Parents should carefully scrutinize shirts and pants with mottos, graphics, and ads • Slacks and shorts must be worn at the waist • Shorts must be no shorter than two inches above the knee

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Girls' Uniform	How to Wear It
<ul style="list-style-type: none"> • clothing with inappropriate ads or promotions for music groups, movies, television shows, etc., that promote actions contrary to HFRS policies 	<ul style="list-style-type: none"> • Shorts, Capri's, and skorts are permitted May 1 through September 30 • Socks must be worn at all times
<p><u>Dress Up Days:</u></p> <ul style="list-style-type: none"> • Clothes that are appropriate for a "better" occasion • Appropriate clothes might be: dresses, skirts, nice slacks, and dress shoes • Not permitted: jeans, tennis shoes, flip-flops, shorts, skorts, rompers, tight or revealing attire 	<ul style="list-style-type: none"> • Designated dress-up days are usually the last day of school and school picture day • Dress sandals are permitted May 1 through September 30

BOYS' UNIFORM

Boys' Uniform	How to Wear It
<p><u>Slacks:</u></p> <ul style="list-style-type: none"> • Grades Y5-8 wear navy blue dress slacks with front zipper and belt loops • Must be a Docker-type, dress twill, or corduroy style • Plain-front and pleated-front slacks are acceptable • Grades 6-8 will wear uniform navy blue dress slacks on Mass Days • Not permitted: jean-style, flares, slacks with rivets, and slacks with exterior pockets (i.e. cargo pants) 	<ul style="list-style-type: none"> • Must be worn at the waist • Must be worn with a solid navy, black, or brown belt (Grades 1- 8) • Belts with rivets or grommets are not allowed

Boys' Uniform	How to Wear It
<p><u>Shorts:</u> worn 5/1 - 9/30</p> <ul style="list-style-type: none"> • Grades Y5-8 wear navy blue knee-length walking shorts with front zipper and belt loops • Plain-front and pleated-front shorts are acceptable • Shorts not permitted for grades 6-8 on Mass Days • Not permitted: cargo shorts 	<ul style="list-style-type: none"> • Must be worn at the waist • Must be worn with a solid navy, black, or brown belt • Belts with rivets or grommets are not allowed
<p><u>Shirts:</u></p> <ul style="list-style-type: none"> • Grades 6-8 also have the option of wearing a solid red polo-style or turtleneck shirt. Grades 6-8 also have the option of wearing a solid red polo-style or turtleneck shirt. A blue HFRS logo is the only acceptable logo, if one is used. • Grades 6-8 will wear a white oxford cloth shirt along with designated tie on all Mass Days • Oxford cloth and Polo-style shirts must button down the front, have a collar, and may be long- or short-sleeved • Turtleneck shirts must have a rolled neck and may be short- or long-sleeved • The only logo permitted is the HFRS cross logo • Not permitted: mock turtlenecks • 	<ul style="list-style-type: none"> • Shirt must be tucked into the slacks with the waistband visible • Only the top button of the shirt may be unbuttoned • Solid white, short-sleeved t-shirt or undershirt may be worn underneath uniform shirt • Undershirt sleeves should not extend beyond the sleeve of the uniform shirt

Boys' Uniform	How to Wear It
<p><u>Sweaters:</u></p> <ul style="list-style-type: none"> • Grades Y5-8 may wear a solid navy, red, or white sweater • Cardigans, vests, crewneck, and v-neck pullover styles are allowed • Sweaters may have the HFRS cross logo only • Grades Y5-8 may wear a quarter zip, navy pullover fleece with an elasticized band. The white cross logo is mandatory. Available from Schoolbelles or Kids Choice Apparel • Not permitted: hooded, striped, or multi-colored design sweaters 	<ul style="list-style-type: none"> • An Oxford cloth shirt, Polo-style shirt, or turtleneck must be worn under the sweater
<p><u>Sweatshirts:</u></p> <ul style="list-style-type: none"> • Sweatshirts (plain or with a school logo) may not be worn as part of the uniform but can be worn on non-uniform spirit days. • Grade 8 may wear the class sweatshirt, except at Mass 	
<p><u>Socks:</u></p> <ul style="list-style-type: none"> • Grades Y5-8 wear solid white, navy, or black crew socks 	<ul style="list-style-type: none"> • Socks must be worn and visible at all times • Only one pair of socks may be worn at a time • Crew socks must be worn with tennis shoes

