



HOLY FAMILY CATHOLIC SCHOOL

Student-Family Handbook

2025-2026

Holy Family Catholic School is a welcoming community of students, staff, parents, and parishioners, rooted in faith, academic excellence, and service. We work together to educate the whole child by fostering critical thinking, creativity, and compassion, while inspiring a love of learning grounded in the teachings of Christ and Catholic values.

<https://school.holyfamilyportland.org>

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LETTER FROM THE PRINCIPAL

September 4, 2025

Dear Holy Family Families,

Welcome to the 2025–2026 school year at Holy Family Catholic School!

It is such a joy to begin another year together that is filled with opportunities to grow in faith, deepen our friendships, and learn with curiosity and purpose. Holy Family Catholic School is a welcoming community of students, staff, parents, and parishioners, rooted in faith, academic excellence, and service. We work together to educate the whole child by fostering critical thinking, creativity, and compassion, while inspiring a love of learning grounded in the teachings of Christ and Catholic values.

This handbook is here to guide you through our shared values, procedures, and expectations. It reflects who we are as a community and how we work together to create the best possible learning atmosphere for every child. From time to time, we may update this handbook, and we will share any changes with you through email and on our website.

As you review these pages with your children, I encourage you to see them not simply as rules, but as the framework that allows every child to thrive academically, spiritually, and socially. The love, support, and involvement of our families make all the difference, and I am deeply grateful for your partnership.

On behalf of the entire faculty and staff, thank you for entrusting your children to us. It is an honor and privilege to walk alongside them in their journey of learning and faith. We look forward to a joyful and blessed year ahead!

May God Bless you,

joe

Joe Galati
Principal

PURPOSE OF A CATHOLIC SCHOOL

Catholic education is an expression of the mission entrusted by Jesus to His Church. Through education the Church seeks to prepare its members to proclaim the Good News and to put this proclamation into action. Since the Christian vocation is a call to transform oneself and society with God's help, the efforts of the Church must encompass personal sanctification and social reform in light of Christian values.

The measure of success or failure of the educational ministry is how well it enables people to hear the message of hope contained in the Gospel: to base their love and service of God upon this message, to achieve a vital, personal relationship with Christ, and to share the Gospel's realistic view of the human condition which recognizes the fact of evil and personal sin while affirming hope.

The success of the Church's educational mission will also be judged by how it helps the Catholic community to see the dignity of human life with the vision of Jesus and involve itself in the solution of problems of society. Christians are obligated to seek justice and peace in the world. Catholics should join with other persons of good will in the effort to solve social problems in ways which reflect Gospel values.

The educational mission of the Church has three dimensions:

- The **message** revealed by God which the Church proclaims;
- The **fellowship** in the life of the Holy Spirit
- And **service** to the Christian community and the entire human community.

HISTORY OF THE SCHOOL

Holy Family Parish was established in 1931. Early in the history of the Parish, land was purchased to build a school. On September 8, 1948, Holy Family Catholic School was opened. Until December of that year, classes were held in the front room of the rectory and the choir loft of the old church. Twenty-seven students were enrolled.

On September 30, 1948, a tradition was started - Marshmallow Day. The cool rains allowed the janitor to burn the brush that had accumulated after cutting the path through the lot to the new school. The 3rd and 4th grades brought marshmallows and treated the 1st and 2nd graders to a marshmallow roast at afternoon recess. To commemorate this event we celebrate Marshmallow Day in September with food and games.

The new school was dedicated on December 12, 1948. The building contained four classrooms, offices, and a large basement room. During this time, the parents organized to help plan and develop a library. In 1957, a new wing was added which contained four additional classrooms and room for the church in the basement. In 1964 a gym was constructed. A portable building was added in 1991.

A convent was constructed in 1960 and it became the site for Kindergarten in 1984. The remaining space was converted to Parish Offices in 1993. The playground was redesigned a number of times.

On September 8, 1998, Holy Family Parish celebrated a groundbreaking for a new church. The new church was finished and dedicated on the eve of the New Year, 2000. The “old” church became Celebration Hall, a multipurpose room for parish and school.

During the last 25 years, there have been many enhancements, construction projects, and even exciting updates like a new gym floor and the installation of an HVAC system during the summer of 2025. We look forward to continuing to improve and update our facilities while maintaining the Catholic Educational environment that began 77 years ago.

SCHOOL ACCREDITATION

During the 2018-19 school year, Holy Family Catholic School completed our accreditation self-study and a Visiting Team from WCEA diocesan school representatives spent time at Holy Family examining and evaluating our self-study documents. During their visits, the representatives evaluated the following criteria: what we teach, how we teach and how we assess. As a result of the information they gathered Holy Family was awarded accreditation ranking for the next 6 years starting in the fall of 2019. In the 2024-2025 school year, Holy Family completed the self-study process for our 25-26 Accreditation visit.

MISSION OF THE OFFICE FOR THE MISSION OF CATHOLIC EDUCATION (OMCE)

Catholic schools in the Archdiocese of Portland, in Oregon exist to give witness to the Gospel of Jesus Christ. We minister the salvation of Jesus Christ, exercising His mission to teach by providing Mission Passionate Catholic Education.

MISSION OF HOLY FAMILY CATHOLIC PARISH

The mission of Holy Family Catholic Parish is to make God known to our parish family and community and to foster growth in our relationships with God and each other through active participation in the ministries of celebration, worship, education, and support of those in need.

MISSION OF HOLY FAMILY CATHOLIC SCHOOL

Holy Family Catholic School is a welcoming community of students, staff, parents, and parishioners, rooted in faith, academic excellence, and service. We work together to educate the whole child by fostering critical thinking, creativity, and compassion, while inspiring a love of learning grounded in the teachings of Christ and Catholic values.

MISSION OF HFCS ADVISORY COUNCIL (SAC)

The mission of Holy Family Catholic School Advisory Council is to provide a policy direction for educational needs of the school, especially in the areas of planning, finance and communication. We are dedicated to creating an atmosphere of Catholic excellence, in accordance with the policies established for the Catholic schools of the Archdiocese of Portland.

MISSION OF HFCS PARENT TEACHER ORGANIZATION (PTO)

The mission of the PTO is to provide a forum for communication, which fosters supportive parental involvement to assist in implementing the Holy Family Catholic School mission.

OBJECTIVES

- To promote open communication among parents, teachers, and administration.
- To provide parents and teachers with the information to aid in all aspects of education, growth, and development.
- To promote goodwill and cooperation between and among parents.
- To direct and coordinate parental support to Holy Family Catholic School through assistance activities, social functions, and fundraisers.

MISSION OF THE GUILD

Our mission is to foster a vibrant and supportive community within our Catholic elementary school family and the wider community. Through engaging events, strategic marketing, and focused fundraising, we aim to build school spirit and strengthen our collective commitment to providing our students with the highest level of education and community support. We believe that by coming together and actively participating in our school's life, we can create an enriching environment where every student can thrive and reach their full potential.

HOLY FAMILY CATHOLIC SCHOOL PHILOSOPHY

Holy Family School is dedicated to teaching the principles of the Catholic faith and providing opportunities for worship and service in our community and the world.

Recognizing that parents are the primary educators and teachers are the facilitators of learning, our goal is to provide a student-centered program that stresses excellence in the spiritual, moral, academic, cultural, physical, social-emotional and personal formation of each student.

We will provide opportunities for each student to develop life-long skills that incorporate confidence, curiosity and competency in their growth as critical thinkers and problem solvers.

Teachers encourage the development of each student's moral growth and sense of self-worth by creating a learning environment based on Gospel values that support the dignity of each person.

Because we are aware that our students will succeed us as leaders and stewards, each member of our community accepts responsibility for planting and nurturing these ideals so that our graduates will be prepared for their family, church, civic and global responsibilities.

SCHOOL-WIDE STUDENT LEARNING EXPECTATIONS

**Students at Holy Family Catholic School are
Christ-like in giving witness to the Catholic faith by being:**

Faith-filled learners who...

- Know and show the teachings of the Catholic church
- Pray as part of the community
- Help and respect all life, and show empathy

Responsible decision-makers who...

- Know and show right versus wrong
- Are effective communicators who make safe, respectful, and responsible choices for the good of the community
- Accept responsibility for what they say and do

Self-aware/engaged learners who...

- Demonstrate academic excellence to the best of their ability in a variety of modes, intelligences, and content areas
- Use their gifts and learn from their mistakes
- Seek different ways of solving problems

MIDDLE SCHOOL STUDENT EXPECTATIONS

As a middle school student at Holy Family Catholic School, I am Christ-like in giving witness to the Catholic faith by being:

a faith-filled learner who:

- actively participates during Mass and prayer experiences.
- uses respectful language when speaking with or about others.
- acknowledges mistakes and is willing to improve.
- treats students, teachers, and staff with dignity, respect, and inclusiveness.

a responsible decision-maker who:

- maintains personal boundaries appropriate for an academic setting.
- follows the HFCS uniform and free dress code and phone policy.
- adheres to the HFCS chrome device agreement.
- takes responsibility for words and actions.
- asks for teacher permission before leaving the room.
- eats and drinks only during approved break times.
- conducts self appropriately in public spaces.

a self-aware and engaged learner who:

- is prepared for class by arriving on time with required supplies.
- submits quality work in a timely fashion.
- keeps resources and materials in binder, backpack, and desk organized.
- utilizes planner and Google Classroom to manage assignments and assessment details.
- reviews Jupiter Ed regularly to monitor progress.
- advocates for learning using google comments, email, and personal check-in with teachers.
- communicates with teachers to ensure all work is completed after absences.
- listens respectfully to others' opinions and perspectives.

LEADERSHIP STRUCTURE

ARCHBISHOP

The Archbishop, as chief pastor of the Archdiocese, has the responsibility not only for the spiritual formation of the people, but also for every other factor that contributes to the development of the Catholic community. As an authentic teacher in the Archdiocese, he articulates faith for the people of God and calls them to the imitation of Christ. As chief administrator of the Archdiocese, he oversees the good order of the teaching mission. The Archbishop is the enactor of all Archdiocesan policy and the ultimate decision-maker assisted by the Office for the Mission of Catholic Education.

OFFICE for the MISSION of CATHOLIC EDUCATION

The Archbishop, in his role as Shepherd and Teacher, delegates the everyday administration of the Catholic Schools in the Archdiocese to the Office for the Mission of Catholic Education.

The OMCE provide information, guidelines, assistance, and services to the schools that are ordinarily site-based managed and under the leadership of the principal. Although governance of the schools is at the local level, pastors and principals are expected to follow policies and guidelines approved for schools by the Archbishop. Schools are also expected to follow curricula guidelines.

In some special circumstances, decisions may need to be made by the OMCE that would ordinarily be made at the local level.

PASTOR

The pastor, by direction of the Archbishop and canon law, is directly responsible for all parish endeavors. One such major endeavor is the parish or area school. The pastor can render service and leadership to the parish or area school by acting as a religious leader, community builder, and administrator, working together with the principal, faculty, parents, and other parishioners in a joint effort to advance the education of the children. He is also responsible for the hiring of the principal and the renewal or nonrenewal of the principal's employment agreement.

