Welcome To Holy Family High School
And the Academic Year 2026- 2027

Holy Family Community,

"Since we are surrounded by so great a cloud of witnesses… let us run with perseverance the race set before us." Hebrews 12:1

This years' verse reminds us that we are never alone.

At Holy Family High School, we are part of something far greater than ourselves. A community of faith that stretches across generations. We are surrounded by those who have come before us: alumni who have carried our mission into the world, teachers and mentors who have shaped lives within these halls, and the saints who guide us through their enduring example.

We are, in every sense, surrounded.

We are, in every way supported. Each day, within our classrooms, in our theater, on our fields, and in our gatherings, we experience the strength of our Holy Family community that lifts each one of us up. Faculty and staff who lead with purpose, families who entrust us with their children, and students who inspire one another to grow in spirit, mind, and body. Together, we form a foundation that allows each individual to persevere.

From that foundation, we are sent.

The mission of Holy Family High school is not confined to this campus. Just as those before us have gone forth to lead, serve, and guide the future, so too are we called to move forward with courage and conviction. The race set before us is one of purpose; to live lives rooted in faith, guided by truth, and committed to making a difference in the world.

"Surrounded. Supported. Sent." is more than a theme, it is engrained in all that we are. It is the traditions and legacy we inherit and the promise we carry forward. It is Holy Family High School, through and through.

May we continue to run this race together, strengthened by all those around us, inspired by the generations who came before us, and committed to the path ahead.

God Bless,
Mike D. Gabriel '94
President, Holy Family High School

Prayers of Our Faith

Our Father
Hail Mary
Glory Be

Act of Contrition
O my God, I am heartily sorry for having offended Thee, and I detest all my sins because of thy just punishments, but most of all because they offend Thee, my God, who art all good and deserving of all my love. I firmly resolve with the help of Thy grace to sin no more and to avoid the near occasion of sin. Amen

Hail, Holy Queen
Hail, Holy Queen, Mother of mercy, hail, our life, our sweetness, and our hope. To thee do we cry, poor banished children of Eve: to thee do we send up our sighs, mourning and weeping in this vale of tears. Turn then, most gracious Advocate, thine eyes of mercy toward us, and after this our exile, show unto us the blessed fruit of thy womb, Jesus, O merciful, O loving, O sweet Virgin Mary! Amen

Salve Regina
Salve, Regina, Mater Misericordiae, vita, dulcedo, et spes nostra salve. Ad te clamamus, exsules, filii Hevae. Ad te suspiramus, gementes et flentes in hac lacrimarum valle. Eia ergo, Advocata nostra, illos tuos misericordes oculos ad nos converte. Et lesum, benedictum fructum ventris tui, nobis, post hoc exsilium ostende. O clemens, O pia, O dulcis Virgo Maria.

Memorare
Remember, O most gracious Virgin Mary, that never was it known that anyone who fled to thy protection, implored thy help or sought thy intercession, was left unaided. Inspired by this confidence, I fly unto thee, O Virgin of virgins my Mother. To thee do I come, before thee I stand, sinful and sorrowful. O Mother of the Word Incarnate, despise not my petitions, but in thy mercy hear and answer me. Amen

St. Michael the Archangel
St. Michael the Archangel, defend us in battle. Be our protection against the wickedness and snares of the devil; May God rebuke him, we humbly pray; And do thou, O Prince of the Heavenly Host, by the power of God, thrust into hell Satan and all evil spirits who wander through the world seeking the ruin of souls. Amen

WHAT IF I HAVE A QUESTION?

School Phone Number: 303-410-1411
School Website: **www.holyfamilyhs.com**
HFHS Employee Email: **firstname.lastname@holyfamilyhs.com**

For school closures or inclement weather closings go to the school's website or refer to the "School Delay/Cancellation" section on page 44 of this handbook.

Academics, Grades, Credits	Mrs. Mary Vulcani, Principal, Mrs. Kristi Helbig, Assistant Principal
Activities-Clubs, Dances	Mr. Richard Morris, Activities Director
Advancement	Mr. Mike D. Gabriel, President, Mrs. Ann Marie White, Director
Alumni Outreach	Mrs. Ann Marie White, Advancement Director
Admissions	Mrs. Tammy Sloan, Mrs. Kathryn Greany
Apostolic Ministry Program	Mrs. Kimberly Perez, Director
Athletics, Eligibility, Schedules	Mr. Ben Peterson, Athletic Director
Attendance Reporting	Ms. Francine Saulino, Office Manager
Behavioral Expectations	Mr. Joseph Galmish, Dean of Students
Bus/Transportation	Mr. Dean Dodero
Catholicity and Philosophy	Mr. Mike D. Gabriel, President, Mrs. Mary Vulcani, Principal
Communications	Mr. Jeff Beaton, Director
Counselors/College	Mrs. Jacqueline Phillips, Mrs. Lisa Doroff, Mr. Will Wilson
Counselors	Ms. Abby Flesher, Mrs. Eliana Harris, Mrs. Michelle Markle
Curriculum	Mrs. Mary Vulcani, Principal
Demographic Changes	Ms. Kathy Martinez, Registrar
Development	Mrs. Valerie Stozki, Development Manager
Drama Performances	Dr. Patricia Marchesi, Director of Drama
Dress Code	Mrs. Lissette Guiterrez, Dean of Students
Events Specialist	Mrs. Valerie Stozki, Development Manager
Facilities/Maintenance	Mr. Scott Breay, Director
Facilities Usage	Mrs. Mary Fountaine
Finances and Tuition	Mrs. Rhonda Lambrecht, Director of Finance
Food Services	Mrs. Vicki Burke, Director
Freshman Families	Mr. Dave Good, Coordinator
General Questions	Mrs. Monica Portillo, School Receptionist
Hours of Operation	Mrs. Mary Vulcani, Principal
Liturgies	Fr. John Stapleton, Chaplain
Lockers	Mr. Joseph Galmish, Dean of Students
Lost and Found	Mrs. Monica Portillo, School Receptionist
Marketing and Website	Mrs. Monique Dominguez
Organizational Information	Mrs. Mary Vulcani, Principal
Parking	Mr. Joseph Galmish, Dean of Students