Boys' Uniform	How to Wear It
<ul style="list-style-type: none"> • Crew socks should be 3 inches above the ankle and be able to fold over  <ul style="list-style-type: none"> • Not permitted: socks displaying a manufacturer's logo 	
<p><u>Shoes:</u></p> <ul style="list-style-type: none"> • Solid black, brown, or navy leather or suede dress shoes that are closed at the toe and heel • Shoes should tie, Velcro, or be loafer style • Not permitted: sandals, clogs, moccasins, or shoes with built-in wheels 	<ul style="list-style-type: none"> • Shoes with laces should be tied • Tennis shoes may be worn with the navy blue uniform shorts • On gym days, grades Y5-5 may wear tennis shoes or athletic shoes for the entire day • Boots are to be worn to and from school or at recess only
<p><u>Accessories:</u></p> <ul style="list-style-type: none"> • A simple cross or religious medal with chain, a wristwatch, or one modest ring is permitted • WWJD bracelets are the only bracelets allowed • Ties can be worn on dress-up days only • Not permitted: earrings 	

Boys' Uniform	How to Wear It
<p><u>Hair:</u></p> <ul style="list-style-type: none"> • Hair must be a natural color as well as neat and clean at all times • Boys' hair must be above the collar, ears, and eyebrows • Not permitted: excessive fad haircuts or styles 	<ul style="list-style-type: none"> • Hairstyle is not to be a distraction
<p><u>Gym Uniforms:</u></p> <ul style="list-style-type: none"> • Grades 4-8 wear a gym uniform for gym class • White t-shirt with logo and blue shorts with logo must be ordered through the school • Tennis shoes and socks are required for gym class 	<ul style="list-style-type: none"> • Uniforms are ordered at the school office and are distributed to the students during the first gym class • Sample gym uniforms will be available in the school offices to help determine appropriate sizes
<p><u>Non-Uniform Days:</u></p> <ul style="list-style-type: none"> • Appropriate non-uniform dress is to be worn • Not permitted: tank tops, flip-flops, sandals, ripped or torn clothing, clothing with inappropriate ads or promotions for music groups, movies, television shows, etc., that promote actions contrary to HFRS policies 	<ul style="list-style-type: none"> • Usually scheduled approximately once per month • Parents should carefully scrutinize shirts and pants with mottos, graphics, and ads • Slacks and shorts must be worn at the waist • Shorts are permitted May 1 through September 30 • Socks must be worn at all times

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Boys' Uniform	How to Wear It
<p><u>Dress Up Days:</u></p> <ul style="list-style-type: none">• Clothes that are appropriate for a "better" occasion• Appropriate clothes might be: collared Polo-style shirt, dress shirt, tie, nice pants, dress shorts, jacket, and dress shoes• Not permitted: jeans, cargo shorts, and sandals	<ul style="list-style-type: none">• Designated dress-up days are usually the last day of school and school picture day• Belts must be visible• Dress shorts are permitted May 1 through September 30

CELL PHONE POLICY

Student cell phones are permitted on school grounds, with signed parent/guardian consent form, under the following conditions:

- Student cell phones are not permitted in classrooms. They are to be kept in a student's backpack in the OFF position. Other students are not to be made aware that the cell phone is present.
- Cell phones are not to be used for picture taking.
- No harassment or threatening of persons via the cell phone is permitted.
- Cell phones may not be used for game playing, internet or e-mail access, gambling, or making purchases of any kind.
- Cell phones are not to be used on the bus, in the bus or car lines, and at Extended Day Care.

Those who violate any of the rules regarding cell phones may forfeit their privileges of bringing them to school.

SOCIAL MEDIA AND PRIVACY POLICIES

Holy Family supports the Archdiocese of Detroit's guidelines for technology usage and privacy. In addition, all Holy Family students and their parents/guardians acknowledge understanding of Holy Family's policies and technology usage guidelines and procedures when they sign the Student Telecommunications Use Agreement at the beginning of the school year.