PRINCIPAL

The position of administrative responsibility carries with it a unique opportunity for shaping a climate of Catholic/Christian values and an atmosphere for learning that will nurture the growth and development of each person. The principal fosters community among faculty and students. S/he understands the Catholic school as part of larger communities, both religious and secular. The principal collaborates with parish, area, and/or Archdiocesan personnel in planning and implementing policies, programs and/or the use of facilities and grounds.

The principal is responsible for implementing school policies. He/she may amend the handbook as needed.

FACULTY AND STAFF

The faculty (and students) of the school form a community whose purpose is to develop an atmosphere in which the religious faith of each student as well as his/her intellectual, moral, and physical capacities may be developed and strengthened.

OFFICE ADMINISTRATIVE ASSISTANT

The school administrative assistant is responsible to the principal for the efficient operation of the school office and for the performance of all secretarial, clerical, and other assigned duties related to the principal's office.

SCHOOL ADVISORY COUNCIL (SAC)

The School Advisory Council provides policy direction for program needs of the school, especially in Planning, Finances and Development; to promote the implementation of said policies; and to ensure that all local policies are in accord with the intent and spirit of the policies established for the Catholic schools of the Archdiocese of Portland. Administrative decisions are the responsibility of the principal, who seeks to conduct the educational program according to established policy.

Members of Holy Family Parish and parents/guardians of students attending Holy Family Catholic School are eligible to serve on the School Advisory Council. The Advisory Council consists of about a dozen members in addition to the principal, pastor, assistant principal, and business manager. Members are elected or appointed for a three year term and terms of office are staggered.

PARENT TEACHER ORGANIZATION (PTO)

Holy Family Catholic School's PTO provides a forum for communication between parents, teachers and administration in an effort to assist in the mission of Holy Family Catholic School, and to provide a sense of community to its members. The PTO also directs and coordinates parental support of Holy Family Catholic School through classroom assistance activities, social functions and fundraisers.

The membership consists of all parents and guardians of the students of Holy Family Catholic School, and faculty, principal and pastor of Holy Family Catholic School. An executive committee plans and coordinates PTO activities annually. General meetings are held during the school year on the third Tuesday of the month. All families are encouraged to attend.

ACADEMIC INFORMATION

PRE-3 AND PRE-K CLASSES

Holy Family offers a Pre-3 class on Wednesday and Friday mornings from 9:00 am - 12:00 pm and Pre-K classes on Monday, Tuesday, and Thursday from 8:00 am - 2:00 pm. The curriculum includes art, Spanish, music, listening and large and fine motor skill activities combined in a play-based curriculum to prepare our littlest students for their future learning.

CURRICULUM

Holy Family Catholic School follows national, state and archdiocesan academic standards in all subject areas. The curriculum at Holy Family Catholic School provides a rigorous academic program in religion, mathematics, science, social sciences, language arts, speaking and listening skills, Spanish, health, physical education, visual arts, music, and technology application through our one to one chrome device program.

RELIGION

Holy Family Catholic School's Religion curriculum is composed of five parts: the material contained within the religion classroom and textbook, social-emotional learning, liturgical experiences, service opportunities, and Theology of the Body.

SACRAMENTAL OPPORTUNITIES

The sacrament of Eucharist is available during school Mass on Wednesdays and also during Masses for special Liturgical feasts. Parents are encouraged and welcome to attend their child's sponsored Mass.

Students who have not completed a sacramental preparation program, or are of another faith tradition, are more than welcome to come forward with their class and receive a blessing. The Sacrament of Reconciliation is offered to students during the Advent and Lenten seasons. The Sacrament of Reconciliation is also available during regularly scheduled parish times or by arrangement with the pastor.

Students are invited to participate in hosting the Parish weekend Mass on the following dates: September 14 at 8:30am, January 25 at 8:30 am, and April 19 at 10:30am.

LIBRARY

Students in grades Pre-K - 8 visit the library once a week for a 30-45 minute period. The teacher librarian conducts classes that promote literacy skills, information literacy, research methods, and a love for reading.

Students are encouraged to check books out of the library on a weekly basis. Overdue fees are not required but if books are missing at the end of the year, families are asked to pay for the replacement cost of the lost book.

FIELD TRIPS

Field trips may be scheduled at various times throughout the year and are a valuable part of the learning process that enhances and expands student understanding. Field trips are part of the curriculum and students are expected to attend. Permission slips, signed by a parent/guardian, are necessary to participate in a field trip. If the cost of a field trip is prohibitive, help is always available by contacting the school principal.

Parent volunteers may be needed to assist teachers in transportation and supervision for field trips. Transportation is by bus or in private cars with insured parents/volunteers as drivers and seat belts provided for each student.

Chaperones must complete ALL requirements prior to volunteering. As of September 2025, the volunteer chaperone requirements are:

- Attend a CASE training—1 time only
- Complete the annual online module course on the Praesidium Academy website: this needs to be renewed *every* year and is a different module each year—front office will email you updated one.
- Clear House Bill 155 background check—1 time only
- Complete and pass a Criminal Background check (renews every 3 years)-office will alert you when it is expired.
- Read and acknowledge the “Know Your Policies” document on the Praesidium Academy website
- Complete a Driver Information form (if driving students)

The office will ensure and verify that all volunteers have completed the necessary requirements and communicate via *Weekly News* any updates to these requirements.

DAILY SCHEDULE

School begins on Monday, Tuesday, Thursday and Friday at 8:05 am and ends at 3:15 pm. Wednesdays are a late start day for staff meetings, and classes begin at 9:05 am. Students should arrive at school no earlier than 7:55 (8:55 on Wednesday).

MONDAY, TUESDAY, THURSDAY, FRIDAY SCHEDULE

| | |
|-------|----------------------------|
| 7:55 | School building opens |
| 8:00 | Pre-K (M, T, TH) |
| 8:05 | K-8 classes begin |
| 9:00 | Pre-3 (F) |
| 11:30 | Grades K-4 lunch/recess |
| 12:00 | Pre-3 dismissal (F) |
| 12:05 | Grades 5-8 lunch/recess |
| 2:00 | Pre-K dismissal (M, T, TH) |
| 3:15 | K-8 Classes dismissal |

WEDNESDAY SCHEDULE

| | |
|-----------|---|
| 7:30-8:55 | Morning Extended Care in Celebration Hall |
| 8:55 | School building opens |
| 9:00 | Class begins for Pre-3 |
| 9:05 | K-8 classes begin |
| 9:15 | School Mass |
| 11:30 | Grades K-4 lunch/recess |
| 12:00 | Pre-3 dismissal |
| 12:25 | Grades 5-8 lunch/recess |
| 3:15 | K-8 Classes dismissal |

STUDENT DROP OFF AND PICK UP

Parents may park in the gym parking lot and walk their child to each classes' designated area:

- Pre-3 and Pre-K enter through the gate on Flavel across from the parish field
- Kindergarten enters through the gate to the playground
- 1st - 4th graders enter through the main doors; lining up on the sidewalk outside the classrooms before school
- 5th graders enter through the door adjacent to main doors in the main parking lot
- 6th - 8th graders enter through the Celebration Hall entrance on Flavel street

Parents are not allowed to use the front parking lot for drop off/pick up or turning around without prior permission, as students are present and it is a safety issue. Additionally, the northwest corner of the gym parking lot cannot be used as a drop off location as it blocks parking spots. Parents are asked to pay close attention during before and after school drop off and pickup. It is recommended that cell phones not be used at this time. Please follow the traffic directions given by the staff on duty. As always, proceed slowly in school zones.

Students should depart the school grounds by 3:25 pm. It is not safe to have unsupervised children on the premises. Students with a chaperone are allowed to use the playground until **4pm**. Please note that there are not Holy Family staff on playground duty after 3:15pm.

If you bring your child to school late or need to pick up early, you are required to come to the office to sign your child in or out.

EARLY DISMISSAL

The principal may schedule additional days for early dismissal. Notice of early dismissal will be published in the *Weekly News* and on the school calendar.

PARENT-TEACHER CONFERENCES

Scheduled parent-teacher conferences will be held in October, midway through the first trimester. Parent-teacher conferences are offered for students in grades Pre-3 - 5, while students in grades 6-8 run student-led conferences with their parents and a middle school teacher to showcase their progress and share their areas of growth.

Spring conferences are available by appointment with the student's teacher(s) in early April. Conferences at other times during the year may be requested by parents or by teachers and arranged by appointment.

GUIDELINES FOR PARENTS DURING CONFERENCES

Be as courteous to the teacher as you would expect him/her to be to you. Be open to both sides of the story if a problem arises. Perception differences and information reported incorrectly can lead to unnecessary confrontations with the teacher. Please discuss difficulties in the classroom with the teacher first before bringing them to the principal.

Questioning the teacher's authority is inappropriate and unacceptable at all times. If a parent has a concern about the teacher's abilities or methods, they need to schedule a meeting with the principal, who will include the teacher as necessary.

HOMEWORK

Homework is a valuable learning activity for students. It provides the opportunity to practice new skills and/or reinforce previously taught skills, as well as to develop self-discipline, independent work habits and responsibility. These skills are a vital part of a successful education. Assignments are designed to reinforce daily lessons, to supplement and enrich class work, and to prepare for certain lessons through various experiences.

An important aspect of homework is that it links school and home by providing parents with information about the material being covered in class. It also provides another opportunity for parents to be a part of their child's school life and recognizes the value of home/school collaboration.

Please note that teachers are not required to prepare assignments or homework in advance for your child to complete during their absence due to a family trip or vacation.

HOMEWORK ROLE OF TEACHERS, STUDENTS AND PARENTS

TEACHER:

- Distribute Homework Policy at Back to School Night
- Provide instruction in class to support the homework assigned.
- Respect the guidelines of time at each grade level, factoring in homework assigned from other teachers.
- Coordinate homework plan with teaching partners to ensure a balance between classes.
- Assign work that is within the capability of the student.
- Clearly inform students and parents of assignment expectations.
- Follow up on homework assignments promptly with students.

STUDENT:

- Record homework in their planner or assignment sheet.
- Take planner, homework, organizational system, and other needed materials to and from school daily.
- Utilize provided resources like notes, rubrics, Google Classroom, and Jupiter Ed.
- Organize and complete homework assignments on time.
- Study for quizzes and tests.
- Communicate with parents in a timely manner about long term assignments and the materials and adult/home support that will be needed.

PARENT:

- Establish a regular homework routine.
- Provide a quiet place for each student to work.
- Ask student what is being done in class, and what assignments are to be completed outside of school hours (homework, reading, projects, etc.)
- Give support, when necessary, but encourage student to work independently.
- Assist the student in communicating with the teacher with questions about assignment details.
- Communicate any concerns about a student's ability to complete homework to the teacher.
- Encourage students to study for tests, helping them set aside time as necessary.
- Utilize school communication tools including emails, newsletters, Google Classroom, and Jupiter Ed to monitor student progress.

GRADING AND REPORT CARDS

PROGRESS REPORTS AND REPORT CARDS

Progress reports are completed each mid-trimester.

