



**Holy Family Regional School**

**Parent/Student Handbook  
2011-2012**

Jesus Christ is the Reason for Holy Family Regional School



Dear Parents:

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

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

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

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

Yours in Christ,

Mr. Jon Myers  
Principal

# Holy Family Regional School Parent/Student Handbook

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# PHILOSOPHY OF EDUCATION AND MISSION STATEMENT

## **SCHOOL PHILOSOPHY**

Jesus Christ is the reason for Holy Family Regional School.

## **SCHOOL MISSION STATEMENT**

We pray to strengthen our faith and that of our children.

We respect the uniqueness of all and encourage the development of each person's gifts.

We commit to follow God's call, inspiring children to attain their full potential in a peaceful environment where everyone is safe and valued.

With the help of Jesus, we will accomplish this mission.

*The Administration, Faculty, and Staff  
Holy Family Regional School*

# ACADEMICS

## **CURRICULUM**

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

## **FAMILY LIFE PROGRAM**

The Family Life Program is a two-week course that involves students in Grades 1 through 8 and is supported by the religion and guidance departments. An outline of the program can be found on Edline. Grade level booklets can be reviewed in the Media Center at both the North and South Campuses beginning in January. In the spring of the school year, parents and students in grades 4-6 are invited to informative, gender-specific presentations facilitated by members of the medical profession.

## **TEXTBOOKS**

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

## **STANDARDIZED TESTING**

The Iowa Test of Basic Skills is administered to students in grades 2-8 each October as mandated by the Archdiocesan schedule. Students in grades 1, 3, 5, and 7 also take the COGAT (Cognitive Abilities Test). At the end of the second quarter, parents of students in grades 2-8 receive a copy of the Student Profile which details the results of assessment.

## **HOMEWORK**

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

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

Students require “quality time” if the maximum benefits of homework are to be realized. Late homework assignments will be handled at the discretion of the teacher. (Please see ABSENTEEISM/TARDINESS on Page 9 for additional information.)

## **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 Y5-3. A second opportunity for a conference is offered after the second quarter. Parents or a teacher may request conferences at any time during the school year by appointment.

## **PROGRESS REPORTS**

At each mid-quarter (approximately the 4th or 5th week), teachers in grades 4-8 notify parent/guardian of the student's progress. This affords an opportunity to improve grades before the end of the quarter. The Progress Report is sent home with the child and is to be signed by the parent and returned to the teacher.

## **GRADING SCALE**

### **Young 5:**

Academic Subjects Evaluation Code for Young 5 Students

2 = Shows progress in developing this skill

1 = Having difficulty with this skill

Life Skills Evaluation Code for Young 5 Students

3 = Doing well

2 = Making progress

1 = Needs more time

### **Grades K-3:**

Academic Subjects Evaluation Code for K-3

3 = Standard observed

2 = Progress toward standard observed

1 = Standard not observed

Life Skills and Specials Subjects Evaluation Code for K-3

3 = Consistent

2 = Making progress

1 = Needs improvement

## Grades 4-8:

| <b>Percent</b> | <b>Grade</b> | <b>Evaluation</b>  |
|----------------|--------------|--------------------|
| 90-100         | A- to A+     | Excellent          |
| 80-89          | B- to B+     | Very good          |
| 70-79          | C- to C+     | Average            |
| 60-69          | D- to D+     | Below Average      |
| 0-59           | F            | Failing            |
|                | I            | Incomplete         |
|                | S+           | High               |
|                | S            | Satisfactory       |
|                | S-           | Below Satisfactory |

## REPORT CARDS

Report Cards are issued quarterly. Consult the school calendar for specific issue dates. Parents are asked to sign and return the Report Card envelope and return it to your child's teacher. The final report card for middle school students is mailed to the parents.

## HONOR ROLL

**Academic Honor Roll:** Students in grades 4 through 8 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 through third grade students who are "making progress" or are "consistent" in their behavior as indicated on their report cards are entitled to a Citizenship Honor Roll Certificate and a non-uniform voucher. Students in grades 4-8 who achieve all A's, B's, S+'s, or S'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 during the following quarter.