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Taking a picture of Holy Family staff, students, and their families and posting these pictures without the teacher's knowledge or without approval of the student or staff member violates that person's right to privacy. Please review with your child the importance of not posting students, teachers, or teachers' children on Facebook or any social media site without that person's consent.

If a student does not comply with these guidelines, there will be consequences which could include detention, administrative action, suspension, or loss of technology privileges at Holy Family.

PHONE CALLS

Phone calls made home by students are for emergencies only. Permission must be given by the teacher and the call must be made from the school office. If a parent/guardian needs to get a message to a student during the school day, this must be done through the school office.

TECHNOLOGY USE

Each student is required to have on file a Student Telecommunications Use Agreement for the school year. This form will require the student and parent/guardian electronic signature.

TEXTBOOKS

Textbooks are provided for students and are expected to be returned in good condition. Payment for lost or damaged books will be the responsibility of the student's family. Books must be covered all year. Contact paper, Book Sox, and self-adhesive paper are not acceptable coverings for textbooks. The traditional brown paper bag, cut to fit, is suitable.

LOCKERS

Students in grades four through eight will be assigned lockers. Homeroom teachers will discuss acceptable locker attachments and decorations. Decorating the outside of the locker is prohibited. Students are expected to keep the locker clean.

ATHLETICS

HFRS has the privilege of being a member of the Catholic Youth Organization (CYO) of the Archdiocese of Detroit (CYO Detroit) and follows all rules and regulations set forth and administered by the CYO. Holy Family is one of the many schools/parishes that participate in the various sports through the CYO.

All students in grades five through eight (and fourth grade for fall football and cheerleading only) who attend HFRS or Catholic youth who do not attend HFRS but attend the parishes of St. Andrew, St. Irenaeus, St. John Fisher, St. Mary of the Hills, or Sacred Heart are eligible to play on Holy Family teams according to the requirements that are listed in the Athletic Handbook.

The Athletic Handbook can be accessed on the Holy Family website or obtained through the Athletic Office.

HEALTH AND SAFETY

HEALTH PROCEDURES

Students may not attend school when ill to limit the exposure of colds, viruses, and communicable diseases. **Students must be fever-free for 24 hours before returning to school.**

Communicable diseases must be reported to the office. The Oakland County Health Department should be consulted if there is a question as to when the child should return to school.

Written explanation from parent/guardian or physician for students to be excused from outdoor recess or physical education classes must be given to the homeroom teacher.

Emergency contact information is required from each family and is expected to be updated by the parent/guardian throughout the school year.

A student who is ill during the school day will be released to parent/guardian or designee, after the adult has signed a release form at the school office.

ADMINISTRATION OF MEDICATION

All medication (prescription and over-the-counter) must come directly to the school office. The principal, assistant principals, or office personnel dispense and record dosage. Medication must be in the original container with proper authorization form completed. Written instructions from the parent/guardian and physician must accompany all medication.

PESTICIDE NOTIFICATION

Holy Family Regional School utilizes an Integrated Pest Management (IPM) approach to control pests. IPM is a pest management system that utilizes multiple techniques to prevent pests from reaching unacceptable levels or to reduce an existing population to an acceptable level. Pest management techniques emphasize pest exclusion and biological controls. However, as with most pest control programs, pesticides may also be utilized at our facility.

A copy of each campus' IPM is available for review at each respective campus. A list of scheduled application dates is posted by the entrance of the school building. If a parent would like advanced notification prior to a scheduled application date, a request must be submitted to the school office.

Questions regarding pesticide application procedures can be directed to the maintenance supervisor at each campus.

ASBESTOS NOTIFICATION

Holy Family Regional School has had an Asbestos Management Plan prepared in compliance with the USEPA Asbestos Hazard Emergency Response Act (AHERA). This plan and subsequent updates are available for inspection during normal school hours in the school office at North Campus.

A six-month Periodic Surveillance review, required by the AHERA regulation, is conducted by qualified personnel to re-evaluate the condition of asbestos containing materials. Questions regarding asbestos management can be directed to the maintenance supervisor at the north campus.