- K - 3 progress reports are sent home with students or emailed upon request.
- 4 - 8 progress reports are emailed via Jupiter Ed.

Report cards are completed each trimester and distributed via Jupiter Ed.

In 4th - 8th Grade, Jupiter Ed is the grading tool used to record homework, missing assignments and projects. Each parent and student have an individual login used to access their assignment grades and view their progress.

End-of-year report cards may be held if tuition, fines, fees are in arrears.

K - 3 (all subjects) and 4th - 8th specials (Art, Library, Music, PE)

| | |
|---|----------------------------------|
| E | exceeds expectations |
| M | meets expectations |
| P | progressing towards expectations |
| N | needs improvement |

4th - 8th grade: (Religion, ELA, Math, Science, Social Studies, Health, Spanish)

| | |
|----|----------|
| A+ | 100-98 |
| A | 97-93 |
| A- | 92-90 |
| B+ | 89-87 |
| B | 86-83 |
| B- | 82-80 |
| C+ | 79-77 |
| C | 76-73 |
| C- | 72-70 |
| D+ | 69-67 |
| D | 66-63 |
| D- | 62-60 |
| F | Below 60 |

ACADEMIC HONOR ROLL

In an effort to celebrate student achievement and recognize students who consistently meet expectations, an Honor Roll recognition program was reestablished during the 23-24 school year. All students in grades 6-8 are eligible for honor roll recognition each trimester. Students' GPAs are calculated from their core classes: ELA, Math, Religion, Science, and Social Studies. These GPAs are calculated using Jupiter Ed data to two decimal places.

Students who have earned a 3.50 - 3.89 GPA are recognized as part of the *Cardinal Court*, and students who have earned a 3.90 and higher are recipients of *Principal Honor Roll*.

ACADEMIC PROBATION

A student whose academic performance indicates serious deficiencies may be placed on academic probation. Academic probation is for students who can learn, but choose not to learn. Students on academic probation will be placed on a three week improvement plan. At the end of the three week period, the student's academic progress will be assessed. Students whose average is an F will not be allowed to participate in any sport or academic competition until the grade has improved to a passing grade of D (60-69%).

ACADEMIC HONESTY

Holy Family Catholic School community is deeply committed to nurturing and fostering the Christian virtues and forming students to be honest, responsible, respectful, safe. It is our aim to form students to think, judge, and act constantly and consistently in accordance with right-reason, illuminated by the example and teaching of Jesus Christ, to be true people of character and moral integrity. Honesty is expected in all academic work.

Cheating and plagiarism, which includes, but is not limited to: performing another person's classwork, homework assignments or exams (including parent completion of assignments) or using AI (artificial intelligence) tools to complete any academic work that requires and expects student independent thought and analysis (i.e. essays, free-response questions, math computations and problem solving, scientific inquiry) are all forms of academic dishonesty. At times, a teacher may choose to allow students to work with peers or to use an AI tool to complete an assigned academic project or task. However, this is typically not the norm and only allowed if expressly permitted in writing by the teacher.

Anyone who is found to be in violation of our policy on academic honesty may be subject to a range of disciplinary action, including, but not limited to: receiving a failing grade on an exam or assignment, being required to complete another assignment, detention, suspension, or possible expulsion. The disciplinary action will be determined at the discretion of the school leadership in consultation as needed with teachers

and the school Pastor, considering the facts of the situation, the severity of the offense, degree of culpability, and previous behavioral history, among other factors. Students will be afforded an opportunity to be made aware of alleged violations and present their perspective prior to disciplinary action being taken.

PROMOTION AND RETENTION

Students who satisfactorily complete each grade's academic requirements will be promoted to the next grade at the end of the school year. Advancement to the next grade in Holy Family Catholic School is based on a student's daily performance, test results, recommendations of teachers, and the student's ability to complete work successfully. In cases where a student has not sufficiently met the academic standard of a grade level (either due to ability or absences), the school may elect to place (and not promote) the student into the next grade.

When a student has not met the academic standards and is not ready to move on to the next grade, a recommendation of retention may be made by the teacher. Retention is only considered after all other avenues have been exhausted. The decision to retain a student is based on a holistic view of a student's growth in all areas of development, and their readiness to move on. This decision is made in consultation with parents, teacher and principal.

STANDARDIZED TESTING

STAR Renaissance standardized tests are given three times a year to students K - 8 in language arts and math. The results of these tests are shared with parents and discussed during Parent/Teacher conferences. STAR testing will occur during the months of September, December, and April. Specific dates will be left to teacher discretion.

ACRE TESTING

Catholic schools nationwide give their students in grades 5 and 8 a standardized test - the ACRE - **Assessment of Children Religious Education**. This assessment is designed to assist in the evaluation of religious education programs in Catholic schools and parishes. The results are used internally and students' scores do not affect their religion grade.

TEXTBOOKS

The OMCE and the Oregon State Department of Education determine the list of approved textbooks from which the school may select for each subject of the curriculum. The classroom teacher, with the approval of the principal, chooses any additional texts that are not on the list.

The condition of each textbook is noted at the beginning and end of each year and is assigned to each student. Students are responsible for keeping the books which they have been assigned covered and in good condition. Lost or damaged books will be replaced at the student's expense.

SUPPLIES

Students are responsible for obtaining and maintaining their own basic school supplies. The school provides families with a list of school supplies needed for each grade on the school website.

ADMISSIONS AND WITHDRAWALS

The Catholic schools of the Archdiocese of Portland admit students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available at all schools. It does not discriminate on the basis of race, color, sex, national and ethnic origin in administration of its educational policies, admissions policies, scholarship and loan programs, and athletic and other school administered programs.

Registration at Holy Family Catholic School means that the family is willing to comply with the programs and policies of the school and actively participate in the activities which support the school in its programs and philosophy. Catholic schools are a primary means of Catholic education. The Catholic school is to assist Catholic families in the formation and education of their children in the Catholic faith, Gospel values, and traditions.

IN-PARISH TUITION & PARISH SUBSIDY EXPECTATIONS

Families receiving in-parish tuition or a parish subsidy must meet the following expectations. If these are not met, the pastor and principal will schedule a meeting with the family.

Parish Registration:

Must be registered at Holy Family Parish. (At least one family member must be Catholic or enrolled in RCIA. Registration forms are available in the Parish Office.)

Mass Attendance & Participation:

Attend Mass regularly and actively participate in parish ministries or events (minimum of 6 Fair Share hours).

Financial Support:

Pledge a minimum of \$800 per child annually (unless adjusted by the pastor).

Your financial commitment was arranged in your tuition contract. Please contact the business manager for details.

Examples of Parish Ministries & Activities:

- Coffee & Donuts
- Church Liturgy (lector, greeter, altar server, Eucharistic minister)
- Religious Education & Faith Formation (catechist, Children's Liturgy, sacramental prep)
- Parish Events (Oktoberfest, Mass on the Grass, Fish Fry, etc.)

REQUIREMENTS FOR PRESCHOOL THROUGH FIRST GRADE

Children applying to Preschool must be three years old on or before September 1 of the current school year.

Children applying to Pre-K must be four years old on or before September 1 of the current school year.

Kindergarten students must be five years old on or before September 1 of the current school year.

Students will not be admitted to first grade unless they are six years old on or before September 1 of the current school year.

Parents wanting early enrollment must have their child evaluated by their neighborhood public school to ascertain whether early entrance requirements are met.

ADMISSIONS POLICY

Students seeking placement in Holy Family Catholic School must apply in advance in the school office. Families new to the school are required to interview first with the Principal. Holy Family Catholic School will consider for registration, students who submit the application form by the designated deadline.

Acceptance will be determined in the following order:

- Currently enrolled students who complete the registration form, pay the registration fee and FACTS application fee by the designated deadline, and whose tuition is current
- Siblings of said currently attending students in the following order:
- Holy Family parishioners in good standing as defined below
- Registered contributing parishioners of non-school Catholic parishes
- All others

Other registrants in the following order:

- Holy Family parishioners in good standing as defined below
- Registered contributing parishioners of non-school Catholic parishes
- Siblings of Holy Family graduates
- All others

A Holy Family parishioner in good standing is a registered parish member who celebrates Mass regularly with the community and is actively involved in parish life through sharing of their time, talents and treasure as determined by the pastor. Holy Family parishioners must complete an in-parish packet, which must be approved and signed by the pastor.

KINDERGARTEN PLACEMENT POLICY

In the case that there are more students who qualify for priority under a category than there are spaces available, students will be selected for admission via a lottery drawing within the applicable category. At any point where the number of children meeting the criteria exceeds the number of open positions, those spaces will be assigned by lottery.

TRANSFER OF STUDENTS

Holy Family welcomes transfer students at all grade levels, subject to the following guidelines:

- Holy Family will accept the grade placement from the preceding school, subject to confirmation of this placement by our own screening process.
- Parents will provide copies of the most recent report card and standardized testing results, if applicable.
- It is our policy not to admit students who are delinquent in the payment of past tuition at other schools. Holy Family will work with the previous school and the family to ensure that all past due amounts are paid before the student enrolls at Holy Family.
- It is our practice to not admit new students into the eighth grade class unless there are other younger siblings joining the school as well, or extenuating circumstances to consider. Examples of “extenuating circumstances” include the student’s family recently moving into the area, the student’s previous school closing, etc.
- All students enter the school on probationary status until they have demonstrated acceptable academic and behavioral performance. This probationary period is for a minimum of 90 days, and may be extended if needed.
- If information about a child’s learning or behavioral needs is withheld from school officials, and the school determines that it cannot ethically meet these needs, the parents will be asked to withdraw the child.

WITHDRAWAL FROM SCHOOL

Tuition is a financial commitment for the entire academic year. In the event of early withdrawal, tuition may be refunded according to the following schedule. All fees and deposits are non-refundable.

OTHER CIRCUMSTANCES

Under normal circumstances, a student should not be deprived of a Catholic education on grounds relating to the attitude or behavior of parents. Nevertheless, a situation may arise in which an uncooperative or destructive attitude or behavior of parents so diminishes the effectiveness of the school that the family will be asked to withdraw from school after meeting with the principal and pastor. There is no recourse for reinstatement.

Per Oregon law, Catholic schools have the right to ask a student to leave the school. With a limited budget and resources, we are not able to have a team of counselors and special education experts on staff. Therefore, we may not be able to meet the needs of all students, especially those who chronically disrupt the learning environment or threaten the psychological and/or physical safety of others. In such cases, the school may recommend a more appropriate placement or may terminate the student's enrollment.

GRADUATION REQUIREMENTS

Students must meet all academic requirements in order to graduate. Accounts must be paid in full and all books (including library books) must be returned in order for the child to participate in the ceremony.

GRADUATION CEREMONY

Graduation from Holy Family School is marked by a simple and dignified celebration that gives recognition to the unique value of the Catholic education just completed. Graduation exercises take place three or four days prior to the closing of school. Ceremonies include a morning Baccalaureate Mass attended by the entire school and a same-day evening program at which time awards and diplomas are distributed.