## **GUIDANCE/COUNSELING SERVICES**

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

## **SPECIAL SERVICES**

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

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

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

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

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

# ADMINISTRATIVE PROCEDURES

## **ADMISSIONS**

Holy Family Regional School respects the student's right to an education in a Catholic school. As required by law, it does not discriminate on the basis of race, national, 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 December 1 in order to enter the Young 5 or Kindergarten programs.

Assistant principals or a designated teacher will conduct an interview and screening for each new student entering grades Y5-8. For the screening, a written evaluation or report card is required, along with any recent standardized test results, birth certificate, baptismal certificate, immunization record, and a recent photograph.

An updated immunization record from a health clinic or physician must be provided by the parent/guardian on or before the first day of the school year. Non-immunized children will be excluded from school in cooperation with the directions of the Oakland County Health Department unless a signed medical waiver from a physician is provided.

Admitted transfer students in grades 1-8 are accepted with probationary status for the first quarter of attendance at Holy Family School. During this time, the student must display an interest in academics and effort to observe the school rules and Code of Conduct. The principal, assistant principals, and teacher(s) will evaluate the progress of the student after his/her first quarter.

## **ADMISSIONS PRIORITY**

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

Students are accepted in priority as follows:

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

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

- a. Be registered with one of Holy Family's five supporting parishes
- b. Be actively and regularly participating in the worship life of the parish by attending Sunday Mass and by participating in other forms of community worship
- c. Be actively involved in a service/ministerial aspect of the parish community
- d. Be a regular contributor to the parish by using weekly envelopes

## **CLASS SIZE**

For grades 1-8, HFRS shall annually limit the enrollment to 120 students and four homerooms per grade. For Kindergarten, HFRS shall limit enrollment to 120 students. The Young 5 class will be limited to 16 students. The principal may exercise discretion to exceed these limits where circumstances warrant. This policy shall apply to student enrollment beginning in 2011.

## **ABSENTEEISM/TARDINESS**

A parent/guardian is asked 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.

A student is considered tardy if he/she is not in the classroom when the tardy bell rings. The student must report to the office for a tardy slip in order to enter class. Late buses or inclement weather are noted by the office and will not be recorded as a student tardy. A child who is tardy ten or more times in one quarter is not eligible for the Citizenship Honor Roll.

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

## **EARLY DISMISSAL**

Students who need to be dismissed early must bring a parent 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 teacher with whom the student has class. If the student returns after the appointment, he/she must stop in the office and get an admittance slip before returning to class.

## **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 to inform the office and the teacher(s) prior to a student's absence. Holy Family does not provide assignments ahead of time. Upon return, students should consult their teachers for all missed assignments. Due dates will be determined by the teacher.

## **TRANSPORTATION**

Bus service is provided for eligible Rochester and Rochester Hills residents. Routes and pick-up and drop-off times are established by the Rochester Community Schools Department of Transportation.

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

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

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

## **LUNCH/MILK PROGRAM**

The South Campus Lunch Program consists of pre-ordering, via the HFRS website, a variety of popular and healthy lunch options that are offered daily and served by staff in the cafeteria. All items

are available ala 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 PTG 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 on Monday, Thursday, and Friday.

Milk is offered and ordered for the entire school year in September during the first food ordering period.

## **GENERAL SCHOOL POLICIES**

### **VISITORS**

During regular school hours, all doors will be locked. At the South Campus, the doors near the gym entrance will be unlocked for students and families for after school activities beginning at 4 p.m. At the North Campus, the front doors near the office entrance will be unlocked for students and families for after school activities beginning at 4 p.m.

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

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

### **PRIVACY OF INFORMATION**

Each family will be given a copy of the Holy Family Regional School Directory which lists personal contact information. It is the policy of HFRS that all personal information pertaining to the Holy Family staff and families, including but not limited to names, addresses, phone numbers, and e-mail addresses, must be used for school purposes only. This information may not be used for

any purpose unrelated to school activities such as soliciting for political, charitable, or business ventures. Every parent is requested to honor this policy which is for the protection and privacy of all concerned.

