



**Holy Family Regional School**

**Parent/Student Handbook**

**2024-2025**

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 or in the weekly newsletter if 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!

Your sister in Christ,

*Mrs. Bridget Hondzinski*

Principal

"Statements in this handbook are subject to amendment with or without prior notice. The school principal will attempt to keep the school families informed of all changes as soon as practical." (Office of Catholic Schools 1.08).

# Holy Family Regional School

## Parent/Student Handbook

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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.***

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## **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
- Weekly masses at both North and South Campus
- 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.

## **MISSION OF CATHOLIC SCHOOLS**

Catholic schools have a mission of forming disciples of Jesus Christ. Every Catholic school, therefore, must cultivate an environment that upholds the teachings of the Catholic Church in an authentically Catholic culture, protecting and promoting the inherent and inviolable dignity of all persons, created in the image and likeness of God. Catholic school leaders, staff, and community members must ensure that all curriculum, activities, advocacy, and training align with the teachings of the Catholic Church. Grounded in the Church's commitment to care pastorally for individuals struggling with gender confusion, all ministers of the Church in the Archdiocese of Detroit (clergy, employees, contractors, and volunteers) are expected to

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accompany these brothers and sisters with true compassion and to assure them of God's personal love. (See: The Good News About God's Plan: A Pastoral Letter on the Challenges of Gender Identity – <http://www.aod.org/the-good-news-about-gods-plan>) By virtue of each person's creation in the image and likeness of God as male or female, and the truth that God's plan for our holiness and flourishing is revealed through our bodies, all ministers of the Church in the Archdiocese of Detroit (clergy, employees, and volunteers), students, and registered youth program participants shall respect their God-given biological sex regarding (but not limited to) the use of personal pronouns, dress code, bathrooms, and all other facilities. All documents and records shall reflect the person's God-given biological sex. (DCS 1.08)

## **COMMUNICATIONS**

The relationship established with Holy Family families is valuable and treasured. 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 the information and activities that occur at Holy Family. The following methods of communication will help keep you informed:

- the Parent/Student Handbook
- the weekly school newsletter
- teacher shared classroom information via FACTS
- Holy Family Facebook Page, Twitter and Instagram
- visit your FACTS family portal 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.



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## TEXTBOOKS

Holy Family Regional School provides every student with textbooks 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. Students are to cover textbooks as directed by their teacher and treat all learning resources with respect.

## HOMEWORK

The Homework Policy is a guideline for parents/guardians to address total length of homework time appropriate for each grade level. 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.

<b>Grade</b>	<b>Homework Time Per Day</b>	<b>Possible Additional Minutes</b>
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.

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## Response to homework survey 2023-2024

In an ability to respond to parent concerns over homework, the Academic Excellence Committee has made the following adjustments. The goal of this is to encourage communication and collaboration between home and school, providing the best opportunity for success for our students.

1. Parents should contact the classroom teacher with general concerns about homework. Examples: unclear on the skill, directions, missing worksheets, taking too much time at home.
2. On any given night if total homework exceeds time (plus additional minutes referred to above) parents may **exempt** students from the remaining homework.
  - a. Email the teacher details of minutes on task and what was not completed and other key details.
  - b. Student will be **exempt** from this homework (no penalty). Parent and teacher will collaborate differentiation to meet the homework needs of the student.
  - c. If the above process does not resolve or improve the concerns, please contact building principals for further assistance.
3. This does not include projects, long-term assignments, or studying for tests/quizzes.

(Please see ABSENTEEISM/TARDINESS on Page 11 for additional information.)

## HOMEWORK POLICY FOR CANCELLED SCHOOL DAYS

In the event 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.

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- b) Students in second grade should continue reading logs.
- c) Students can practice math flash cards, Dolch words, reading to someone (mom, dad, brother, sister, friend...).
- d) New assignments will not be posted to FACTS.

### **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 FACTS.

### **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.
- c. On the second consecutive snow day, new assignments may be posted to FACTS 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. Parents/guardians or a teacher may request conferences at any time during the school year by appointment.

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## GRADING SCALE

### Grades YK-2:

Academic and Specials Subjects Evaluation Code for

P = Proficient

D = Developing

N = Needs Support

Life Skills Evaluation Code for

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

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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. Please note the expiration dates posted on the bottom of each non-uniform slip. (See Tardiness for more details)

### **GUIDANCE/COUNSELING SERVICES**

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

### **INTERVENTION FOR STUDENTS' POLICY**

HFRS school mission supports the success of all learners. Students who are invited by an interventionist for assistance will be pulled from a different class to provide consistent, direct, interventions based on each student's needs. Parents who want to opt out must schedule a meeting with Administration (counselor, assistant principal, and lead support service coordinator) to discuss why the student should not receive these interventions. Holy Family Regional School is prepared to help every student be successful academically, and we are partnering with parents to ensure the best quality education for each student.

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

The Support Services Department provides accommodations for students who have unique learning, physical, social, and emotional needs as identified by the appropriate physician. Accommodation plans and/or interventions are provided for students who meet the following criteria:

- Diagnosis of a disability as verified by a current psycho-educational report.
- Diagnosis of ADHD that limits the learning process as verified by a

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

### **RETENTION POLICY**

All decisions regarding retention are the responsibility of the principal in consultation with the teacher(s) and parent(s). Any decision concerning non-promotion must be made after considering all the factors related to the student's development (emotional, physical, social, as well as intellectual and academic) collected from a wide range of sources throughout the year.

The following are the minimum procedures for retention:

- Consultation between teacher(s) and principal.
- A conference is held with the parents no later than the end of the first semester to advise them of the possibility of retention and to discuss possible remedial actions.
- Follow-up conferences with the parents are held to evaluate the progress of the student.
- Ordinarily, a decision will be made by the end of the third quarter regarding retention.

No student shall be retained for more than one year at any given grade or level.(Office of Catholic Schools 2.06).