Eighth graders will be provided with graduation gowns to wear for the morning Mass and evening ceremony. This ensures that all students are dressed in a unified, professional manner that reflects the importance of the occasion. Since the two events will take place in our Catholic church, the gowns must remain zipped up while inside the church to maintain a respectful and reverent atmosphere. Students are welcome to wear the outfit of their choice underneath the gown.

ATTENDANCE

Students learn best when they are consistently at school. We ask all parents to make a commitment to regular and punctual school attendance in order to support strong academic gains for their children.

GENERAL ABSENCE & PRE-SCHEDULED ABSENCE

If your child will be late or will not be attending school for the day, a parent must call the office prior to 8:00 am each day of the absence. If the office does not receive a call, a parent will be contacted. This policy is for the protection of Holy Family students and is aligned with the state statutes of the state of Oregon. If a student misses more than one hour of the morning or the afternoon, he/she will be counted as absent for that session.

The dates of school holidays and vacations are on the annual calendar and on the monthly calendar. We strongly urge families to plan vacations within these dates. Extending vacations into classroom time usually disrupts the child's progress. If you know in advance that your child will miss school, we ask that you send an email to the teacher and the office ahead of time. Please note that teachers are not required to prepare assignments in advance for your child to complete during their absence.

ABSENCE DUE TO ILLNESS

Students should be fever free (100.3 or lower) for 24 hours before returning to school. Students who are sent home during the school day with a fever will not be allowed to return to school the next day as this would not allow for the 24 hour protection of the entire school community.

Students who are absent due to illness have one day for each day of absence to make up missed assignments, quizzes or tests. For example, a student who was absent three days would be given three school days to complete the missed work. Completion of missed assignments is the student's responsibility.

ILLNESS OR INJURY DURING SCHOOL DAY

If a student becomes ill during the school day, the school office will call the parent(s) or emergency contacts using the phone numbers provided on the 25-26 Necessary Information Google Form. It is the parents' responsibility to keep this information updated. The school expects the parent to pick up the child as soon as possible. We will keep the sick child as comfortable as possible.

If a child is injured during the school day, the school office will call parents and emergency services (if needed). An incident report will be completed and a copy given to the parent.

TARDINESS

It is the responsibility of the parent/guardian to see that their child arrives at school on time each day. Excessive tardies can have a detrimental effect on a child's education, as students often may not have time to settle into the school day and miss valuable opening instructions. A child who is not in the classroom at 8:05 or at the designated time after lunch will be counted as tardy. If a student arrives after 8:05, an adult must sign him/her in at the office before the student may go to class.

Excessive tardiness will result in a parent conference and possible attendance probation. Attendance probation will involve a written agreement with the school and the parents on expectations for the remainder of the school year. Students with excessive tardies will be at risk of not being promoted to the next grade level. The principal will consider all circumstances relating to tardies.

RELEASING STUDENTS DURING SCHOOL DAY

If you must remove your child from school during the day for any reason, an email from the parent/guardian is required. If someone other than the parent/guardian will be picking the child up, that person **MUST** be specified in the note from the parent/guardian. An ill student will be released only to a parent or authorized person as listed on the Emergency Information Authorization Google Form. Students must be signed out at the main office.

APPOINTMENTS

Please make every effort to schedule all appointments outside of the regular school day. Teachers are not able to make lessons for students absent from school. It is the responsibility of the student to obtain his/her missed work and complete it by the designated time.

Students needing medical appointments during school hours require a written note by the parent or email to the office. Parents are required to sign out their child. If the child returns to school during the same school day, he/she must be signed back into school in the office. Students who are away from school for an appointment for 3 ½ hours or more will be counted as absent for ½ a day.

TRUANCY

A student who is absent from school without a valid excuse for a period deemed unreasonable considering all circumstances will be considered truant. Parents will be contacted and a parent conference will be scheduled by the principal. Truancy is grounds for suspension, expulsion or non promotion to the next grade.

MEDICAL INFORMATION

Holy Family Catholic School will take all reasonable measures to meet a student's medical needs while they are at school. We have practices in place that help to keep students safe from harm and illness while they are at school.

COMMUNICABLE DISEASES

Many communicable diseases or conditions are easily spread in a school setting.

Students who have restrictable diseases or conditions must be excluded from school. The most common school restrictable diseases or conditions are COVID, head lice, chicken pox, pink eye, mumps, and measles. When a doctor diagnoses any restrictable disease or condition (whether or not it is listed above), or such condition is obvious to the parent, the parent agrees to notify the school promptly and keep their child home from school.

A doctor's note is required before the student may return to school. In the case of head lice, school staff will verify that no lice or nits are present before the student may return to school. When a student is found to have head lice, school staff will screen all students in that child's class for the presence of lice.

REPORTING COMMUNICABLE DISEASES

Parents should notify the school immediately if their child has come into contact with or has any contagious disease or condition, such as but not limited to, chicken pox, pink eye, COVID, and/or head lice.

Diseases will be reported to the Local Public Health Authority (LPHA) by diagnosing healthcare practitioners and laboratories. In general, school staff do not diagnose and therefore are not responsible for reporting.

IMMUNIZATIONS

By school/Archdiocesan policy, a signed Certificate of Immunization Status (CIS) form must be provided before a student may attend school. This form documents either evidence of immunization or that an exemption is in place.

MEDICATION

Holy Family Catholic School recognizes that many students need to take personal medication during the school day. However, these medications can potentially pose a risk to student health and safety. For this reason, Holy Family Catholic School requires that all medications, both prescription and over-the-counter, must be administered only through the school office. The office staff receive ongoing training in managing/administering medication at school.

Students may not have any medication, prescription or over-the-counter, in their possession while at school unless immediate access has been prescribed by a doctor and a MEDICAL DISPENSATION AUTHORIZATION FORM has been completed in the office.

It is important that all families understand and agree to follow the school's Medication Policy whenever their student needs medication while at school. Holy Family Catholic School must follow Oregon law and Archdiocesan policy with regard to medication at school. Medication of any kind cannot be provided by the school. Pain relievers, ointments, cough drops, sunscreen and vitamins are examples of items that may not be provided by the school.

When medication is necessary, only those medications that are required for the student to remain in school will be administered.

Holy Family Catholic School makes no claim to be a peanut-free school.

PRESCRIPTION MEDICATION

The following is required for: *"...any non-injectable drugs, chemical compounds, suspensions or preparations which are taken either internally or externally by a student under the instruction of a physician."*

Written instructions from the doctor which include:

- Name of student.
- Name of medication.
- Dosage.

- Time and/or frequency of administration.
- Method of administration (e.g., mouth, nose, ear, etc.).
- It is recommended that the physician note any possible adverse reactions and action required. These instructions may be included on a prescription label or in separate written directions from the physician. “Take as directed” or “as needed” cannot be taken as specific direction.
- The authorization form attached must be signed and filled out completely by the parent or guardian.
- All prescription medication must be in the prescription bottle and clearly labeled. (If the student is also taking the medication at home, the medication can be issued by the pharmacist in two separate bottles.)
- Unused medications must be picked up by parent when treatment is complete or at the end of the school year. Medication left at school past the end of the school year will be destroyed.

PRESCRIPTION MEDICATION (INJECTABLES)

The following is required for: “...*any injectables for students who have severe allergic responses to insect sting, to other specific allergens and to students who are experiencing severe hypoglycemia when other treatment has failed or cannot be initiated.*”

Written instructions from the doctor which include:

- Name of student
- Name of medication
- Dosage
- Time and/or frequency of administration
- Method of administration (e.g., mouth, nose, ear, etc.)
- The parent shall make the request in writing for the school to administer, as necessary, injectable medication (*medication administered by the intramuscular route*) to the student.
- The request must include written instructions of the doctor for the administration of an injectable medication to the student. (A prescription label on the original container of the injectable medication is deemed sufficient to meet the requirements for written physician instruction).
- Since the training of staff members to be authorized to administer injectable medication must be conducted under the supervision of a licensed physician or a nurse practitioner, parents/guardians cannot train the designated school personnel in the use of injectables.

NON-PRESCRIPTION MEDICATION

School personnel will only administer nonprescription medications to students when the following parameters are in place.

- WHEN THE NONPRESCRIPTION MEDICATION IS NECESSARY FOR THE STUDENT TO REMAIN IN SCHOOL.
- A written, signed permission form is submitted which includes name of student, name of medication, route, dosage, frequency of administration, and reason for use.
- If the written instruction is not consistent with the manufacturer's guidelines for the nonprescription medication, the written instruction must also include a written order allowing the inconsistent administration signed by a prescriber.
- For nonprescription medication that is not approved by the FDA as a medication (i.e. melatonin, Lactaid), a written order from the student's prescriber that includes the name of the student, name of the medication, dosage, method of administration, frequency of administration, any other special instructions, the reason why it is necessary for the student to remain in school, and the signature of the prescriber will be required.
- The nonprescription medication must be brought to school by the parent/guardian in the original container or packaging.

COMMUNICATION

Holy Family faculty and staff work in partnership with parents to support the faith, character and academic growth of every student.

The school office is open from 7:30 AM to 3:30 PM. When the office is closed you may leave a voicemail message. We will respond to your message on the next working day.

In order to ensure that all communication from school reaches home in a timely manner, Holy Family Catholic School will send an information newsletter called the *Weekly News* each Wednesday via email. This newsletter will also be posted on our school website. For all other important, timely information, the school will send an email blast through Jupiter Ed.

The school assumes each parent has equal rights to education information and input on their child's school experiences unless documentation limiting a parent's rights is on file in the school office. It is the responsibility of the parents to share any official custodial information decided through the courts. Official custodial agreements will be kept in a confidential file in the office. In the absence of any court document, the school will view each parent as having full legal custody of his/her child. In the absence of a court order to the contrary, non-custodial parents have the right to receive records about their child's academic progress or lack thereof.

The best way to contact faculty or staff is by email. Because they are responsible for classes throughout the day, please understand that they may not be able to read or respond until the end of the day, but they will return your email as soon as possible. Faculty and staff members are available for 30 minutes before and after school for pre-scheduled meetings with parents.

If a parent has a concern, the parent should meet with the teacher involved before contacting the principal. If the issue has been discussed with the specific teacher but has not been resolved, then the concern should be taken to the principal. If further resolution is necessary, the school pastor can be contacted.

If you have an urgent message, please call the school office and the message will be delivered. The principal can be reached throughout the day by calling the school office.

THE WEEKLY NEWS

The *Weekly News* is a Weekly bulletin that keeps parents up-to-date regarding school events. It includes a calendar of events for the week, curriculum information, and announcements. Information for the *Weekly News* must be submitted to news@holyfamilypdx.net by Monday at 12:00 PM to be included in the current week's publication. The *Weekly News* is also available on the school website.

SCHOOL DIRECTORY

The school directory is published by the PTO. It is distributed to all families at the beginning of each school year either in electronic or hardcopy form. It contains the names, e-mail addresses, addresses and phone numbers for all families currently enrolled. Under FERPA laws, parents may choose to exclude any personal contact information from the school directory. A parent has the right to keep any/all of this information private and may do so by making a written request to the principal.