## **CONTRACTS**

No parent 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 emergencies, other than inclement weather, a telephone fan-out system and/or an email blast will be initiated.

## **FIELD TRIPS**

Each student must return a signed consent form in order to participate on a field trip. The parent emergency contact information on file at the school will be utilized if necessary. Parent 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 ORGANIZATIONS**

The school considers volunteerism critical to the success of HFRS. All parents/guardians are encouraged to review and utilize the Parent Involvement Program (PIP) each school year. This program provides a comprehensive list of volunteer opportunities throughout the school. The help of all parents is welcomed and appreciated!

Shown below are the major parent organizations at Holy Family:

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

## **THE SCHOOL BOARD**

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

The Board of Directors works together with the administration and faculty to implement the philosophy and mission of Holy Family Regional School. The School Board is instrumental in long-range planning for the school.

## **FUND-RAISING**

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

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

## **LOGO/INSIGNIA**

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

# 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:

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

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 forty-five (45) 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 forty-five (45) 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 shall not be transferred to a different school until all financial obligations to HFRS are met.

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

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

## **FINANCIAL ASSISTANCE**

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

## **SMART TUITION**

The school has partnered with Smart Tuition to manage the collection and billing of tuition and other school fees. All families are required to have an account with Smart Tuition. Each family will be billed an annual \$45 enrollment fee. Also, the following fees may be incurred:

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

# STUDENT RESPONSIBILITIES AND BEHAVIOR

## **STUDENT CODE OF CONDUCT**

### 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

## **UNACCEPTABLE BEHAVIORS**

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:

- Harm himself/herself or others through physical or verbal abuse, obscene language, gestures, or immoral behavior
- Disrespect teachers, administrators, or other adults verbally or physically
- Disrupt the classroom, prevent others from learning, or neglect academic responsibilities

- Fight, wrestle, throw objects, or exclude others from play
- Leave school premises without permission
- Violate public law such as extortion or gambling; use or possess drugs, alcohol, lighters, knives, matches, cigarettes, firecrackers, or other weapons
- Cheat or forge another person's signature
- Bully another student in any way including, but not limited to, physical, verbal, emotional, or sexual abuse
- Unless an emergency exists, intentionally sound a fire alarm or cause a fire alarm to be sounded
- Make a bomb threat or similar threat directed at a school building, other school property, or a school-related event
- Violate the school's policies on bullying, cyber-bullying, cell phones, and weapons

## **DISCIPLINE POLICY**

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.

## **DISCIPLINE ISSUES**

The following is a partial list of behaviors which are considered to be discipline issues that would be handled by the teacher and/or school administration:

- Any acts which are injurious to another student or adult such as fighting, throwing snow, rocks or other objects, tackling, and/or other excessive physical activity
- Destruction of or stealing 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)
- Lack of respect, rudeness, or insubordination in either manner or speech toward adults
- Unauthorized sales: selling any materials or services without approval of the administration
- Use of abusive, threatening or obscene language, either written or verbal
- Dishonesty, cheating on tests, forging signatures, or any of the like
- Leaving school grounds without permission during school hours or school related functions
- Possession and/or use of tobacco, alcohol, or chemical substances on school premises or at school sponsored events (students who possess or use any of the above-mentioned substances will be expelled)
- Inappropriate use of technology such as, but not limited to: cell phones, CDs, iPods, or MP3 players
- Possession of inappropriate books, pictures, knives, guns, matches, lighters, laser lights, etc.

## **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 conference with an administrator to determine a plan for behavior modification.