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## ADMINISTRATIVE PROCEDURES

### ADMISSIONS

Catholic schools in the Archdiocese of Detroit must follow the following admission policy and procedures: Students and their families who desire to enroll in a Catholic school in the Archdiocese of Detroit understand that a Catholic school is a center of evangelization and exists to provide an excellent academic education and formation founded upon the morals,

teachings, and practices of the Catholic Church. A student may not be admitted to a Catholic school in the Archdiocese of Detroit if their conduct (or the conduct of a family member) is contrary to the teachings of the Catholic Church and poses a threat to the moral integrity of the Catholic school community. (Office of Catholic Schools).

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<sup>st</sup> to enter the kindergarten program. For the Young 5 program, children must be five years of age by December 31<sup>st</sup>. **Completing an online application and payment fee begins the admissions process.**

Assistant principals or a designated teacher will conduct an interview and screening for each new student entering grades Young Five through grade eight. Prior to screening, a written evaluation or report card is required, along with any recent standardized test results, birth certificate, baptismal certificate, immunization record, a recent photo, and principal /counselor recommendation form as appropriate.

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 cooperation with the directions of the Oakland County Health

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Department unless a signed medical waiver from a physician is provided.

Admitted students in grades Y5 through eight are accepted with probationary status for the first year 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. Mary of the Hills, St. Irenaeus.
- 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 three 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.

### **CHILD CUSTODY**

Custodial parents/legal guardians shall be recognized by the school as the primary decision-makers for their children. Legal documentation (e.



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g., court order) regarding custody and visitation must be provided to the school by the custodial parent(s)/legal guardian(s) at the time of registration. The school must be notified immediately regarding any changes to custodial provisions.

Schools are not responsible for enforcing court orders regarding child custody and visitation, although the schools should make an effort to respect such orders. In the event of disputes between parents that are brought to the school, school administrators are authorized to contact local law enforcement to resolve such disputes. Parents / legal guardians shall have access to school records, conferences, and information unless otherwise restricted by court order. It is the obligation of parents to properly inform the school of restrictions of access to children, records, or other information.

School employees (i.e., principals, assistant principals, teachers, other staff) shall not offer to testify on behalf of one parent or another in situations of divorce, child custody matters, etc.(Office of Catholic Schools 2.07).

### **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. Teachers meet as a team to place students in the classroom setting that will best support the needs of the student. Our teachers and staff call upon the Holy Spirit to help guide the process, which is a wonderful blessing at our school.

### **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.

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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. Middle school students should check google classroom for posted assignments. 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.

### **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.

Students who have more than 8 days without documentation during a quarter must arrange a parent meeting with administration. Truancy is defined as an 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.

According to the State of Michigan, "Truant means **a child who has ten (10) or more unexcused absences per school year**. A child should be counted as truant only once in a given school year. Once deemed truant, a child shall be monitored throughout the school year until improved attendance is consistent."

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 the quarter.

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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 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 to enter class. Late buses or inclement weather are noted by the office and will not be recorded as tardy.

Less than two hours absence in a day is a tardy. An absence of two or more hours in a 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 teacher deems otherwise

A combination of **five 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.

### **SCHOOL HOURS**

The South Campus day begins at 8:20 a.m. Students may arrive at school beginning at 7:50 a.m. Dismissal for South Campus students on a full day is at 3:30 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 8:20 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.

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## **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. Teachers are not required to give absent work prior to your vacation. 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 morning bus 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.

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 shuttle line.

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

- NO Cell phone usage including texting, making calls, browsing, taking pictures, or making videos.
- 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.
- Always keep his/her entire body inside the bus

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- Keep the bus clean and refrain from throwing anything from the windows.

### **BUS DISCIPLINE POLICY**

Any student who does not follow the identified rules will be subject to the following disciplinary procedure. This protocol will start simply – between the driver and the student – but continued issues will lead to a progression in reporting and consequences. Students and parents are required to sign the following contract to ride the shuttle [Shuttle Contract 24-25](#)

### **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.

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

- Upon arrival at either North or South Campus, please use the main entrance doorbell to secure admittance.
- North: Go to the school office to sign-in & complete a Visitor's Pass.
- South: Go to the security desk to sign-in & complete a Visitor's Pass.

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- Return to the respective location at each campus at the end of the visit to sign-out of the building.
- Doors at South Campus will open at 3:45 for after-school activities.

### **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.

### **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. Parents who are chosen to drive for field trips must follow the Volunteer Policy guideline. It is recommended that parents consider expanding insurance coverage to

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\$500,000 CSL (combined single limit) for the field trip.

Grades 1-8 will utilize bus transportation as determined by Administration. All documentation must be submitted prior to the field trip date.

### **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 Strategic Planning Committee
- the Parent Teacher Guild (PTG)
- the Athletic Advisory Committee
- the Academic Excellence Committee

### **THE STRATEGIC PLANNING COMMITTEE**

Holy Family is a regional school founded and supported by St. Andrew, St. Mary of the Hills, Sacred Heart, and St. John Fisher University parishes. St. Andrew, St. Irenaeus, and St. Mary of the Hills are the current supporting parishes. An appointed Strategic Planning Committee is a consultative body relating with and reporting to the school administration.

The Strategic Planning Committee works together with the administration and faculty to implement the philosophy and mission of Holy Family Regional School. They are instrumental in long-range planning for the school, specifically as it relates to strategic planning. The Strategic Planning Committee is comprised of Holy Family parents/guardians who serve a two-year term.

### **FUNDRAISING**

All promotion/fund-raising activities which involve 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

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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.

### **USE OF NAME AND LOGO**

Holy Family Regional School's logo/insignia is protected by registration under the law of the State of Michigan. "Attaching the school's name, logo or other insignia to an event, activity, or publication implies a close connection with the school, usually sponsorship or endorsement. Involvement by individual faculty, staff, students, or parents is not, by itself, sufficient basis to title an activity, program, or event as "school" sponsored. Rather the activity, program, or event must be one for which the school takes institutional responsibility.

Faculty members, staff, students, parents, and parish members may use or authorize the use of the school name, logo, or insignia (alone or in conjunction with the name of a specified organization or activity) only with the written approval of the principal and designated priest. This includes the use of the school's name by parent or booster organizations, alumni groups, and/or on websites." (Office of Catholic Schools 1.06).