The school is required by law to disclose personally identifiable information from a student's education record to law enforcement, child protective services, health care professionals and other appropriate parties in connection with a health and safety emergency when it is deemed that knowledge of this information is necessary to protect the health and safety of the student or others.

Parents of currently enrolled students have the right to review their child's educational records by making a written request to the principal. If the parents feel that the records are inaccurate, they can request that the school make an amendment. If the school concludes that the request is valid, the record(s) will be amended. If the record is not amended, the parents may place a statement with the record commenting on the disputed information.

NON-CUSTODIAL PARENTS

Holy Family Catholic School adheres to the Buckley Amendment (Family Education Rights and Privacy Act) in regard to privacy of student records and the rights of non-custodial parents. It is the responsibility of the parents to share any official custodial information decided through the courts. Official custodial agreements will be kept in a confidential file in the office. In the absence of any court document, the school will view each parent as having full legal custody of his/her child. In the absence of a court order to the contrary, non-custodial parents have the right to receive records about their child's academic progress or lack thereof, any disciplinary action or history for their child, and to be involved in decision making for their child. Be advised that if a teacher is subpoenaed to testify in a child custody case, the parent will need to pay the cost of a substitute teacher and any other costs associated with the testimony (mileage, parking, food, etc.).

PARENTS AS PARTNERS

Parents and adults are asked to uphold the values of Holy Family Catholic School in all communication. Parents agree to follow school policies.

Limiting classroom distraction enhances all students' ability to learn so parents are required to check in at the school office. Messages for students may be left in the office and will be delivered to the classroom.

As partners in the educational process at HFCS, we ask parents: to actively participate in school activities such as Parent-Teacher Conferences, to notify the school office of any changes of address or important phone numbers, to meet all financial obligations to the school, to complete and return to school any requested information promptly, to read newsletters, to support the religious and educational goals of the school, to attend Mass and teach the Catholic faith by word and example, to support and cooperate with the discipline policy of the school, to treat teachers with respect and courtesy in discussing student issues, to not post negative comments about students, teachers, administration or the school on social media.

We at HFCS consider it a privilege to work with parents in the education of children because we believe parents are the primary educators of their children. Your choice of HFCS involves a commitment and exhibits a concern for helping your child to recognize God as the greatest good in his/her life.

Once you have chosen to enter into a partnership with us at HFCS, we trust you will be loyal to this commitment. Together, let us begin this year with a commitment to partnership as we support one another in helping your child to become the best person he/she is capable of becoming.

Parental actions are both role-models to our children and representative of our school to the public. The school has the right to address problem behaviors with parents, including asking a family to withdraw from the school.

STUDENT BEHAVIOR

DISCIPLINE PHILOSOPHY

Each student has the right to learn in a safe and supportive environment, and teachers have the right to expect behavior that allows both teaching and learning to take place. Students and teachers share the responsibility of maintaining this environment. Each teacher establishes expectations that reflect the developmental needs of the students and the academic goals of the classroom. These expectations are always communicated clearly, with well-defined outcomes and consequences.

At Holy Family Catholic School, the primary responsibility for developing self-discipline, ownership, and respect rests with students and their parents. The school partners with families to support these qualities, creating an environment that fosters positive choices and guides students when they fall short.

In accordance with the mission and philosophy of Holy Family Catholic School, a core component of the educational process is learning to treat others with compassion and respect. Students must realize that there are consequences, both positive and negative, for their actions. Students who experience consistent, natural and logical consequences learn that they themselves have positive control over their lives.

Our approach to discipline is rooted in Gospel values and the dignity of each person, modeled by Jesus Christ. Together, parents, students, and staff work toward personal growth and responsible decision-making, helping students develop the self-discipline needed for success in school and life.

The Holy Family community is committed to forming faith-filled, self-aware learners who are responsible, engaged, and striving to reach their full potential. For more details, please review the *School-Wide Student Learning Expectations* and *Middle School Student Expectations* in this handbook.

Teachers establish classroom management systems appropriate to their students, and school-wide incentives reinforce positive behavior. Students may earn Cardinal Cards, recognized through drawings or middle school rewards. Each month, teachers also nominate students who exemplify the SLEs and monthly Virtue. These students are honored at a monthly ceremony, “knighted” by the principal, and presented with a special tie. Please note that not all students will be knighted each year, as recognition may vary by class size and grade level.

SCHOOL-WIDE DISCIPLINE POLICY

The school-wide discipline policy applies to student behavior both on and off campus, during and outside of school hours. This includes classrooms, hallways, recess, lunch, school events, and online interactions. Teachers and staff members are responsible for determining whether a student’s behavior aligns with school expectations.

Deliberate acts of disrespect, insubordination, or harassment, whether written, verbal, or physical, toward faculty, staff, or peers will result in disciplinary action. Harassment, intimidation, stalking, or bullying of any kind will not be tolerated.

While the school strives to apply discipline consistently, we also recognize that each student’s behavior occurs within the context of their individual circumstances. Prior incidents, current life challenges, and developmental needs will be considered when determining consequences. This flexibility ensures that disciplinary responses are fair, age-appropriate, and supportive of student growth.

UNACCEPTABLE STUDENT BEHAVIORS

Unacceptable student behavior anywhere and anytime on Holy Family Catholic School grounds includes, but is not limited to, the following:

| VERBAL | NONVERBAL | RELATIONAL |
|--|--|---|
| <ul style="list-style-type: none"> • name calling • threats • insults • inappropriate language • sexist or racist slurs • put downs • teasing | <ul style="list-style-type: none"> • offensive gestures • theft, damage or tampering of others’ personal property • creating a facsimile of a weapon | <ul style="list-style-type: none"> • spreading rumors • exclusion • gossiping • humiliation |
| PHYSICAL | SEXUAL | CYBER/ELECTRONIC |
| <ul style="list-style-type: none"> • hitting • tripping • pushing • fighting • touching including but not limited to hugging, hand holding, • destruction or theft of property • encroaching on another person’s physical boundaries after being asked not to | <ul style="list-style-type: none"> • sexual jokes • any unpermitted touching, pinching, etc. • any sexual touching, drawings, or hand gestures • sexual teasing • sexual inappropriate drawings | <ul style="list-style-type: none"> • use of e-mail, text message, videos, social networking, personal websites, etc., designed to be vulgar towards or personally destructive of another person or group, regardless of the time or location of occurrence |

LEVELS OF DISCIPLINARY RESPONSE

The following represents the operating framework for how Holy Family Catholic School will respond to disciplinary infractions. Please note that the school Pastor and Principal reserve the right afforded to them to proceed with any disciplinary action deemed necessary to safeguard the Catholic mission, protect the common good of the community, and ensure the physical, emotional, and moral well-being of all members of the Holy Family community.

LEVEL 1: Classroom interventions

These interventions aim to reinforce appropriate behavior(s) so our students can learn and demonstrate safe, respectful, responsible Christ-like behaviors. Interventions may include a brain break, movement break, option to move to quiet space or alternative learning environment, private conversation with teacher, reflection sheet, and/or check-in with identified staff advocate. Parents will be notified when deemed necessary.

LEVEL 2: Opportunities to Restore and Repair

The student will be given a safe environment to reflect, talk with a trusted adult, and complete a restorative task. Parents will be notified via Jupiter, and a parent/student/teacher meeting will be scheduled if necessary.

LEVEL 3: After School Detention

Depending on the severity or frequency of a student's behavior, an after-school detention may be assigned. This decision will be made in collaboration with the parents and the homeroom teacher during a meeting.

LEVEL 4: Minor Suspension

Depending on the severity or frequency of a student's behavior, an in-house suspension may be assigned. This decision will be made in collaboration with the parents and the homeroom teacher during a meeting.

LEVEL 5: Major Suspension

When the student's behaviors are serious and/or threaten the safety of others, the student may lose the right to be at school. This suspension will be multiple days.

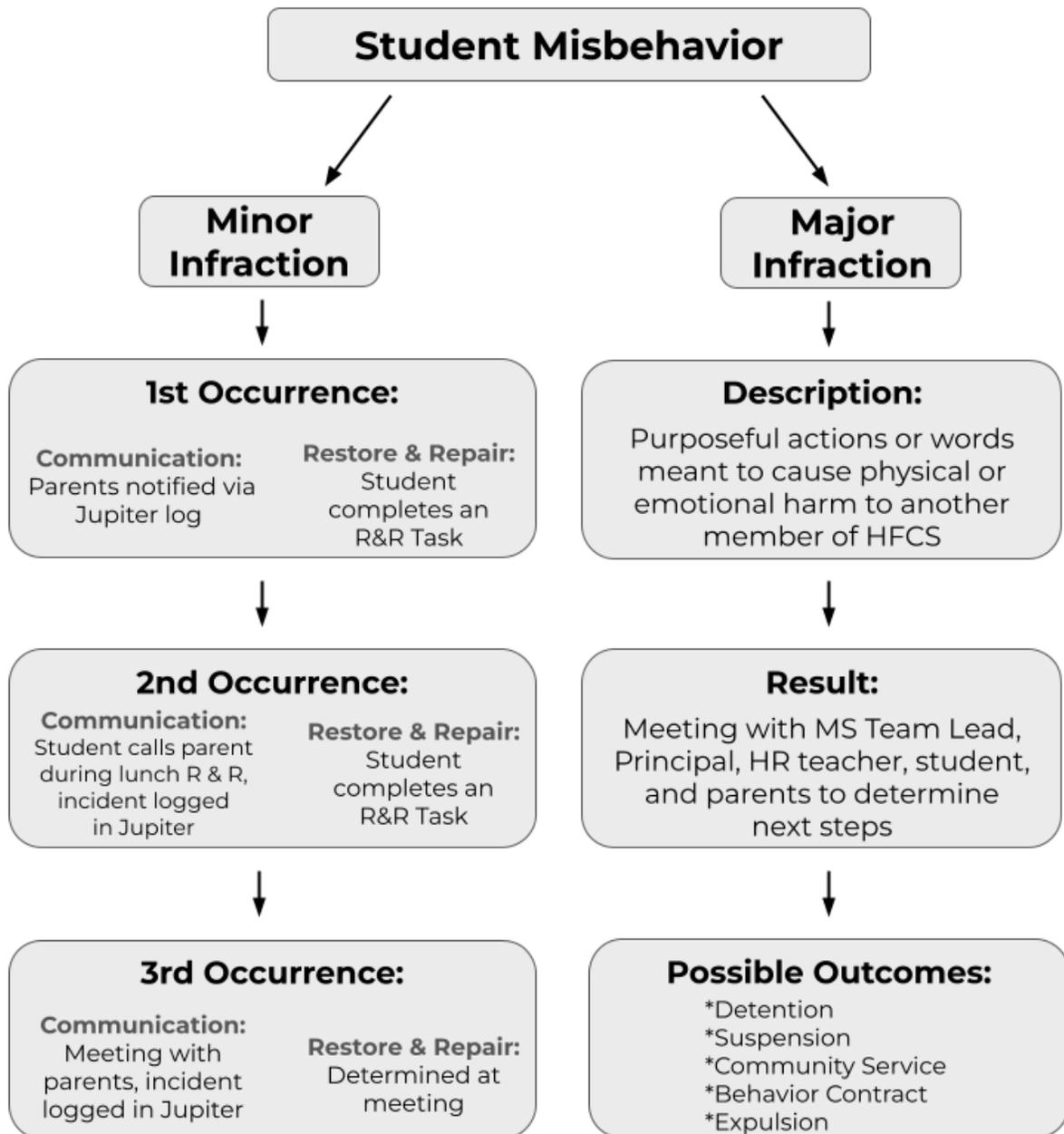
EXPULSION

A student may also be excluded from school permanently. Pursuant to the Archdiocese of Portland Policy #3540, expulsion is an extremely serious matter, and disciplinary action taken by the principal and pastor in consultation from the OMCE. Students who have been expelled will not be allowed to return to the school grounds for any reason without prior permission from the Pastor and Principal. Various situations may lead to expulsion of a student from school. These include but are not limited to the following offenses:

- acts which, in the judgment of the school, endanger the moral, academic, or physical well-being of the student body and school community..
- prolonged and open disregard for school authority.
- illegal acts as defined by law. The school may take disciplinary action regardless of whether or not criminal charges are brought.