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

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

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

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

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

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

## 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. 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.

All uniform articles may be purchased through:

Schoolbelles  
 27619 John R Road  
 Madison Heights, MI 48071  
 248-544-2463

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

Some uniform items may be purchased through:

Lands' End  
 800-963-4816

Note: when ordering through Lands' End, please use Logo #9853504K and mention our Preferred School #900031394

There are also two used uniform sales, sponsored by the PTG, held each year.

| <b>Girls' Uniform</b>  | <b>How To Wear It</b>  |
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| <p><u>Jumpers &amp; Skirts:</u></p> <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> </ul> | <ul style="list-style-type: none"> <li>• Jumper length and skirt length is to be no shorter than two 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> </ul> |
| <p><u>Slacks:</u></p>  | <ul style="list-style-type: none"> <li>• Must be worn at the waist</li> </ul>  |

| Girls' Uniform   | How To Wear It  |
|--|---|
| <ul style="list-style-type: none"> <li>• Grades Y5-8 wear navy blue dress slacks or plaid uniform slacks with front zipper and belt loops</li> <li>• Must be a Docker, dress twill, or corduroy style</li> <li>• Plain-front and pleated-front slacks are acceptable</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)</li> </ul>  | <ul style="list-style-type: none"> <li>• Must be worn with a solid navy, black, or brown belt</li> <li>• Belt must be visible</li> <li>• Belts with rivets or grommets are not allowed</li> </ul>   |
| <p><u>Shorts/Skorts: worn 5/1 - 9/30</u></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 have the option of wearing the navy blue Dennis uniform skort style #035210-965-069</li> <li>• Not permitted: spandex, cargo shorts, uniform plaid shorts, and athletic shorts</li> </ul>   | <ul style="list-style-type: none"> <li>• Shorts and skorts may be no shorter than 2 inches above the knee</li> <li>• Must be worn at the waist</li> <li>• Must be worn with a solid navy, black, or brown belt</li> <li>• Belt must be visible</li> <li>• Belts with rivets or grommets are not allowed</li> </ul>  |
| <p><u>Blouses/Shirts:</u></p> <ul style="list-style-type: none"> <li>• Grades Y5-8 wear a solid white blouse, white Polo-style shirt, or a solid white turtleneck shirt</li> <li>• Grades 6-8 have the option of wearing a solid red Polo-style or turtleneck shirt</li> <li>• Blouses and Polo-style shirts must button down the front, have a plain collar and be long- or short-sleeved</li> <li>• Peter Pan collar and Oxford cloth blouses are acceptable</li> <li>• Turtleneck shirts must have a rolled neck and may be short- or long-sleeved</li> <li>• The only logo permitted is the</li> </ul> | <ul style="list-style-type: none"> <li>• Shirt must be tucked into the slacks with the waist 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> </ul> |

| <b>Girls' Uniform</b>  | <b>How To Wear It</b>   |
|--|---|
| <p>HFRS cross logo</p> <ul style="list-style-type: none"> <li>• Not permitted: mock turtleneck and shirts with ornamentation</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 sweater</li> <li>• Cardigans, vests, crewneck and v-neck pullover styles are acceptable</li> <li>• Sweaters may have the HFRS cross logo only</li> <li>• Not permitted: hooded, striped, floral, and multi-colored design sweaters</li> </ul>  | <ul style="list-style-type: none"> <li>• A blouse, Polo-style shirt, or turtleneck must be worn under the sweater</li> </ul>  |
| <p><u>Sweatshirts:</u></p> <ul style="list-style-type: none"> <li>• Grades Y5-8 may wear the HFRS uniform navy blue sweatshirt with the HFRS cross logo</li> <li>• Grade 8 may wear the class sweatshirt</li> </ul>  | <ul style="list-style-type: none"> <li>• A blouse, Polo-style shirt, or turtleneck must be worn under the sweatshirt</li> <li>• Sweatshirts with the Wildcat logo are not to be worn during the school day</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, knee socks, or tights</li> <li>• Crew socks should be above the ankle and be able to fold over</li> <li>• Not permitted: socks or tights displaying a manufacturer's logo, over-the-knee, over-the-thigh, argyle, lacy, frilled, patterned or print socks or tights, footies, ankle socks, or running socks</li> </ul> | <ul style="list-style-type: none"> <li>• Socks must be worn and visible at all times</li> <li>• Only one pair of socks may be worn at a time</li> <li>• Crew socks must be worn with tennis shoes</li> </ul>          |
| <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>• Not permitted: shoes with</li> </ul>   | <ul style="list-style-type: none"> <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-</li> </ul>                          |