### **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.

We encourage parents to contact the teacher, front office staff, school counselor or administration regarding important information about your child. We value partnering together for the benefit of all students.

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



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recruitment. If a parent does not want this information shared with the Archdiocese, please contact the secretary at South Campus to make this request.

### **SPEAKER POLICY**

Holy Family Regional School shall only sponsor professional development, speakers, and events that uphold the teachings of the Catholic Church.

To be considered for invitation to speak on matters of faith or theology, the person should be in good standing with the Catholic Church. The speaker's writings and previous public presentations must also be in harmony with the teaching and discipline of the church. If a speaker, presenter is not directly addressing matters of faith or religious content, s/he must not propose or openly support ideas that contradict the teachings of the Catholic Church." (Office of Catholic Schools, 1.18).

## **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. Holy Family Regional School may retain student records until

Tuition is due according to the standard tuition payment schedule for the

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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.

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 three family of 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

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payment plan. Parents/guardians can also apply for financial assistance through the Archdiocese of Detroit.

### **FACTS TUITION MANAGEMENT**

The school has partnered with FACTS 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:

- \$40 late payment fee for tuition and incidentals
- \$25 fee for failed auto-debit and failed checks
- 2.85% 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.

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## **Behavioral Expectations**

A student of Holy Family Regional School should:

- respect the inherent human dignity and worth of every individual
- 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 [HFRS Student Telecommunications Acceptable Use Agreement](#)
- Violate the [HFRS Chromebook and Google Workspace for Education Use Policy](#)
- violate the school's policies on bullying, cyber-bullying, 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 outlines 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.

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- Sexual bullying includes many of the actions listed above as well as exhibitionism, voyeurism, sexual propositioning, sexual 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.

### **POLICY REGARDING PLAGIARISM**

All work at Holy Family should reflect a student's own efforts and ideas. Work from OTHER SOURCES MUST BE credited accurately. Unless directed by the teacher, students must assume all assignments are to be done individually. All teachers will support the use of MLA formatting and plagiarism guidelines through Purdue University's Online Writing Lab (PurdueOWL).

The following are all examples (but not limited to) of academic dishonesty:

1. Copying a classmate's homework or class work.

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2. Allowing a classmate to copy work.
3. Disclosing test or quiz questions or answers.
4. Looking at/taking tests or answer keys from a teacher without permission.
5. Turning in /taking credit for an assignment a student did not finish by him/herself or completed by tutors or parents.
6. Using any electronic devices or AI (Artificial Intelligence) to gain knowledge of answers or to submit work not from the original owner.
7. Using and submitting someone else's work without proper citation. Each grade level will use proper citation requirements.
8. Using resources that the teacher does not permit (according to class rubric). Examples may include on-line translators or shared digital files.
9. This includes accessing Archived Google classes and those resources.

All academic teachers are expected to teach intentional versus unintentional plagiarism for consequences. Intentional plagiarism includes choosing to use another person's work and not citing the source (giving proper credit). Unintentional plagiarism includes incompletely paraphrasing a sentence, using incorrect punctuation for a source, and incorrectly formatting in-text citations or Works Cited page.

Consequences for academic dishonesty will include the following steps:

### **First occurrence:**

- teacher will contact parent.
- student will submit assignment for a 50% grade deduction.

### **Second occurrence or more:**

- teacher will contact parent.
- student will submit assignment for a 0 grade.
- teacher will refer student to administration.

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## **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 as 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.



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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.

“The dismissal of a student or family from a Catholic school in the Archdiocese of Detroit may occur when the conduct of a student or family member of a student is contrary to the teachings of the Catholic Church and constitutes a threat to the physical welfare or moral integrity of the Catholic school community or compromises the school’s ability to educate and form students according to its mission. In all contexts, Catholic charity must be demonstrated.”(Office of Catholic Schools 2.20).

### **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](http://www.holyfam.org) and may coincide with a holiday or require a charitable donation.

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.

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All uniform articles may be purchased through:

Kids' Choice Apparel  
1424 North Rochester Road  
Rochester Hills, MI 48307  
248-651-5437  
[kidschoiceapparel@gmail.com](mailto:kidschoiceapparel@gmail.com)

Schoolbelles – School Code #S0547  
42073 Ford Road

Canton Township, Michigan  
734-983-0280

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.

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## GIRLS' UNIFORM

### Jumpers & Skirts:

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| <ul style="list-style-type: none"><li>• Grades Y5-3 wear the HFRS plaid uniform jumper.</li><li>• Grades 4-8 wear the HFRS plaid uniform skirt.</li><li>• Y5 ONLY may have an elastic waist for skirts/skorts</li></ul> | <ul style="list-style-type: none"><li>• Jumper length and skirt length is to be no shorter than 2 inches above the top of the kneecap.</li><li>• Skirts cannot be rolled and must be worn at the waist.</li><li>• The waistband must be visible.</li><li>• Slacks under the jumper or skirt may be worn to and from school or at recess only.</li><li>• Skirt needs to sit comfortably on waist and hips; pleats lay flat and pockets don't gap.</li><li>• Uniform skirt checks will be conducted regularly. If a student needs to fix length of skirt, they will be given 7 calendar days and report to the Dean of Discipline for approval. Failure to get skirt fix will result in being suspended from school until the skirt is to code.</li></ul> |
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<p><u>Shorts/Skorts:</u> May 1<sup>st</sup> through September 30<sup>th</sup></p> <ul style="list-style-type: none"><li>• Grades Y5-8 wear navy blue knee-length walking shorts with front zipper and belt loops.</li><li>• Plain-front and pleated-front shorts are acceptable.</li><li>• Grades Y5-3 may wear skort from uniform provider only.</li><li>• Grades 6-8 will wear uniform skirts or uniform slacks on all mass days.</li><li>• Y5 ONLY may wear elastic waist band</li></ul>	<ul style="list-style-type: none"><li>• Must be worn at the waist.</li><li>• Must be worn with a solid navy, black, or brown belt.</li><li>• Belts with rivets or grommets are not allowed.</li><li>• 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) or uniform plaid shorts.</li><li>• Shorts may be no shorter than 2 inches above the knee.</li></ul>
<p><u>Blouses/Shirts:</u></p> <ul style="list-style-type: none"><li>• Grades Y5 and 8 wear a solid red polo-style shirt with the HFRS logo.</li><li>• Y5-3 will wear white blouse and polo-style shirts under the jumpers. Blouse must button down the front, have a plain collar and maybe long or short sleeved.</li><li>• Peter Pan collar and oxford style blouses are acceptable.</li><li>• Grades 6-8 will wear a white Oxford cloth blouse without a logo on mass days. The Oxford blouse must have a button-down collar.</li></ul>	
<p><u>Sweaters:</u></p> <ul style="list-style-type: none"><li>• Grades Y5-8 may wear a solid navy, red, or white sweaters.</li><li>• Plain cardigans, vests, crewneck and v-neck pullover styles are acceptable.</li></ul>	<ul style="list-style-type: none"><li>• A blue HFRS logo is the only acceptable logo.</li><li>• Not permitted: mock turtleneck, shirts with ornamentation.</li><li>• Only the top button of the shirt may be unbuttoned.</li></ul>