STUDENT INJURIES

Minor injuries will be treated in the office and the parent/guardian will be notified if necessary.

Major injuries requiring professional attention will be dealt with in the following manner:

- student will be made comfortable
- 911 will be called
- parent/guardian will be contacted immediately (alternate emergency number will be used if parent/guardian cannot be reached)

WEAPONS POLICY

Students are prohibited from bringing weapons to school and school sponsored activities, having weapons in school or at school sponsored activities, on the school premises, on a school bus or en route to or from school, or in the immediate vicinity of the school.

- A weapon is any object which can be used to threaten or injure another.
- School premises include the school buildings and the adjacent grounds including, but not limited to, the parking lots, playgrounds, or buses.
- Immediate vicinity of the school means within a block radius of the school.

PROCEDURES REGARDING WEAPONS POLICY

1. Any student discovered to be, or suspected of, carrying, possessing, concealing, or transferring a weapon on school premises or in the immediate vicinity of the school shall be immediately excluded from classes pending investigation.
2. A search can be conducted to verify the suspicion or clarify the discovery. It may include, without prior warning, an inspection and search of a student's person, pockets (the student empties his/her own pockets), book bags, purse, lunch box, etc. Questioning of the same purposes may include questioning by the principal, a

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member of the administrative team, a school teacher, the pastor, or a person acting in the place of any of these personnel.

3. When a body search is conducted, it shall be in the principal's office or other appropriate place. A person of the same sex should conduct the search of the student with another faculty member present.
4. If a student refuses to cooperate or interferes with a search of person or possessions or premises: s/he will be warned that refusal to cooperate without legitimate reason will result in disciplinary action, up to and including expulsion from school.
5. Depending on the nature of the weapon, the local police department shall be notified immediately and if possible, the student detained whenever the school has reason to suspect a student may have a weapon or when a weapon is present on school premises.
6. Any student found to be in violation of the school's policy is subject to disciplinary action, up to and including expulsion.
7. Any student determined to have brought a firearm to school will be expelled for a period of not less than one year. The term "firearm" means:
 - any weapon including a starter gun which will or is designed to or may readily be converted to expel a projectile by the action or an explosive
 - the frame or receiver of any such weapons
 - any firearm muffler or firearm silencer
 - any destructive device

ALCOHOL, TOBACCO, & OTHER CONTROLLED SUBSTANCES

Student use or possession of alcohol, tobacco and/or other illegal drug is strictly prohibited on campus and at all school events. Any student involved in possession, sale or distribution of alcohol, tobacco, or illegal drug on campus or at any off campus school event will be immediately suspended until further investigation with administration. Additionally,

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any student who is in violation of the law, is in possession of, gives, or consumes alcohol, illegal drugs, or other controlled substances off campus will be disciplined and become liable to suspension or expulsion. Students are expected to be above reproach in these matters and are to excuse themselves from events or occasions where the presence of alcohol, drugs, or other controlled substances constitutes a violation of the law.

In an effort to promote a safe, drug-free environment, school administration has the authority to conduct searches using drug-sniffing dogs in cooperation with the local school police liaison and authorities.

SEXUAL & OTHER FORMS OF ILLEGAL HARASSMENT

It is the policy of the Archdiocese of Detroit and Holy Family Regional School to make every effort to provide an educational environment free from all forms of illegal harassment. This policy applies to the actions of all faculty, staff, and students at HFRS, as well as others who may be in a working relationship with the school. The Archdiocese of Detroit and HFRS are open to and respect the complaints brought under this policy.