| <b>Girls' Uniform</b>  | <b>How To Wear It</b>   |
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| <p>heels over one inch, platforms, sandals, clogs, moccasins, or shoes with built-in wheels</p>  | <p>5 may wear tennis shoes or athletic shoes for the entire day</p> <ul style="list-style-type: none"> <li>Boots are to be worn to and from school or at recess only</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>WWJD bracelets are the only bracelets allowed</li> <li>One pair of small earrings (such as studs) may be worn</li> <li>Headbands and barrettes must be solid red, white, navy, brown, black, or uniform plaid</li> <li>Not permitted: multiple or dangling/hoop earrings</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> </ul>   |
| <p><u>Hair and Make-Up:</u></p> <ul style="list-style-type: none"> <li>Hair must be a natural color as well as neat and clean at all times</li> <li>Grade 8 may wear light natural looking make-up including natural lip gloss, light blush, lightly applied mascara, French manicures, and clear nail polish</li> <li>Not permitted: Make-up or nail polish in Grades Y5-7, glitter, excessive fad haircuts or styles</li> </ul>                          | <ul style="list-style-type: none"> <li>Hairstyle is not to be a distraction</li> </ul>  |
| <p><u>Gym uniforms:</u></p> <ul style="list-style-type: none"> <li>Grades 4-8 wear a gym uniform for gym class</li> <li>White t-shirt with logo and blue shorts with logo must be ordered through the school</li> <li>Tennis shoes and socks are required for gym</li> </ul>   | <ul style="list-style-type: none"> <li>Uniforms are ordered at the end of the year for the subsequent year and are distributed to the students in the fall during the first gym class</li> <li>Sample gym uniforms will be available in the school offices to help determine appropriate sizes</li> </ul> |
| <p><u>Non-Uniform Days:</u></p>  | <ul style="list-style-type: none"> <li>Usually scheduled</li> </ul>   |

| <b>Girls' Uniform</b>  | <b>How To Wear It</b>  |
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| <ul style="list-style-type: none"> <li>• Appropriate non-uniform dress is to be worn</li> <li>• Not permitted: flip-flops, sandals, tank tops, short tops with the midriff showing, low-rise or dropped-hip slacks, yoga pants, logos on seat of pants, 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</li> <li>• If leggings are worn, the shirt/top must be no shorter than mid-thigh</li> </ul> | <p>approximately once per month</p> <ul style="list-style-type: none"> <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> </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: dresses, skirts, nice slacks, and dress shoes</li> <li>• Not permitted: jeans, tennis shoes, flip-flops, shorts, skorts, tight or revealing attire</li> </ul>  | <ul style="list-style-type: none"> <li>• Designated dress-up days are usually the first the last day of school and school picture day</li> <li>• Dress sandals are permitted May 1 through September 30</li> </ul>   |

| Boys' Uniform  | How to Wear It  |
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| <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, or corduroy style</li> <li>• Plain-front and pleated-front slacks are acceptable</li> <li>• Not permitted: jean-style, flares, slacks with rivets, and slacks with exterior pockets (i.e., cargo pants)</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>• Belt must be visible</li> <li>• Belts with rivets or grommets are not allowed</li> </ul>  |
| <p><u>Shorts: worn 5/1 - 9/30</u></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>• Not permitted: spandex, cargo shorts, and athletic shorts</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>• Belt must be visible</li> <li>• Belts with rivets or grommets are not allowed</li> </ul>  |
| <p><u>Shirts:</u></p> <ul style="list-style-type: none"> <li>• Grades Y5-8 wear a solid white Polo-style shirt, a solid white Oxford cloth shirt, or a solid white turtleneck shirt</li> <li>• Grades 6-8 also have the option of wearing a solid red Polo-style or turtleneck shirt</li> <li>• Oxford cloth and Polo-style shirts must button down the front, have a collar, and may be long- or short-sleeved</li> <li>• Turtleneck shirts must have a rolled neck and may be short- or long-sleeved</li> <li>• The only logo permitted is the HFRS cross logo</li> <li>• Not permitted: mock turtlenecks</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> </ul> |
| <p><u>Sweaters:</u></p> <ul style="list-style-type: none"> <li>• Grades Y5-8 may wear a solid navy, red, or white sweater</li> <li>• Cardigans, vests, crewneck, and v-neck pullover styles are</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> </ul>   |