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<p>Students in grades Y5-8 may wear a quarter zip fleece. This fleece must have the HFRS logo.</p>	<ul style="list-style-type: none"> <li>• Shirt must be tucked into the slacks with the waistband visible.</li> <li>• Solid white, short sleeved t-shirt or undershirt may be worn underneath uniform shirt.</li> <li>• Undershirt sleeves should not extend beyond the sleeve of the uniform shirt.</li> </ul>
<p><u>Socks/Tights:</u></p> <ul style="list-style-type: none"> <li>• Grades Y5-8 wear solid white or navy crew socks or knee socks.</li> <li>• Solid white, navy or black tights are permitted.</li> <li>• Socks or tights may have a solid cable pattern.</li> </ul>	<ul style="list-style-type: none"> <li>• Sweaters may have the HFRS cross logo only</li> <li>• A blouse, polo-style shirt, or turtleneck must be worn under the sweater.</li> <li>• Not permitted: ruffled, hooded, striped, floral, and multi-colored design sweaters.</li> <li>• Grade 8 may wear the class sweatshirt, except at mass.</li> </ul>
<p><u>Shoes:</u></p> <ul style="list-style-type: none"> <li>• Solid black, brown or navy leather or suede dress shoe, with dark soles, that are closed at the toe and heel.</li> <li>• Shoes should be tied, buckled, close with Velcro, or be loafer style.</li> <li>• Grades 4-8 may wear Sperry or ballet flats.</li> </ul>	<ul style="list-style-type: none"> <li>• Socks must be worn and visible at all times.</li> <li>• Crew socks must be worn with tennis shoes.</li> <li>• Crew socks should be 3 inches above the ankle.</li> <li>• Not permitted: Socks or tights displaying a manufacturer's logo. Lacy or frilled socks or tights.</li> </ul>
<p><u>Accessories:</u></p> <ul style="list-style-type: none"> <li>• A simple cross or religious medal with chain, a wristwatch, or one modest ring is permitted.</li> <li>• No bracelets are allowed.</li> <li>• One pair of small earrings (studs only) may be worn.</li> </ul> <p>Headbands, bows, scrunchies, and barrettes must be solid red, white, navy, black, or uniform plaid with no logo or embellishments.</p>	<ul style="list-style-type: none"> <li>• Shoes MUST only contain a single color. The sole of the shoe MUST be the same as the top; no additional stitching or colors on the shoe exterior.</li> <li>• Shoes with laces should be tied.</li> <li>• Tennis shoes may be worn with the navy-blue uniform shorts.</li> <li>• On gym days, grades Y5-5 may wear tennis shoes or athletic shoes for the entire day.</li> <li>• On gym days, grades 6-8 should wear their dress shoes to school and change to gym</li> </ul>

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	<p>shoes only for physical education (PE) class.</p> <ul style="list-style-type: none"> <li>Boots are to be worn to and from school or at recess only.</li> </ul> <p>Not permitted: Shoes with sequins, sparkles, or accent colors or prints, shoes with heels over one inch, platforms, sandals, clogs, moccasins, boat shoes, Ugg boots, slippers, slid-ons, Crocs, ballet flats for grades Y5-5, or shoes with built-in wheels</p>
<p><u>Hair and Make-Up:</u></p> <ul style="list-style-type: none"> <li>Hair must be a natural color and always neat and clean.</li> <li>MS girls may wear light concealer</li> <li>Grade 8 may wear mascara .</li> </ul>	<ul style="list-style-type: none"> <li>Earrings must be worn on earlobe.</li> <li>All accessories should be free of ornamentation.</li> <li>Bows should not be a distraction; Jo Jo type bows are not part of the uniform. Bows should be 6 inches or smaller.</li> <li>Not permitted: multiple or dangling/hoop earrings for safety reasons.</li> </ul>
<p><u>Physical Education (PE) Uniforms:</u></p> <ul style="list-style-type: none"> <li>Grades 4-8 wear a PE uniform for class.</li> <li>White or gray t-shirt with logo and blue shorts with logo are available at <i>Kids Choice Apparel</i>.</li> <li>Tennis shoes and socks are required for PE.</li> <li></li> </ul>	<ul style="list-style-type: none"> <li>Hairstyle and make-up are not to be a distraction.</li> <li>Not permitted: Make-up or nail polish in grades Y5-7, no shellac, acrylic or gel nails at any time.</li> <li>glitter, unnatural, or heavy make-up, excessive fad haircuts or styles.</li> </ul>
<p><u>Non-Uniform Days:</u></p> <ul style="list-style-type: none"> <li>Appropriate non-uniform dress is to be worn</li> </ul> <p>Not permitted: flip-flops, sandals, slippers, crocs, slides, or backless shoes, tank tops, short tops with the midriff showing, cold shoulder tops, rompers, low-rise or dropped-hip slacks, yoga pants, leather/pleather pants, shorts and skirts that are not 2 inches above the knee,</p>	