Additionally, the school Pastor and Principal reserve the right to request the withdrawal of a student or move to remove a student due to uncooperative or destructive attitudes or behaviors from parents that diminish the school's ability to effectively partner and support a family in the education and formation of their child.

Middle School Behavior Intervention Flowchart



BULLYING

Holy Family Catholic School attempts to provide a safe environment for all individuals. Verbal or written threats made against the physical or emotional well-being of any individual are taken very seriously. Students making such threats (seriously, in jest, or online) face detention, suspension, and/or expulsion.

Holy Family Catholic School staff will do the following to prevent bullying and help children feel safe at school:

- Closely supervise students in the hallways, classrooms, and playground
- Watch for signs of bullying and stop it when it happens.
- Teach the Steps to Respect program in K - 8
- Respond quickly and sensitively to bullying reports using collaborative problem solving
- Properly investigate all reported bullying incidents
- Implement consequences for bullying

Students at Holy Family School will be taught to do the following to prevent bullying:

- Be respectful, responsible, and safe
- Refuse to bully others
- Refuse to let others be bullied
- Refuse to watch, laugh, or join in when someone is being bullied
- Try to include everyone in play, especially those who are often left out
- Report bullying to an adult

INSPECTION OF STUDENTS' PERSONAL BELONGINGS

Backpacks, desks, purses, and personal belongings, and their contents, including closed containers are subject to search at any time by school administration or teachers. This is for the protection of students and school employees. Desks, and any other storage areas at the school remain in the possession and control of the school even though they are made available or assigned for student use. Students who possess drugs and/or alcohol at school or at any school function face suspension and/or expulsion.

WEAPONS POLICY

Ordinarily, any student in possession of a weapon, or a facsimile thereof, will face disciplinary consequences up to and including expulsion from school. Under Oregon law, the principal who has reasonable cause to believe that a person while at school or on grounds adjacent to the school is, or within the previous 120 days, has been in the possession of a firearm or destructive device must report the person to a law enforcement agency.

CONFIDENTIALITY

Families are asked to honor and support the privacy and confidentiality of all individuals in regard to matters relating to student disciplinary issues and actions. Often the outcome of an incident is not visible to others. When this happens, it means that the school is successful in keeping matters confidential.

PARENT CONCERNS REGARDING DISCIPLINE OR SCHOOL ACTION

If a parent disagrees with a disciplinary action or consequence, or a school decision or action, they should address it with the individual who has made the decision. If it cannot be resolved successfully, then it can be taken to that person's supervisor. If the issue is still not resolved, the issue may be brought to the pastor and then the OMCE.

REPORTING

Students are encouraged to report any behavior that makes them feel unsafe or uncomfortable or detracts from the community that we strive for at Holy Family Catholic School. Students and parents are encouraged to report as soon as possible, for the safety of other students and themselves. There are specific ways a report can be made.

- 1) Students can report by talking with an adult on campus they trust, who in turn, will complete an Incident Report and share it with the administrative team immediately.
- 2) Students can report by scheduling a meeting with the principal, and can request that a second adult of their choosing (staff or family member) be present as well.
- 3) Students can ask their parents to email their homeroom teacher or the principal to make a report on their behalf.

- 4) Students can report anonymously by completing the Student Reporting Form and putting it in a location identified by the teacher.

Parents are always encouraged to contact their child's homeroom teacher if they hear something that is concerning or needs clarification. The perspective from home is always helpful, and good communication helps us build a stronger relationship as we partner to educate our students.

All reports will be properly investigated. While school responses will strive to be consistent toward all, we also recognize that student behaviors occur within the context of the student's personal life and where he/she is within the discipline policy. Previous incidents, current life stresses and other issues help define a particular student's actions. Flexibility will be maintained so that the school's response results in consequences that are appropriate to the individual student, incident or age-level. At no time will any disciplinary situations be discussed publicly with anyone other than the individuals involved.

TEEN DATING VIOLENCE AND DOMESTIC VIOLENCE

(PURSUANT TO ORS 339.366 AND 339.368)

Teen dating violence is unacceptable and prohibited at Holy Family School. Each student has the right to a safe learning environment. Holy Family School will comply with all current requirements (including those in Oregon law) for educating its students, personnel, and others on the prevention, recognition of, and reporting requirements for teen dating violence and domestic violence. This policy applies to behavior on school grounds as well as school-sponsored activities.

EDUCATION AND TRAINING

School faculty and staff, including agents, contractors, and volunteers at Holy Family School will receive training on the topic of teen dating violence and domestic violence annually. Information regarding domestic violence has been posted in clearly visible locations on the school campus. The posters include a toll-free hotline number that a student may call to obtain information and help regarding domestic violence.

RESPONSE AND REPORTING PROCEDURES

- Any violation of this policy must be reported immediately to the school principal or designee in absence of the school principal.
- Incidents of teen dating violence that must be reported include any that take place on school

grounds, as well as school-sponsored activities.

- Employees will report incidents of teen dating violence to the principal immediately.
- The principal has responsibility for investigations concerning incidents of teen dating violence.

NOTIFICATION OF POLICY UPDATES

At a minimum, Holy Family Catholic School shall make the policy:

- annually available to parents, guardians, school employees, and students in a student or employee handbook
- readily available to parents, guardians, school employees, volunteers, students, administrators, agents, contractors, and community representatives at the Holy Family school office and on the school website.
- The school principal at Holy Family School is responsible for ensuring the policy is implemented.

DEFINITIONS

- “Dating” or “dating relationship” means an ongoing social relationship of a romantic or intimate nature between two persons. “Dating” or “dating relationship” does not include a casual relationship or ordinary fraternization between two persons in a business or social context.
- “Domestic violence” means abuse as defined in ORS 107.705 (Definitions for ORS 107.700 to 107.735) between family and household members, as those terms are defined in ORS 107.705 (Definitions for ORS 107.700 to 107.735).
- “Teen dating violence” means a pattern of behavior in which a person uses or threatens to use physical, mental, or emotional abuse to control another person who is in a dating relationship with the person, where one or both persons are 13 to 19 years of age; or behavior by which a person uses or threatens to use sexual violence against another person who is in a dating relationship with the person, where one or both persons are 13 to 19 years of age.

EMERGENCIES

In emergencies, information may be released to appropriate persons if it is necessary in the judgment of the principal or his/her designee to protect the health or safety of the student or other persons. Parents are responsible for completing the Emergency Information Authorization Google Form each fall, and alerting the office to changes or additional information regarding the adults who may or should not be allowed to pick up students after an emergency.

SCHOOL LOCKDOWN

In some situations, it may be necessary to have a school lockdown. As per police recommendations, the following procedures will be implemented for a school lockdown:

- Classrooms will be locked.
- Drapes and/or blinds will be closed.
- No one will be permitted to enter or leave the building.
- Lockdown will continue until the school receives an “all clear” signal from emergency personnel.
- In the event the building is evacuated, students will be moved to Duniway Elementary School
- Parents will be notified once the situation is resolved.

Parents should not call the school so as to keep the lines available to emergency personnel.

FIRE, EARTHQUAKE AND EMERGENCY DRILLS

Holy Family Catholic School follows local and Archdiocesan policy by conducting drills monthly at various times throughout the day. Emergency kits are located in each classroom.

EMERGENCY SCHOOL CLOSURE

In the event of inclement weather, Holy Family Catholic School follows the decisions of Portland Public Schools (PPS). Parents should listen to the media for information on school closures. Please do not call the school or parish offices.

If the school administration feels that the decision made by PPS is not appropriate for Holy Family, we may make our own decision to close or delay school. If this occurs, there will be a specific announcement about Holy Family Catholic School in the local media, Flash Alert will be used for inclement weather. (Please note: Parents and staff can register to receive alerts through the following link: www.flashalert.net/id/HolyFamily.)

In addition, the delay/closure will be put on our website, and an email blast will be sent.

If school is closed during the school day, parents must come immediately to pick up their children.

SAFETY

- Parents are responsible for making sure that their child arrives safely to school.
- Students are asked to use the safety patrol crosswalks when arriving and departing from school.
- All students who ride a bike to and from school are required by law to wear a helmet.
- All bikes, scooters, and skateboards must be walked when crossing safety patrol crosswalks and while on the school grounds.

VOLUNTEERS AND VISITORS

Parents, volunteers, and other visitors are welcome to visit the school if all of the necessary steps have been completed. All parents, volunteers, and visitors must have prior approval from the classroom teacher and the office. Everyone must sign in at the front office and sign out at the time of departure for safety and security reasons. All parents, volunteers, and visitors must wear a visitor's badge throughout their visit and return it to the office before departure.

Volunteers must complete ALL requirements prior to volunteering. As of September 2025, the Volunteer Requirements are:

- Attend a CASE training
- Complete the annual online module course on the Praesidium Academy website
- Complete the necessary Video Modules that are expected for 2025-26 school year
- Clear House Bill 155 background check
- Complete and pass a Criminal Background check (renews every 3 years)
- Read and acknowledge the "Know Your Policies" document on the Praesidium Academy website
- Complete a Driver Information form (if driving students)

The office will ensure and verify that all volunteers have completed the necessary requirements and communicate via *Weekly News* any updates to these requirements.

GUESTS

At specific times, guests will be invited onto campus during the school day for special events and/or to see student work during preset time slots. All guests will sign in before entering the building, and will only be allowed to access specified location(s), such as a certain classroom or Celebration Hall. Extra staff, such as the principal, administrative assistant, pastor, and vice principal will be on duty to supervise these events. While the volunteer requirements described above are not mandatory, they are encouraged for guests.

One-time speakers and performers are also considered guests of the school and will be treated according to the policies described above.

STUDENT SERVICES

EXTENDED CARE

Before and after school care is provided on the school grounds for students ages 5 - 12. Before school care is available Wednesdays only from 7:30 – 8:50 am. Extended care is available from 3:15 to 6:00 pm on regular school days. Please contact the Extended Care program Vermont Hills or the school office for information.