| <b>Boys' Uniform</b>   | <b>How to Wear It</b>   |
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| <p>acceptable</p> <ul style="list-style-type: none"> <li>Sweaters may have the HFRS cross logo only</li> <li>Not permitted: hooded, striped, or multi-colored design sweaters</li> </ul>   |   |
| <p><u>Sweatshirts:</u></p> <ul style="list-style-type: none"> <li>Grades Y5-8 may wear the HFRS uniform navy blue sweatshirt with the HFRS cross logo</li> <li>Grade 8 may wear the class sweatshirt</li> </ul>  | <ul style="list-style-type: none"> <li>An Oxford cloth shirt, Polo-style shirt, or turtleneck must be worn under the sweatshirt</li> <li>Sweatshirts with the Wildcat logo are not to be worn during the school day</li> </ul>  |
| <p><u>Socks:</u></p> <ul style="list-style-type: none"> <li>Grades Y5-8 wear solid white or navy crew socks</li> <li>Crew socks should be above the ankle and be able to fold over</li> <li>Not permitted: socks displaying a manufacturer's logo, argyle, patterned or print socks, footies, ankle socks, or running socks</li> </ul> | <ul style="list-style-type: none"> <li>Socks must be worn and visible at all times</li> <li>Only one pair of socks may be worn at a time</li> <li>Crew socks must be worn with tennis shoes</li> </ul>  |
| <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>Not permitted: sandals, clogs, moccasins, or shoes with built-in wheels</li> </ul>   | <ul style="list-style-type: none"> <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>Boots are to be worn to and from school or at recess only</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>WWJD bracelets are the only bracelets allowed</li> <li>Ties can be worn on dress-up</li> </ul>  |   |

| <b>Boys' Uniform</b>  | <b>How to Wear It</b>   |
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| <p>days only</p> <ul style="list-style-type: none"> <li>• Not permitted: earrings</li> </ul>  |   |
| <p><u>Hair:</u></p> <ul style="list-style-type: none"> <li>• Hair must be a natural color as well as neat and clean at all times</li> <li>• Boys' hair must be above the collar, ears, and eyebrows</li> <li>• Not permitted: excessive fad haircuts or styles</li> </ul>   | <ul style="list-style-type: none"> <li>• Hairstyle is not to be a distraction</li> </ul>  |
| <p><u>Gym Uniforms:</u></p> <ul style="list-style-type: none"> <li>• Grades 4-8 wear a gym uniform for gym class</li> <li>• White t-shirt with logo and blue shorts with logo must be ordered through the school</li> <li>• Tennis shoes and socks are required for gym class</li> </ul>  | <ul style="list-style-type: none"> <li>• Uniforms are ordered at the end of the year for the subsequent year and are distributed to the students in the fall during the first gym class</li> <li>• Sample gym uniforms will be available in the school offices to help determine appropriate sizes</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> <li>• Not permitted: tank tops, flip-flops, sandals, ripped or torn clothing, clothing with inappropriate ads or promotions for music groups, movies, television shows, etc., that promote actions contrary to HFRS policies</li> </ul> | <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> </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> <li>• Not permitted: jeans, cargo shorts, and sandals</li> </ul>                          | <ul style="list-style-type: none"> <li>• Designated dress-up days are usually the first and the last day of school and school picture day</li> <li>• Belts must be visible</li> <li>• Dress shorts are permitted May 1 through September 30</li> </ul>  |

## **CELL PHONE POLICY**

Considering that many students are taking part in school related activities before and after school, student cell phones are permitted on school grounds, with signed parent consent form, under the following conditions:

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

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

## **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 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 Technology Acceptable Use Policy Agreement for the school year. This form will require the student and parent/guardian 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 4-8 will be assigned lockers. Homeroom teachers will discuss acceptable locker attachments and decorations. Decorating the outside of the locker is prohibited. Students are expected to keep the locker clean.