Sexual harassment refers to behavior that is not welcome, that personally is offensive to some people, and fails to respect the rights of others. Harassment can be either conduct or communication. Actions that seem harmless or amusing to some may be offensive to others. Sexual harassment is defined as any unwelcome sexual advances, requests for sexual favors, or verbal or physical conduct or communication of a sexual nature when:

- submission to such conduct is made an explicit or implicit term or condition of any aspect of an individual's education or school related pursuits
- submission to or rejection of such conduct or communication is used as a factor in decisions affecting the individual's education
- such conduct is intended or has the purpose or effect of interfering with an individual's education or creates an intimidating, hostile, or offensive educational environment

EXAMPLES OF SEXUAL HARASSMENT

- sexual innuendoes
- jokes of a sexual nature
- sexual propositions, sexually suggestive pictures or cartoons
- foul and obscene language, jokes, or gestures
- unwanted and unnecessary physical contact
- unwelcome comments about appearance

REPORTING HARASSMENT

Any student who feels that he or she has been a victim of sexual or other form of illegal harassment should bring the matter to the immediate attention of the principal, assistant principal, or the school counselor.

Holy Family Regional School will investigate all complaints of harassment in as prompt and confidential a manner as possible subject to direction from an outside agency investigating possible child abuse or neglect, and will take appropriate corrective action when warranted. Any faculty, staff member, student, or other person in a working relationship with HFRS who is determined to have engaged in harassment in violation of this policy will be subject to appropriate disciplinary action, up to and including termination of employment or exclusion from school.

Retaliation in any form against a person who exercises his or her right to make a complaint under this policy is strictly prohibited and will result in appropriate disciplinary action, up to and including termination of employment or expulsion from school.

CODE OF CONDUCT FOR VOLUNTEERS

Our children are the most important gifts God has entrusted to us. A volunteer must strictly follow the rules and guidelines in this Code of Conduct for Volunteers as a condition of providing services to the children and youth of our archdiocese.

A volunteer must:

- treat everyone with respect, loyalty, patience, integrity, courtesy, dignity, and consideration
- avoid situations where he or she is alone with children and/or youth at school activities
- use positive reinforcement rather than criticism, competition, or comparison when working with children and/or youth
- refuse to accept expensive gifts from children, youth, or their parents/guardians without prior written approval from the pastor or principal
- refrain from giving expensive gifts to children and/or youth without prior written approval from the parents/guardians and the pastor or principal
- report suspected abuse to the pastor, principal, or appropriate supervisor and the local Child Protection Services agency. Failure to report suspected abuse to civil authorities (by required reporters) is, according to the law, a misdemeanor.
- cooperate fully in any investigation of abuse of children and/or youth

A volunteer must not:

- smoke or use tobacco products in the presence of children and/or youth
- use, possess or be under the influence of alcohol at any time while volunteering
- use, possess, or be under the influence of illegal drugs at any time
- pose any health risk to children and/or youth through fevers, or other contagious situations
- strike, spank, shake, or slap children and/or youth
- humiliate, ridicule, threaten, or degrade children and/or youth
- touch a child and/or youth in a sexual or other inappropriate manner
- use any discipline that frightens or humiliates children and/or youth

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- use profanity in the presence of children and/or youth

A volunteer working with children and/or youth is subject to a thorough background check, including criminal history. Any action inconsistent with this Code of Pastoral Conduct or failure to take action mandated by this Code of Pastoral Conduct may result in removal as a volunteer with children and/or youth. (Adopted 2013 from Archdiocese of Detroit Policies)

VOLUNTEER CHAPERONE EXPECTATIONS

Chaperones shall act as reasonably prudent persons and are responsible for students at all times for the duration of the trip. Students and chaperones represent Holy Family Regional School. Therefore, appropriate Christ-like behavior is expected at all times. As this is an extension of the classroom, all school rules, policies, and procedures apply while off campus.

The following procedures are to be followed by all chaperones:

1. Must have completed a background check and have forms on file in school office.
2. Must have completed Protecting God's Children training.
3. Drivers must have completed an updated Volunteer Driver Form and have on file in school office.
4. Make sure that all children are seated in car with individual safety belts or booster seat when necessary.
5. Have directions to the trip destination and phone numbers of school and field trip destination.
6. Chaperones may not waiver from the trip plans. **No stops for ice cream, fast food, souvenirs, etc... unless approved by the teacher and stated on the permission slip.**
7. Be conscientious of appropriate music, videos, and video games. Students may not view PG-13 videos, listen to inappropriate music, or play inappropriate video games in vehicles.
8. Chaperones may not take/post/share pictures without parental consent.
9. Smoking is not permitted by chaperones during the duration of the

trip.