HOT LUNCH PROGRAM

A daily Hot Lunch Program, managed by Fusion School Lunches will be made available for purchase while school is in session. Please register or login at www.fusionschoollunches.com to order lunches. All cancellations must be made at least 24 hours prior to 10am on the delivery day. **If your student is absent on a day you ordered hot lunch, it is essential that you contact the school prior to 11:50 AM and request the lunch be saved for your child. Any food unclaimed will be donated to other students or staff.** With questions about the hot lunch program, please contact Fusion directly.

LEARNING AND BEHAVIORAL SUPPORT SERVICES

The learning support coordinator serves the entire school community and is designed to help each student feel and be successful at school. Programs administered through this department include differentiated instruction for all learners, special supports for students who struggle and/or excel, the school-wide assessment program, learning intervention groups, ongoing teacher education and support, parent education programs, and a parent education library.

Parents who feel their child should be assessed should initially contact his or her classroom teacher. Students with testing on file documenting a specific disability qualify for a Personalized Education or Accommodation Plan known as an Individual Learning Plan (ILP), and are eligible for a program of classroom accommodations determined by the learning support coordinator in consultation with teachers, parents, and the principal.

The learning support coordinator works closely with local public school districts, private organizations, therapists, and tutors to ensure accurate identification of student needs and collaborative support for such needs. Individualized academic and behavioral support programs are written and implemented to assist with classroom success. Families are an integral part of the entire process and kept informed of student progress in various ways.

We make every effort to help our students through classroom accommodations and learning interventions. We must ask that parents respect our professional judgment in this area, and support our recommendations; this cooperation ensures that students can productively remain at Holy Family Catholic School. We also ask that parents share any and all educational testing to help us meet our students' needs. Confidential testing material is treated with extreme sensitivity and care. Occasionally, even with intervention, a student presents needs beyond the resources we have; we will make every effort to work with a family towards mutually agreeable placement for those students.

TUITION & FAIR SHARE HOURS

TUITION AND FEES

Tuition rates are determined yearly. Holy Family Catholic School uses the FACTS Management System (FACTS) to collect tuition. Families need to register in FACTS and choose a payment plan, monthly, semi-annual or annual; or choose to pay their entire tuition for the year at one time. Questions regarding the program can be answered at the school business office.

Families who choose to withdraw after spring break will not receive a prorated refund.

TUITION ASSISTANCE

All families are eligible to receive need-based financial assistance from Holy Family Catholic School regardless of their tuition status. The Archdiocese of Portland also offers additional assistance to Catholic families. Financial assistance forms are available in the school office and in registration packets in early spring through the FACTS program.

FAIR SHARE AGREEMENT

Holy Family's tuition does not cover the full cost of educating students. Families are required to provide additional support through the Fair Share program to the school/parish community.

Fair Share Program is a mandatory family participation program in which each family contributes hours of service to the school and/or parish, or pays a buy-out fee. The purpose of the Fair Share Program is to keep tuition costs down and to increase family participation in the school.

The following are the number of hours required:

- Single Parent Families:
 - Donate 12.5 hours of volunteer time, which can be assistance to any Holy Family School or Parish program.
- Two Parent Families:
 - Donate 25 hours of volunteer time, which can be assistance to any Holy Family School or Parish program.

BUY OUT

Families who choose not to participate in the volunteer service program may “buy-out” of their commitment as follows:

- Single Parent Family: \$375.00
- Two Parent Family: \$750.00

Those hours not completed will be charged at a rate of \$30.00 per hour. Registration for the following year will be contingent upon completion of hours or payment of this fee.

Fair Share hours are reported via a Google Form which can be found on the school’s website.

Fair Share Reporting/Credit must be completed by May 31, 2026 for the 2025-26 School Year.

Any hours completed after May 31st can be counted for the following school year.

FAIR SHARE HOURS OPPORTUNITIES

There are many ways to complete fair share hours. Some examples are: volunteering to chaperone a field trip, assisting in the classrooms/library, assisting in the school, assisting with maintenance, coaching, parish work, and assisting with fundraising events. If you are looking for other ways to complete your fair share hours, please contact the office.

FAMILY ACTIVITY FEE

Each family will be billed \$90.00 per student at the start of the year that will be added to the FACTS tuition plan. This fee is allocated to the Parent Teacher Organization (PTO) to help fund extracurricular and enrichment activities such as the Grandparents Tea, Halloween Carnival, International Fair, special assemblies, and student field trips. All are welcome to participate in PTO.

FUNDRAISING

Fuel the Flock: Jog-a-thon 2025 and our Spring 2026 *GALA* are the two major fundraisers this school year.

JOG-A-THON

This October, Holy Family Catholic School is hosting our second annual Jog-a-thon: a high-energy, community-wide fundraiser where students run, cheer, and celebrate school spirit, all while raising essential funds for our teachers and classrooms.

This year's theme, "Fuel the Flock," is a heartfelt nod to our school mascot, the Cardinal, and the incredible people who help our students take flight. The "flock" represents our entire school community, students, families, teachers, and supporters, and the fuel is the generosity, enthusiasm, and commitment that powers our mission forward.

Why We Run:

Our Jogathon directly supports two of the most vital pillars of our school:

- **Teacher Salaries:** Attracting and retaining passionate, dedicated educators who make a lasting impact.
- **Classroom Curriculum:** Enriching learning experiences and providing students with the tools they need to thrive.

When students lace up their sneakers, they're not just running laps, they're building momentum for their future, showing pride in their school, and learning what it means to give back with joy.

Whether you're cheering from the sidelines, donating to a student, or helping us reach our fundraising goals, your support helps us Fuel the Flock - and we couldn't do it without you.

GALA

Traditionally, the Gala is held each fall and consists of an adult-only dinner and ask at an offsite venue. However, this year's Gala was moved to the spring to allow for more planning time for a meaningful event. This year our **Gala** will occur in the Spring of 2026.

All families are encouraged and expected to support school fundraisers. It is through fundraising that we can maintain tuition increases that are in line with other schools.

FUNDRAISING FRIDAYS

Under the guidance of the Guild Development Director, “Fundraising Friday” pop-up events will be held regularly outside the school’s front entrance. Led by our 8th graders, these events will feature a mix of school swag, snacks, and treats, with proceeds supporting Holy Family Catholic School.

DINE-OUTS FOR HOLY FAMILY

To celebrate local businesses and create opportunities for community connection, Holy Family will host monthly “Dine Out” events. On the designated day, you’re invited to join us at the featured restaurant or business of the month for a meal and some fellowship. A portion of the day’s proceeds will be donated back to HFCS, and the participating business will also be highlighted in our monthly *Cardinal Calendar*. We look forward to seeing you out and about!

A NOTE ABOUT BELIEVE:

In lieu of our previous fundraiser, *Believe... in Holy Family Catholic School*, we will be holding a Spring Showcase. The event will be a celebration of student work completed across subject areas and an art show, culminating with a spring concert in church. This showcase is open to the entire community. This year, our Spring Showcase will be held on **Tuesday, April 21st from 5:30 - 7:30pm at the school and church**. Please note that this event is not a fundraiser, but rather a community builder to celebrate the talents and successes of our students!

OTHER INFORMATION

INSURANCE

Student Accident Insurance coverage is optional, although encouraged. The school office has forms available throughout the school year.

LOST AND FOUND

Any items left in the school building or on the school grounds should be given to the Office Administrative Assistant) to be placed in the Lost and Found bin. Any item left will be immediately opened and examined by school staff for safety and security reasons, including any closed container there in. Items placed in the Lost and Found remain there until we periodically donate the items to charity.

PARTIES AND TREATS

Classroom parties may be held on holidays, feast days and for special events which relate to the curriculum. Families may be asked to help with these parties volunteering to set up, clean up, or supervise activities.

The school relies on parents' help to appropriately celebrate student birthdays. To protect the feelings of others, we ask that invitations to any parties not be distributed at school unless the entire class is invited. The school is not responsible or liable for any non-school sponsored event that takes place outside of school. This includes graduation and end-of-year gatherings. School staff will not chaperone such events. Contact the teacher before sending class treats to school. All food must be safe for students and should be store-bought and pre-packaged with ingredients listed. Students may come to school in 'free dress' on their birthday or half-birthday (if their birthday falls during the summer months.)

SCHOOL FACILITIES

Requests for use of the gym, Celebration Hall or fields must be made through the parish office. Activities which interfere with the regular school program are not allowed. Groups whose purposes or values conflict with Catholic Teachings will not be allowed. All requests to use Holy Family facilities will be reviewed by the Pastor and the principal. The person/group requesting use of the facilities is responsible for all set up, clean up, and building security during their activity or event.

Persons or groups requesting use of parish and school facilities are responsible for completing the use agreement and following the procedures for key check out which are outlined in the agreement.

Persons or groups who do not take responsibility for clean-up of activities and building security will forfeit the privilege of facility use in the future. They will also be responsible monetarily for any expenses/damages incurred as a result of their neglect.

EXTRACURRICULAR ACTIVITIES

ALTAR SERVERS

Altar servers are trained to serve at church liturgies. This opportunity is available to all students who have received their First Communion and are in 4th grade or older.

CYO

The Catholic Youth Organization offers a variety of opportunities for team sport participation depending upon the number of interested students and volunteers. Please contact the school office for more information.

LEADERSHIP

The eighth grade students serve as the leadership team for the school. With the support of the staff committee and their homeroom teacher, they plan and execute themed dress days, service opportunities, academic enrichment activities, and oversee Family Groups.

YEARBOOK

The Holy Family School yearbook is produced annually. A staff member acts as the editor and depending on student interest, students act as student editors with the same staff member supervising. Families are expected to order their own copy of the yearbook.

UNIFORM POLICY

The purpose of a uniform dress code is to establish a consistent standard of attire that minimizes distractions to the learning environment, is practical and affordable for families, and can be easily enforced at school. The term "uniform" reflects the expectation that students will dress in a consistent and cohesive manner.

The Uniform Policy at Holy Family Catholic School is intended to foster a strong sense of school identity and pride, promote unity among students, and support a non-competitive atmosphere regarding clothing. Parents are responsible for upholding this policy by ensuring their child arrives at school in appropriate uniform attire.

Uniform components are available through Land's End and School Uniforms by Tommy Hilfiger. Polo shirts and uniform shorts/pants may also be purchased from other retailers, provided they meet the specifications outlined below.

UNIFORM EXCHANGE

Please utilize the uniform exchange located in the lower hallway by the library. These items are available to you at no cost. You are welcome to drop off your freshly washed uniform items that no longer fit for other families to take advantage of. We are thankful for the families who volunteer to keep the uniform exchange organized and accessible to everyone.

GENERAL REQUIREMENTS

K through 8th grade students must be in uniform all days except on specified Cardinal Swag, Free Dress, or Themed Dress days. Preschool students may follow the dress guidelines for Free Dress days, or they may wear the uniform for Grades K through 5.

In general, all students must be well groomed and present themselves in a manner consistent with and respectful of our Catholic learning environment.

Clothing should fit properly and allow ease of movement for participation in outdoor activities, but not be oversized. Clothes should be clean, free of stains and odors, and in good repair.