# ATHLETICS

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

All students in grades 5-8 (and 4th grade for fall football and cheerleading only) who attend HFRS or Catholic youth who do not attend HFRS but attend the parishes of St. Andrew, St. Irenaeus, St. John Fisher, St. Mary of the Hills, or Sacred Heart are eligible to play on Holy Family teams according to the requirements that are listed in the Athletic Handbook.

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

# HEALTH AND SAFETY

## HEALTH PROCEDURES

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

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

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

An Emergency Form is required from each family and is to be returned to the school office during the first week of the school year. This form provides additional contact information when a parent/guardian cannot be reached.

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.

## **STUDENT INJURIES**

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

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

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

## **WEAPONS POLICY**

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

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

## **PROCEDURES REGARDING WEAPONS POLICY**

1. Any student discovered to be, or suspected of, carrying, possessing, concealing, or transferring a weapon on school premises or in the immediate vicinity of the school shall be immediately excluded from classes pending investigation.
2. A search can be conducted to verify the suspicion or clarify the discovery. It may include, without prior warning, an inspection and search of a student's person, pockets (the student empties his/her own pockets), book bags, purse, lunch box, etc. Questioning of the same purposes may include questioning by the principal, a member of the administrative team, a school teacher, the pastor, or a person acting in the place of any of these personnel.
3. When a body search is conducted, it shall be in the principal's office or other appropriate place. A person of the same sex should conduct the search of the student with another faculty member present.
4. If a student refuses to cooperate or interferes with a search of person or possessions or premises: s/he will be warned that refusal to cooperate without legitimate reason will result in disciplinary action, up to and including expulsion from school.

5. Depending on the nature of the weapon, the local police department shall be notified immediately and if possible, the student detained whenever the school has reason to suspect a student may have a weapon or when a weapon is present on school premises.
6. Any student found to be in violation of the school's policy is subject to disciplinary action, up to and including expulsion.
7. Any student determined to have brought a firearm to school will be expelled for a period of not less than one year. The term "firearm" means:
  - any weapon including a starter gun which will or is designed to or may readily be converted to expel a projectile by the action or an explosive
  - the frame or receiver of any such weapons
  - any firearm muffler or firearm silencer
  - any destructive device

## **SEXUAL & OTHER FORMS OF ILLEGAL HARASSMENT**

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

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

- Submission to such conduct is made an explicit or implicit term or condition of any aspect of an individual's education or school related pursuits, **or**

- Submission to or rejection of such conduct or communication is used as a factor in decisions affecting the individual's education
- Such conduct is intended or has the purpose or effect of interfering with an individual's education or creates an intimidating, hostile, or offensive educational environment

## **EXAMPLES OF SEXUAL HARASSMENT**

- Sexual innuendoes
- Jokes of a sexual nature
- Sexual propositions, sexually suggestive pictures or cartoons
- Foul and obscene language, jokes, or gestures
- Unwanted and unnecessary physical contact
- Unwelcome comments about appearance

## **REPORTING HARASSMENT**

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

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

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

## **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 punishment which includes verbal or written reprimand, in-school or out-of-school suspension, and/or expulsion.

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

- a. Physical bullying includes punching, shoving, poking, hair-pulling, and biting.
- b. Verbal bullying includes such acts as hurtful name-calling, teasing, and gossip.
- c. Emotional bullying includes rejecting, terrorizing, extorting, defaming, humiliating, black-mailing, rating/ranking of personal characteristics such as race, disability, ethnicity or perceived sexual orientation, manipulating friendships, isolating, ostracizing, and peer pressure.
- d. 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 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, 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 in on-line postings on social-networks, such as MySpace or Facebook, 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 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.

### **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.

### **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.





HIF

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R/S

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