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<p>leggings in grades 6-8, logos on seat of pants, no PINK, Juicy, etc., ripped or torn clothing, dangling/hoop earrings, tight or revealing attire. Clothing with inappropriate ads or promotions for music groups, movies, television shows, etc., that promote actions contrary to HFRS policies.</p>	
<p><u>Dress Up Days</u></p> <ul style="list-style-type: none"> <li>• Clothes that are appropriate for a "better" occasion</li> <li>• Appropriate clothes might be: dresses, skirts, nice slacks, and dress shoes</li> </ul> <p>Not permitted: jeans, tennis shoes, flip-flops, shorts, skorts, tight or revealing attire</p>	<ul style="list-style-type: none"> <li>• Usually scheduled once per month.</li> <li>• Parents should carefully scrutinize shirts and pants with mottos, graphics, and ads.</li> <li>• Slacks and shorts must be worn at the waist.</li> <li>• Shorts must be no shorter than two inches above the knee.</li> <li>• Shorts, Capri's, and skorts are permitted May 1 through September 30.</li> <li>• Socks must be worn.</li> </ul>
	<ul style="list-style-type: none"> <li>• Designated dress-up days are usually the last day of school and school picture day.</li> <li>• Dress sandals are permitted May 1 through September 30.</li> </ul>

# Holy Family Regional School

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## BOYS' UNIFORM

<p><u>Slacks:</u></p> <ul style="list-style-type: none"><li>• Grades Y5-8 wear navy blue dress slacks with front zipper and belt loops.</li><li>• Must be a Docker-type, dress twill style.</li><li>• Plain-front and pleated-front slacks are acceptable.</li><li>• Y5 ONLY may wear elastic waist band.</li></ul>	<ul style="list-style-type: none"><li>• Must be worn at the waist.</li><li>• Must be worn with a solid navy, black, or brown belt. (Grades 1- 8)</li><li>• Belts with rivets or grommets are not allowed. <b>NO designer logos or designs.</b></li><li>• Not permitted: jean-style, flares, slacks with rivets, and slacks with exterior pockets (i.e. cargo pants).</li></ul>
<p><u>Shorts:</u> (May 1<sup>st</sup> through September 30<sup>th</sup>)</p>	<ul style="list-style-type: none"><li>• Must be worn at the waist.</li></ul>



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<ul style="list-style-type: none"> <li>• Grades Y5-8 wear navy blue knee-length walking shorts with front zipper and belt loops.</li> <li>• Plain-front and pleated-front shorts are acceptable.</li> </ul>	<ul style="list-style-type: none"> <li>• Must be worn with a solid navy, black, or brown belt. (Grades 1-8)</li> <li>• Belts with rivets or grommets are not allowed.</li> <li>• Not permitted: cargo shorts.</li> <li>• Must be no shorter than 2 inches above the knee.</li> <li>• Shorts are not permitted on Mass days for students in grades 6-8.</li> </ul>
<p><b><u>Shirts:</u></b></p> <ul style="list-style-type: none"> <li>• Grades Y5 through 8th wear a solid red polo-style shirt with the HFRS logo required.</li> <li>• Grades 6-8 wear a white Oxford cloth shirt without a logo on mass days, along with the designated tie.</li> <li>• Oxford cloth shirts must button down the front, have a button-down collar and may be long or short sleeved.</li> </ul>	<ul style="list-style-type: none"> <li>• Shirt must be tucked into the slacks with the waistband visible.</li> <li>• Only the top button of the shirt may be unbuttoned.</li> <li>• Solid white, short sleeved t-shirt or undershirt may be worn underneath uniform shirt.</li> <li>• Undershirt sleeves should not extend beyond the sleeve of the uniform shirt.</li> <li>• The only logo permitted is the HFRS cross logo.</li> <li>• Not permitted: mock turtleneck.</li> </ul>
<p><b><u>Sweaters:</u></b></p> <ul style="list-style-type: none"> <li>• Grades Y5-8 may wear solid navy, red, or white sweaters.</li> <li>• Cardigans, vests, crewneck, and V-neck pullover styles are acceptable.</li> <li>• Students in grades Y5-8 may wear a quarter zip fleece, with the HFRS logo.</li> </ul>	<ul style="list-style-type: none"> <li>• An oxford cloth shirt, polo-style shirt, or turtleneck must be worn under the sweater.</li> <li>• Sweaters may have the HFRS cross logo only.</li> <li>• Not permitted: hooded, striped, or multi-colored design sweaters.</li> <li>• Grade 8 may wear the class sweatshirt, except at mass.</li> </ul>
<p><b><u>Socks:</u></b></p> <ul style="list-style-type: none"> <li>• Grades Y5-8 wear solid white, navy, or black crew socks.</li> </ul>	<ul style="list-style-type: none"> <li>• Crew socks should be 3 inches above the ankle.</li> <li>• Socks must be always worn and visible.</li> <li>• Only one pair of socks may be worn at a time.</li> <li>• Not permitted: Socks displaying a manufacturer's logo, ankle, or no-show socks.</li> </ul>