COLORS

In order to honor the middle school students as a different entity, K - 5th grade students wear white and red tops with navy or plaid bottoms while 6th - 8th grade students wear white and navy tops with khaki or plaid bottoms.

SHIRTS

K - 5: red or white 6 - 8: navy or white

A polo shirt must be worn under a jumper or outerwear.

Polo shirts may be short or long sleeved with a regular or peter pan collar. Dri-fit/athletic material is allowed.

The school logo is optional on a polo shirt, but the shirt cannot display other brand logos.

Midriffs and backs must always be covered.

Polo shirts may be purchased from other retailers as long as the expectations above are met.

OUTERWEAR

K - 5: red 6 - 8: navy

Polo shirts must be worn under all outerwear.

Only outerwear with the Holy Family logo is allowed to be worn in classrooms.

Sweaters may be button down cardigan, crew neck, vests, or v-neck pullovers.

Sweatshirts may be crew neck or ¼ zip - no hooded sweatshirts.

Microfleece vests, sweaters, and jackets with the school logo are allowed.

All other outwear is only acceptable at outside at recess, unless the principal makes an exception due to extremely cold weather.

8th Graders are welcome to wear their class-designed 8th Grade sweatshirt as part of the school uniform.

SKIRTS, JUMPERS, SKORTS, DRESSES

K - 5: navy or school-selected plaid, red polo shirt dresses

6 - 8: school-selected plaid, khaki

All dress, skirt, jumper, and skort styles must match the styles shown on the *Lands End* or *School Uniforms by Tommy Hilfiger* websites.

All skirts, jumpers, skorts and dresses (regardless of student's grade level) must be at least finger tip length - measured when the student's hands rest comfortably at their side.

SHORTS AND PANTS

K - 5: navy

6 - 8: khaki

All shorts and pants must match the styles shown on the *Lands End* or *School Uniforms by Tommy Hilfiger* websites. This means tight-fitting or excessively baggy shorts and pants are not approved uniforms.

No cargo shorts, sweats, jeans, or tearaway pants are allowed.

All shorts (regardless of student's grade level) must be at least finger tip length - measured when the student's hands rest comfortably at their side.

UNDERLAYERS

Tank tops, tshirts, and undershirts may be worn underneath the uniform polo as long as they are solid white.

Leggings may be worn under a skirt, jumper, dress, or skort as long as they are solid color navy, black, or white without any patterns or distracting designs. They may be capri or full length.

SHOES

Athletic shoes are preferred for school. **No boots of any kind are allowed: rainboots, cowboy boots, uggs, etc. Other types may be worn, but shoes must have heels of 1-inch height or less and must fully cover toes and heels. (This means clogs, slippers, sandals, flip flops, and crocs are not allowed as part of the uniform.) Shoes with laces must be tied.**

Beginning in Fall 2025, all students are required to bring a pair of non-marking tennis shoes to be worn specifically during PE. These shoes will be kept at school and not available for regular use throughout the day.

SOCKS/TIGHTS

Socks or tights must be worn and visible at all times. Students may wear socks of any color or length; however, if socks are deemed distracting to the learning environment or inappropriate due to wording or decorations, students will be asked to change them.

Tights must adhere to the same guidelines as leggings and must be solid white, black, navy, or skin-tone in color.

MAKEUP, NAIL POLISH, JEWELRY, AND BODY SPRAY

Only 6th - 8th graders may wear makeup, which must be lightly applied so as to not interfere with the learning environment. **Makeup products that are being applied during class will be confiscated until the end of the day. Makeup, chapstick, and lotion should not be shared between students.**

Nail polish and professional manicures are allowed as long as they do not interfere with the learning environment.

Tasteful jewelry is allowed, as long as it does not interfere with the learning environment. No jewelry (except post type earrings) is allowed in physical education.

To respect the allergies and sensitivities of both staff and students, body spray, cologne, and perfume are not permitted at school. These items will be confiscated if found on campus. Students who intentionally use scented products during the school day - either on themselves or others - will be subject to disciplinary action.

HAIR/HATS

Hair should be clean and neat. No bleached, dyed or streaked hair is allowed. Distracting hair is not appropriate for elementary school.

Hair accessories, such as bandanas and headbands, are welcome as long as they are tasteful and do not interfere with the learning environment. However, hats are not to be worn in school unless they are part of an organized themed dress day.

FREE DRESS DAYS

Students receive Free Dress on the last Friday of each month and on other special occasions. Students also have the privilege of wearing free dress on their birthday or a day close to their birthday of their choosing. **Free dress may not be worn on any Mass days (usually Wednesdays), even if it is the student's birthday.** On Free Dress days, uniforms do not have to be worn, but all students are expected to be clean, neat and take pride in their appearance.

Jeans must not have holes or tears. All skirts, jumpers, rompers, skorts and shorts must be at least finger tip length. If skintight pants or leggings are worn, they must be accompanied by either a shirt or skirt that is at least mid thigh length. **Pajama pants and robes are not permitted on free dress days, only specific pajama-designated themed dress days.**

Shirts must be long enough to cover the midriff at all times.

Logos and advertising on t-shirts or sweatshirts must be appropriate.

Shoes must have heels of 1-inch height or less and must fully cover toes and heels. (This means clogs, slippers, boots, sandals, flip flops, and crocs are not allowed.) Shoes with laces must be tied.

CARDINAL SPIRIT DAYS

On the second Friday of every month, unless otherwise noted on the school calendar, students and community members are invited to dress in their Holy Family and/or Cardinal gear! **CYO uniform jerseys are only to be worn on/to gamedays, not for these special days.** Spirit wear may be worn with free dress bottoms. All the regular uniform and free dress rules regarding length, pajamas, and shoes still apply. Students can also wear their Jog-a thon shirts that they received this school year.

SCHOOL TECHNOLOGY POLICY

STUDENT CELL PHONES

Personal cell phones may not be used by students at school. Cell phones need to be turned off and left in the student's backpack in grades K - 4, and turned in to the homeroom teacher each morning in grades 5 - 8, and returned at 3:15pm. There is a school phone reserved specifically for student use in the main office, and parents are encouraged to call the school to send a message to their child in case of an emergency or change of plans as well.

FIFTH - 8TH GRADE CELL PHONE POLICY

To support a focused and respectful learning environment, 5th - 8th grade students will be required to turn in their cell phones to their homeroom teacher each morning. Phones will be stored and returned at the end of the school day. This policy has been put in place for several important reasons:

1. **Minimize Distractions:** Over the past few years, hidden or unauthorized cell phone use has become more common, disrupting both student engagement and classroom instruction. Collecting phones at the start of the day helps students stay focused and reduces the need for staff to monitor device use during learning time.
2. **Support Safe and Appropriate Use:** This policy reinforces responsible use of technology and aligns with our values of respect, responsibility, and integrity.

If a student needs to contact a parent or guardian during the school day, they may do so through the school office during their snack/lunch break.

STUDENT SMART WATCHES:

We recognize that many students wear a smart watch to school for various reasons. Devices that are set and locked in "school mode" can be worn, but will be confiscated if they become a distraction or are used as a communication device during the school day. (This includes using the watch to calculate a problem or access information for class.) Students will be specifically asked to remove watches before standardized assessments such as STAR and ACRE testing.

We appreciate your support as we work together to create an environment where all students can focus, connect meaningfully with others, and thrive academically and socially.

SOCIAL MEDIA ACCOUNTS

No parent or student should open a social media account under the name of the school, a particular grade, or organization related to the school. The only official Holy Family Catholic School Facebook® page is the one created and monitored by Holy Family Catholic School and Parish staff. A parent who chooses to create such an account may subject his/her child(ren) to separation from the school.

Student engagement in social media including but not limited to, Facebook, Instagram, Snapchat, TikTok, etc. may result in disciplinary action if the content of the student's social media account includes defamatory comments regarding the school, the faculty, other students, or the parish, or constitutes harassment, intimidation or bullying.

CHROME DEVICE AGREEMENT

Holy Family Catholic School is a one to one chrome device school, meaning that each student has been assigned their own chrome device to be utilized in supervised classroom settings during school hours as directed by the teacher in support of academic support and enrichment. These devices are accessed using students' assigned google accounts.

In order to use a school chrome device, each student must complete and sign this agreement and return to their homeroom teacher. The Technology Coordinator will keep these agreements on file for the school year. A copy of this agreement is included in the HFCS Student-Family Handbook for your reference too.

As a student at Holy Family Catholic School, I recognize that having access to a chrome device is a privilege, not a right. Therefore, I agree to follow this *Chrome Device Code of Ethics*:

1. I will only use the chrome device as directed by my teachers for academic purposes.
 - a. I will log into and use my chrome device only with adult permission.
 - b. I will only access approved websites as directed by my teacher.
 - c. I will only access game-related websites when direct and specific permission has been granted by my teacher.

2. I understand that I am responsible for the chrome device assigned to me, and any damage to hardware or software will be my fault until determined otherwise. **My family will be charged up to \$300 for the replacement or repair of my chrome device.**
 - a. I will ensure that I have clean hands and a clean, dry workspace free of food or drink before using my chrome device.
 - b. I will carefully carry my chrome device; watching where I walk.
 - c. I will ensure that my chrome device is never left on the ground.
 - d. I will keep my device to myself; not sharing it with others nor using others' devices.
 - e. I will always ensure my chrome device is charging in its assigned location before leaving school.

3. I understand that vandalism or intentional modification of system settings will result in cancellation of privileges and/or disciplinary action.
 - a. I will only add, download, or delete programs, extensions, or software onto my chrome device with teacher permission.
 - b. I will not attempt to gain unauthorized access to system programs for the chrome device nor will I attempt to override supervision systems meant to keep me safe, such as Go Guardian and other classroom controls.
 - c. I will not modify my google account or change my password.

4. I will only visit approved websites and search school appropriate material during research time. I understand that accessing social media accounts is never an option. If I accidentally come across something inappropriate, I will alert my teacher immediately, and not show my screen to other students.
5. I will not use the chrome device to disturb, harass, or record other students or staff. I will only use school appropriate language in my communications. I will only use pictures of students or staff in my work with their permission.
6. I recognize that the work of all users is valuable. Therefore I will not ask for or attempt to discover their password. I will honor their work by only reading, editing, and/or sharing their work with permission.
7. As a user of a network, I will not reveal my personal information, home address, or personal phone number or those of students, teachers, or other staff members. Transmission of any material in violation of any U.S. or state regulation is prohibited. This includes, but is not limited to: copyrighted material, threatening or obscene material, or material protected by trade secret. The use of school chrome devices and networking resources for commercial activities is not permitted. Their use for product advertisement or political lobbying is also prohibited.

Violations of the code of ethics described above will be dealt with seriously, and inappropriate use will result in the suspension or cancellation of chrome device privileges and other disciplinary action. Students without chrome device privileges may receive alternate assignments while their classmates complete work on chrome devices.

RIGHT TO AMEND

Holy Family Catholic School reserves the right to amend this Handbook. Notice of amendments will be sent to parents via the *Weekly News* or through e-mail communication. Any issue not covered in this handbook be addressed on an individual basis at the discretion of the pastor and the principal.