Personnel Issues	Mrs. Mary Vulcani, Principal
Pre-Arranged Absences	Mr. Joseph Galmish, Dean of Students
Principal's Assistant	Mrs. Dawn Delgado
Religious Services & Activities	Fr. John Stapleton, Chaplain
Retreats	Mrs. Kimberly Perez, Director
Sacramental Life	Fr. John Stapleton, Chaplain
Safety and Security	Mr. Michael Couture, Director
School Calendar	Mrs. Mary Vulcani, Principal, Mrs. Kristi Helbig, Assistant Principal
School Nurse	Mrs. Alicia DeHerrera, Mrs. Alex Di Petrillo
Shadow Program	Mrs. Tammy Sloan, Mrs. Kathryn Greany
Student Records	Ms. Kathy Martinez, Registrar
Student Support Services Program	Mrs. Luanne Bartoletta, Director
Tiger Alert Emails	Mr. Jeff Beaton, Director
Transcripts	Ms. Kathy Martinez, Registrar
Use of School Name	Mr. Mike D. Gabriel, President
Visitors/School Tours	Mrs. Tammy Sloan, Mrs. Kathryn Greany

PHILOSOPHY AND OBJECTIVES

Holy Family High School is a Catholic secondary school for young men and women operated under the auspices of the Archdiocese of Denver. Holy Family High School is a community of parents, faculty and staff, administrators, students, alumni, friends, and benefactors, all striving together to accomplish their common purpose.

The learning environment is characterized by concern for the dignity of the human person created by God, revealed by Christ, and traditionally insisted upon by the Catholic Church. Underlying this environment is belief in the values that come from our American heritage, which include the acceptance of all persons and a deep concern for the needs of others.

The means of this environment are the total processes through which the whole person is trained and disciplined by the study of the arts and sciences and by the truths of the Catholic faith in all classes and in the community.

The methods of teaching stress the development of individual initiative, service, and the leadership qualities of each student to the fullest of his or her potential.

The instruments of this learning environment are the Administration, the faculty, and the staff, along with the moderators, directors, and coaches of all activities. The curriculum, the learning environment, and the instruments of learning are Christian, dynamic, and interactive.

Progressive levels of learning will be developed in each student from his or her entrance into Holy Family High School until graduation. All faculty and staff members along with all activity moderators and coaches share in a responsibility to nurture these learning abilities in their students. Each department develops specifics about how the department will promote these statements:
Each Holy Family High School student strives to live out his or her life faithful to Jesus Christ, His Gospel, and His Church.

- Each Holy Family High School student strives to understand how to live in the modern world as one who models the teachings of Jesus.
- Each Holy Family High School student is challenged to develop as a Christian leader and to be of service to others.
- Each Holy Family High School student is encouraged to be a lifelong learner.
- Each Holy Family High School graduate will be capable of demonstrating:
  - Logical thinking
  - The courage to make decisions and plans of action based on those decisions
  - The ability to speak and to write clearly, confidently, and persuasively
  - The ability to participate with a positive spirit in curricular, parish, and family activities

NOTICE OF STUDENT NON-DISCRIMINATION POLICY

The Catholic schools of the Archdiocese of Denver, under the jurisdiction of Archbishop Samuel J. Aquila, S.T.L. and at the direction of the Superintendent, state that all of their Catholic schools admit students of any race, color, national or ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students at the schools. Furthermore, Archdiocesan schools admit disabled students in accord with the policy on Admissions in the Archdiocese of Denver Catholic Schools Administrator's Manual. These schools do not discriminate on the basis of race, age, disability, color, and national or ethnic origin in the administration of their educational policies, employment practices, scholarship and loan programs, or athletic or other school-administered programs.

ASSURANCE STATEMENT OF COMPLIANCE WITH THE PURPOSES OF TITLE IX EDUCATION ACT

The Catholic schools of the Archdiocese, under the jurisdiction of the Archbishop, and at the direction of the Superintendent, attest that none of the Catholic schools discriminates on the basis of sex in its admission policies, its treatment of students or its employment practices.