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<p><u>Shoes:</u></p> <ul style="list-style-type: none"><li>• Solid black, brown, or navy leather or suede dress shoes that are closed at the toe and heel.</li><li>• Shoes should be tied, Velcro, or be loafer style.</li></ul>	<ul style="list-style-type: none"><li>• Shoes MUST only contain a single color. The sole of the shoe MUST be the same as the top, no additional stitching, or colors on the shoe exterior.</li><li>• Shoes with laces should be tied.</li><li>• Tennis shoes may be worn with blue uniform shorts during specific times during the school year.</li><li>• On gym days, grades Y5-5 may wear tennis shoes or athletic shoes for the entire day</li><li>• Boots are to be worn to and from school or at recess only</li><li>• Slipper, Flip-flops, sandals, moccasins, canvas and fabric shoes, shoes with patterns and/or large logos, Ugg shoes/boots, slid-ons, Crocs may not be worn.</li></ul>
<p><u>Accessories:</u></p> <ul style="list-style-type: none"><li>• A simple cross or religious medal with chain, a wristwatch, or one modest ring is permitted.</li><li>• No bracelets are allowed.</li></ul>	
<p><u>Hair:</u></p> <ul style="list-style-type: none"><li>• Hair must be a natural color.</li><li>• Hair must be clean and neat.</li><li>• All hair styles must be above the eyebrow where eyebrows are visible, above the ears and may not be tucked behind the ears, and off the collar.</li><li>• Hair length may not exceed three inches anywhere on the head.</li></ul>	<ul style="list-style-type: none"><li>• Not permitted-fad haircuts, hair coloring, or any hairstyles that distract others in the classroom (mulletts, mohawks, etc.).</li><li>• Hair may not have cuts or lines as part of the hair styles.</li><li>• Haircut checks will be conducted regularly. If a student needs a haircut, they will be given 7 calendar days and will report to the Dean of Discipline for approval. Failure to get a haircut will result in being suspended from school until the student's hair is to code.</li></ul>
<p><u>Physical Education (PE) Uniforms:</u></p> <ul style="list-style-type: none"><li>• Grades 4-8 wear a PE uniform for class.</li></ul>	

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<ul style="list-style-type: none"> <li>• White or gray t-shirt with logo and blue shorts with logo are available at <i>Kids Choice Apparel</i>.</li> <li>• Tennis shoes and socks are required for PE.</li> </ul>	
<p><u>Non-Uniform Days:</u></p> <ul style="list-style-type: none"> <li>• Appropriate non-uniform dress is to be worn</li> </ul> <p>Not permitted: tank tops, flip-flops, sandals, Crocs, slides, shorts that are shorter than 2 inches above the knee, ripped or torn clothing, clothing with inappropriate ads or promotions for music groups, movies, television shows, etc., that promote actions contrary to HFRS policies</p>	<ul style="list-style-type: none"> <li>• Usually scheduled approximately once per month.</li> <li>• Parents should carefully scrutinize shirts and pants with mottos, graphics, and ads.</li> <li>• Slacks and shorts must be worn at the waist.</li> <li>• Shorts are permitted May 1 through September 30.</li> <li>• Socks must be always worn.</li> </ul>
<p><u>Dress Up Days:</u></p> <ul style="list-style-type: none"> <li>• Clothes that are appropriate for a "better" occasion</li> <li>• Appropriate clothes might be: collared Polo-style shirt, dress shirt, tie, nice pants, dress shorts, jacket, and dress shoes</li> </ul> <p>Not permitted: jeans, cargo shorts, and sandals</p>	<ul style="list-style-type: none"> <li>• Designated dress-up days are usually the last day of school and school picture day</li> <li>• Belts must be visible</li> </ul> <p>Dress shorts are permitted May 1 through September 30</p>

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## **CELL PHONE POLICY**

Student cell phones are permitted on school grounds or buses between the hours of 8:00-4:30, 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 or making videos.
- Taking a video or picture without someone's consent could result in authorities being contacted.
- 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.

Those who violate any of the rules regarding cell phones may forfeit their privileges including loss of having personal devices such as cell phones or smart watches.

## **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 Holy Family Regional School Chromebook Rental Agreement at the beginning of the school year.

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.

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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. **Depending on severity authorities may be contacted.**

## **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 Holy Family Regional School Chromebook Rental Agreement for the school year. This form will require the student signature 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.

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## ATHLETICS

Thank you to the work of the Athletic Advisory Committee during the 2023-2024 school year updated Holy Family Regional School Athletic Policy.

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

All students in grades 5-8 (and 4th grade for some sports as noted below) who attend Holy Family Regional School, as well as any Catholic youth who do not attend HFRS, and meet the Family of Parish HFRS Athletic Requirements, are eligible to play on HFRS teams. The eligibility requirements for ALL participants regardless of being a student at HFRS or a parish student athlete are as follows: active parish participation, required religious education, parent participation, completion of all required forms (current health form on file), academic eligibility is met, attendance policies are met, and student and athlete code of conduct is followed.

- Active parish participation is defined by each individual pastor. Please see Parish Participation Policy for eligibility requirements. **(Appendix 1)**
- Parents are required to volunteer for the athletic department. It is required to volunteer 2 hours per athlete per season. Failure to do so could result in a fine, or removal from athletic eligibility in future seasons. Details of meeting the needs of volunteer requirements will be presented upon registration.
- ALL athletes must have a physician-signed physical dated on or after April 15 of the previous school year on file in the athletic office before the first practice/assessments for a student to be eligible to participate. For example, for the 2024-2025 school year, the physical must be dated on or after April 15, 2024.
- All CYO athletes must maintain good academic standing and citizenship at Holy Family Regional School, and at athletic practices, games, and

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HFRS sponsored events. Family of Parish Players not attending HFRS for education are required to meet the academic and code of conduct requirements in their respective schools. Please see the Academic, Attendance, & Code of Conduct Requirements for eligibility. (**Appendix 2**)

- A player who has left a previous Holy Family team prior to the end of the CYO season to play for another team (AAU, RARA, public school team, etc.) must obtain permission from the athletic department before the athlete will be considered eligible to participate in a new season or sport.

## **Expectations of coaching staff:**

The coaching staff at Holy Family Regional School should, and are expected, to show integrity and be beyond reproach. Coaches are expected to model Christian sportsmanship knowing that a school is judged more by their coach's sportsmanship than their win/loss record. Coaches are expected to communicate well, exude credibility, respect officials, and show an overall excellent representation of our school and our values. Coaches will place the physical well-being and emotional well-being of the children above winning.

- Profanity and outbursts will not be tolerated and will result in immediate dismissal from our coaching staff.
- Gossip, including discussing parents, children, or anyone involved in HFRS athletics, in any category outside of their athletic development, is grounds for immediate dismissal of coaching responsibilities.
- Coaching Requirements will be further explained upon coach applications and will include up to date background checks, completion of AoD requirements including completion of "Protecting God's Children", and no previous infractions of behavior.
- Coach selection will be decided by the Athletic Director, with ultimate authority in decision making as needed completed by the Principal of the School.