10. Ensure appropriate care and guidance of the students during the duration of the trip.
11. Remain with the students after the trip, until the teacher assumes full responsibility for the children.
12. Drivers are not to use cell phones when operating the vehicle

CONCUSSION POLICY

Public Acts 342 and 343 require schools and youth sports organizations to educate, train, and collect forms for non-MHSAA activities including physical education classes, intramural, and out-of-season camps or clinics.

- Adult coaches (paid or volunteer) must complete the established free online training course, and have a certificate of course completion on file prior to coaching.
- Parents/guardians and students must sign a Concussion Awareness Acknowledgement Form prior to student participation in sports and physical education class. Form will be kept on file with school for the duration of the student's involvement and until age 25.
- Students suspected of a concussion will not be allowed to return to athletic activities, physical education classes, practice, or competition until written clearance from a physician is submitted to the school office.

FIRE, TORNADO, AND CRISIS DRILLS

Fire, tornado, and crisis drills are conducted at various times during the school year. Procedures for fire and tornado drills are posted throughout the school buildings. Details of the Crisis Plan are kept confidential for the safety and well-being of the students and the employees.

SEVERE WEATHER

In the event of a severe weather "warning," teachers will be notified by the administration to be alert and prepare to take necessary precautions.

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In the event that a public siren sounds during dismissal, no student will be dismissed until the tornado/severe weather emergency is over.

WELLNESS POLICY AND GUIDELINES

Holy Family Regional School's Wellness Policy provides guidelines for the school community to encourage students to engage in a healthy lifestyle. These goals are met through the following approaches to student wellness and health:

Holy Family lunch program

- School lunches are appealing and attractive to students
- School lunches are served in a clean and pleasant environment
- School lunches are served from a variety of local restaurants
- School lunches provide low-fat and fat-free milk daily
- School provides a salad bar three times a week at South Campus

Holy Family lunch policies

- School schedules all lunches between 11:00am – 1:30pm
- School requires hand washing/sanitizing before all meals
- School discourages sharing of food/snacks/beverages to promote healthy environment
- School offers allergy zones to accommodate students with food allergies

Family lunch program

- Families are encouraged to send healthy, well-balanced snacks and lunches
- Soft drinks are not permitted as part of the lunch/snack program
- Parents are strongly encouraged to send students with healthy snacks and water each day (coffee, hot cocoa, sugary drinks, or drinks other than clear liquid are not permitted; Gatorade is permitted only at lunch or during sporting events)

Holy Family snack program

- School allows snacks each day at appropriate times

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- School and teachers promote healthy snack choices for students
- School offers healthy and varied snack choices at cafeteria snack bar

Holy Family physical education program

- School offers physical education class weekly, taught by certified P.E. teacher
- School provides daily supervised recess of at least 20 minutes
- School offers recess outside (weather permitting) with age-appropriate equipment
- School teachers may provide additional, short-duration physical activity breaks during classroom time
- School offers extracurricular, seasonal sports activities for 4th-8th grade students

RECESS

Outdoor recess will take place daily at both campuses unless there is inclement weather. During the winter months, recess will take place unless the Wind Chill Factor registers below 10 degrees. The website www.weather.com is checked at 11 a.m. each day. Parents/guardians are encouraged to do the same. **Parents/guardians are asked to make sure that their student(s) is/are dressed appropriately.** If a student is not dressed appropriately for the weather, parents/guardians will be notified at the end of the day that their child had to remain indoors during recess.

All outerwear (sweaters, jackets, snow pants, boots, scarves, mittens, gloves, etc.) must be labeled with your child's first and last name. Lost items of clothing will be returned to a student if labeled. If the item is not labeled, it will be put in our Lost & Found. If not claimed, it will be donated to the Clothes Closet or St. Vincent de Paul.

Notes: _____



North Campus

1240 Inglewood Avenue
Rochester 48307
(248) 656-1234 [Phone]
(248) 656-3494 [Fax]

South Campus

2633 John R Road
Rochester Hills 48307
(248) 299-3798 [Phone]
(248) 299-3843 [Fax]

www.holyfam.org