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## **Expectations of Parents and Spectators:**

- Being a spectator of Holy Family Regional School is a privilege. All student athletes, coaches, parents, and spectators are expected to display good sportsmanship at all times and be a good role model of sportsmanship and character. This includes respect for the opponents, officials, coaches, teammates, other parents, and other spectators. Positive behavior must be always on display. Negative behaviors will not be tolerated. If these guidelines are not followed, removal of the ability to attend HFRS athletics will be implemented.
- Parents are expected to help their child meet his/her responsibilities to the coach and the team.
- Parents and spectators are expected to only make positive and encouraging comments to officials, players, fans, and coaches from both teams. Inappropriate language or disparaging comments will not be tolerated and will result in removal of spectator privileges.
- Smoking, Vaping, Drugs, and Alcohol are banned from all athletic practices, games, and events, including both home and away games. Tailgating is prohibited.
- Parents will not interfere or coach from the stands.
- Remember that you are a Youth Sports Program parent and will remember the game is for the children and not the adults. Accordingly, please encourage your child to play sports by providing a supportive atmosphere without pressure.
- Supervision of Athletes: Athletes must be supervised at all times. Student-Athletes will not linger in the building or on athletic facility grounds before or after practices and games when coaches and/or guardians are not supervising.



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## **Grievance Procedure:**

- 24 Hour Rule: If you have a complaint, disagreement, or general feedback for a coach, you must wait 24 hours before reaching out to the coach.
- If the grievance or complaint is not responded to in a manner that is satisfactory, you may submit your issue to the Director of the Sport, if the Director does not exist for your sport, you may move to the next step.
- If the grievance is still active, you may submit your issue in writing directly to the Athletic Director within seven days of the event. The complaint will be reviewed within 7 days, and you will receive an initial response. If an investigation is necessary, additional time not to exceed 14 days will follow. If deemed necessary, Bridget Hondzinski HFRS Principal, will be informed of the details of the investigation and the Principal outcome is final. 1
- Each grievance and outcome will remain on file for a period of 3 years for historical records.

## **Spirit Wear Requirements:**

The athletic department owns the trademark rights and management of spirit wear for Holy Family. We have items on hand at each campus, a sideline store that is open and accessible through the Holy Family website (on the athletics page), and sport specific spirit wear stores that are open during athletic registration. NO spirit wear can be ordered under any circumstance that has not first been approved by the athletic department.

## **Current Sports Offered:**

Holy Family's CYO program offers every sport that is currently offered by CYO Detroit.

Three sports seasons exist within a school year. The seasons are indicated below as well as the time frame of the season and the general time that registration occurs. Team Formation and necessity of assessments, caps, grade mix, are completed per season in accordance with all CYO regulations and in consultation with the Athletic Department and Sports Directors. See Football Team Formation (**Appendix 3**) for more information specific to Football.

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## **Fall season:**

- Cross country - boys and girls, grades 4-8.
- Football - boys and girls, grades 4-8.
- Sideline cheer - girls only, grades 4-8.
- Soccer - boys and girls, grades 5-8.
- Volleyball - girls only, grades 5-8.
- Athlete registration period: May of the previous school year
- Season duration: Mid-August - mid-October

## **Winter season:**

- Basketball - boys and girls, grades 5-8.
- Bowling - boys and girls, grades 5-8.
- Cheerleading - girls only, grades 5-8.
- Athlete registration period: late Aug/early Sept
- Season duration: late-October -late-February.

## **Spring season:**

- Lacrosse (full equipment – boys game) - boys and girls, grades 5-8 (instructional team for grade 4)
- Track - boys and girls, grades 4-8.
- Athlete registration period: January
- Season duration: mid-March - late-May.

## **Appendix 1: Family of Parish Participation Eligibility**

At Holy Family Regional School we welcome student athletes who are active and participating members of the supporting family of parishes which include: St. Andrew, St. Mary of the Hills, and St. Irenaeus. Due to the size of our school and robust student athlete numbers across all sports, these are the *only* participating parishes - no exceptions will be made.

Athletes who are interested in playing for and representing Holy Family through a variety of sports must fulfill the following requirements:

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1. Parish membership registration at one of the 3 identified family of parishes must occur no later than August 1 of the **previous** school year. For example, if a student athlete wishes to participate in a Fall 2024 sport, his/her family must have registered with their parish no later than August 1 of 2023. \*
2. Student athletes must have attended religious education the entire school year **prior** to the sport they are registering, and they must be attending and registered for religious education in the current school year. For example, if registering for any 2024 sport (regardless of season), then the athlete must have attended religious education during the 2023/2024 school year *and* the current 2024/2025 school year.
3. Attendance in religious education classes at their home parish is essential for the student athlete to participate in Holy Family sports. Religious Education Attendance must be 85% or more for the entire previous *and* current school year as defined above. Players who do not meet this requirement for the current school year will not be able to participate until attendance meets the 85% requirement for a full school year.

The athletic department will check attendance with the associated parishes, upon registration, and a minimum of twice per season in accordance with academic grade checks.

## Please note:

\*If a player's ability to be a parish member at our participating parishes was affected by a move (such as out of state), the athletic department can verify the above requirements with their previous parish.

\*\*For the 2024/2025 school year only: If a parish player has previously participated in Holy Family sports prior to these new guidelines being implemented, they will be provided with a 1-year grace period. For example, if a parish player participated in a Holy Family sport during the 2023/2024 school year but did not meet all of the above requirements, they will have the opportunity to do so during the 2024/2025 school year. However, if the above requirements are not met prior to the start of the 2025/2026 school year, then the parish student athlete may not participate in Holy Family until eligibility requirements are met.

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## **Appendix 2: Academic, Attendance, and Code of Conduct Requirements**

### **Academic Policy:**

- Students are required to have an average GPA of 2.7 or better, and have not have acquired a failing grade in any class, in the previous 2 quarters to be eligible to register for the following season of sports. For example, to register for Football in the fall of 2024, the student must have an average 2.7 in Q3 and Q4 grades in the previous school year. Beginning Fall 2024
- Students are required to maintain a GPA of 2.7 and not fail any class to remain eligible for athletics in the current season. Grade checks will be performed every two weeks of the season. The student-athlete will be given a warning the first week if failing one or more classes and will have seven days to bring the grade(s) up. On the seventh day, when grade reports are rechecked, if they are still failing their class(es), they will then be given a seven-day suspension from practices, games, team parties, etc. Grade checks are done once per week, and if on the following week the grade(s) is back in good standing (passing), they may resume participation.

### **Attendance Policy**

- Students must be present for a full day of school on the day of practices or games to be eligible to participate that day. This includes Mass days. Excused absences or tardies will be reviewed at the discretion of the Athletics Department.

### **Code of Conduct Eligibility:**

- At minimum, the student-athlete will hold a B average or better in effort and conduct.
- If the student athlete has been disciplined throughout the school day of any given week throughout the season, the athlete will be ineligible to participate in athletic events until the Holy Family administration deems that the necessary disciplinary action has been fulfilled. The duration of the suspension will be determined between the administration and athletic department but will be no less than one game and up to a week's worth of practice. Athletic events may include but are not limited to games, practices, and team parties. This does not include team pictures, team

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mass, and service project opportunities.

- Disciplinary issues causing ineligibility would include but not be limited to detentions, SLRs, and suspensions.

The following behaviors will not be tolerated and may result in removal from eligibility or limitations of playing time. This is not a full list, behaviors and consequences will ultimately be reviewed by coaches, athletic directors, and school administration:

- Poor sportsmanship or harassment to your teammates, coaches, officials, and those from opposing teams.
- Social Media and Texting. There will be zero tolerance for any harmful or disparaging actions on social media or text messages toward teammates, coaches, or opposing teams.
- Theft, vandalism, rude behavior, and inappropriate language will not be tolerated.
- Poor attendance and participation at practices.
- Poor sportsmanship by way of language, attitude, bullying, or rude behavior toward anyone.
- Inciting negativity between teammates or toward opponents, coaches or officials.

## **Appendix 3: Football Team Formation Policy**

While it is always our desire to form separate football teams by grade level, depending on the number of registered players each season, it is not always an available option. When teams have too few players it could present safety concerns as well as the inability to fairly compete with larger opposing teams. When teams are too large it presents a challenge to the coaching staff and players to provide and receive adequate skill development and productive playing experiences. This is especially true at the 4th, 5th, and 6th grade levels where skill development is crucial and mandatory play time rules are enforced.

In order to best address these concerns, we are implementing the football team formation policy as follows:

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- When there are less than 18 players, the Athletic Director with input from coaches shall have the ability to either merge teams or allow select players to “play up.” Players recommended to play up must have the approval of their parents to do so. As always, player safety and ability will be key factors in determining which players will be given the opportunity to play up.
- Where a 4<sup>th</sup>, 5<sup>th</sup>, 6<sup>th</sup> grade team has 34 or more players, the Athletic Director with input from coaches shall strongly consider splitting the team so that there is an A & B team. The recommendation to split large teams at the younger age levels is so that younger players can experience adequate play time to aid in their development. The 2 teams will be determined during the first week of football practice.
- Coaches, Athletic Department personnel, and Football Program Directors will work together to place players on the appropriate teams according to their skill level, physical ability, and motivational drive. Ideally, these 2 teams would have separate practices, but they could come together for 11v11 team sessions for a portion of each practice session. This benefits both teams by nurturing the social desires players may have in maintaining grade specific relationships and, it allows coaches the ability to practice offensive and defensive plays they plan to run during a game.

The Athletic Director will do his/her best to place these 2 teams in different divisions so that the chance they will play each other in a game is slim.

- Team splits at the 7<sup>th</sup> and 8<sup>th</sup> grade level are not recommended as playtime is not required. This policy will take effect beginning in the Fall of 2024.

## 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.**

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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 & 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.

Any medication, including over the counter must be provided by the family following documentation from the physician.

## **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

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school office.

Questions regarding pesticide application procedures can be directed to the maintenance supervisor, Mr. Jacob Orban.

## **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 in 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.



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- 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 member of the administrative team, a schoolteacher, the pastor, or a person acting in the place of any of these **personnel, police liaison, or onsite deputy/school security.**
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.

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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, 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.

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

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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

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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 PARENTS AND 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 parent or volunteer must:**

- dress modestly and appropriately especially when on school grounds or representing on field trips. You are role models for our students.
- 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.

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- cooperate fully in any investigation of abuse of children and/or youth.

### **A parent or 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.
- use profanity in the presence of children and/or youth.
- bring any type of firearm or weapon onto campus even if he/she believes they have 'authority' to carry. School campuses are a protected space, and firearms can only be granted permission by the administration.
- Make, post, comment, share, or otherwise support disparaging comments or posts about HFRS, Administration, Policies, etc. Please refer to Pastoral Code of Conduct, and use suggested procedures to address concerns as mentioned in this handbook.

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 act 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. Drivers must have completed a Volunteer Driver Form and have on file in school office.
3. Make sure that all children are seated in car with individual safety belts.
4. Have directions to the trip destination and phone numbers of school and field trip destination.
5. 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.**
6. Be conscientious of appropriate music, videos, and video games. Students may not view PG videos (without parent written consent), listen to inappropriate music, or play inappropriate video games in vehicles.
7. Chaperones may not take/post/share pictures without parental consent.
8. Smoking is not permitted by chaperones during the duration of the trip.
9. Ensure appropriate care and guidance of the students during the duration of the trip.
10. Remain with the students **before, during,** after the trip, until the teacher assumes full responsibility for the children.

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

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## 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 occasionally at South Campus

### Holy Family lunch policies

- School schedules all lunches between 10:50am – 1:30pm
- Door Dash or similar food delivery services are not allowed at either campus.
- 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
- Students must keep food to designated areas, cafeteria or classrooms, **food in the hallway is not permitted.**



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

## Holy Family Water Bottle Policy

- Water bottles are permissible up to 20 ounces
- Contain only flat water

## 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 4<sup>th</sup>-8<sup>th</sup> grade students.

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## 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](http://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.



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