GENERAL LIABILITY

General liability insurance covers claims made against the parish, the ecclesiastical organization, or the Archdiocese as a result of personal injury, bodily injury, or property damage. Coverage is extended to include clergy, employees and volunteers acting in the scope of their duties for the parish, the ecclesiastical organization or the Archdiocese.

ACCREDITATION AND STANDARDS

Holy Family High School is an Archdiocesan Catholic High School and as such exceeds the highest level of expectations in its modeling and teaching of the doctrine of the Catholic Church; in its purpose, vision, and mission; in its atmosphere and environment; and in its campus ministry, curricular and co-curricular programs and activities.

Holy Family High School is fully accredited with the North Central Association of High Schools, Colleges and Universities which is a division of AdvancED.

Holy Family High School, in its curricular offerings, exceeds national and state curricular standards.

Holy Family High School successfully meets all health, safety, and fire inspections by local authorities. Further, Holy Family High School has no known radon, asbestos, lead, or other human or environmental hazards to monitor.

Holy Family High School exceeds all rules, regulations and standards required by CHSAA which includes all sponsored athletic and academic teams and all eligibility rules.

SAFE ENVIRONMENT REQUIREMENTS

All teachers, staff, coaches, substitutes, and volunteers have background checks on file in the school office; have read and signed the Code of Conduct policies of the Archdiocese of Denver; and participate in the "Called To Protect" Safe Environment Training and Program.

ADMISSION POLICY

The Catholic Schools of the Archdiocese of Denver may only enroll full-time students, defined as a student who is expected to be present for all school hours on all designated school days. The enrollment of part-time students, students who attend only certain classes or only a portion of a school day is not permitted.

Extra/co-curricular activities and or programs such as tutoring programs, after school activities and athletic teams are not open to students who are not full-time, enrolled students in the school. Schools may not permit students enrolled in home school programs to participate in extra/co-curricular programs and activities for any reason.

A student shall be admitted and retained as a student at Holy Family High School only if that student and his or her parents subscribe to the school's philosophy and objectives and agree to abide by the educational policies and regulations of the school and the Archdiocese of Denver.

All students must agree to attend Theology classes and class retreats and respectfully participate in all religious activities conducted by the school. All students must participate in the daily "Pledge of Allegiance" and community prayer. No student shall be admitted to Holy Family High School, or allowed to continue at Holy Family High School, unless there is reasonable hope for the student to successfully complete the school course and credit requirements for graduation, which includes a yearly service requirement. In some cases, students may be accepted conditionally, which may require one or more of the following: counseling, summer school, outside tutoring, online or correspondence courses, and/or testing. A conditional acceptance automatically causes a student to be placed on Academic, Behavioral, and/or Attendance Probationary Contracts.

Freshmen Students: Students who wish to be admitted, as freshmen to Holy Family High School must:

- Submit an application, which can be found on the school website by clicking on the "Apply Now" button.
- Submit assessment forms from a Math and English teacher.
- Take the High School Placement Test on which a student must demonstrate an ability to be placed within the school's curriculum.
- Successfully complete seventh and eighth grades within a private school, public school, or approved Home School accredited curriculum, and provide appropriate transcripts to show such success.
- Have no failing grades.
- Complete a 250-word essay about why the student would like to attend Holy Family High School.
- Show a willingness to abide by the school's mission, philosophy, objectives, procedures, rules and regulations.
- Provide the updated and completed health and immunization records as prescribed by Colorado State Law.

All application forms, except for transcripts, can be submitted electronically through our online application process.

Freshmen Families: Freshmen Families is a program designed to help all Freshmen feel welcome to the Holy Family High School community. Beginning with a special registration day and continuing throughout the year, all Freshmen are grouped into small "Family Groups" and matched with a faculty or staff member with whom they will meet monthly to discuss adjustments to high school life, how to get involved or any special concerns they may have. Freshmen Families is just one more way the community will be made present to new students. It will give them one more special connection with a faculty or staff person and a small group of students they will feel connected to from the very first day.

Prospective Students: Holy Family High School hosts an Open House in the fall, and other informational presentations during the school year. Prospective students are encouraged to attend these events. Tours of the school may be arranged, and additional information can be obtained by contacting the Admissions Office. Additional information about Holy Family High School can be obtained by contacting the Admissions Office or visiting the school website at www.holyfamilyhs.com

Shadow Program: This program is intended for Eighth Grade Students and Transfer Students, who are exploring options for High School. Shadow guests follow a current student ambassador through their classes on a pre-scheduled day. A shadow day may either be a full day or a half day and includes lunch. If a prospective student is interested in participating in this program, parents should call the Admissions Office at 303-410-1411 to schedule the shadow day.

Transfer Students: Students who wish to transfer to Holy Family High School must do so at the semester. Seniors are not accepted unless they are currently attending a Catholic High School. A student who seeks to transfer must:

- Have at least a 2.5 GPA.
- Be in good disciplinary standing at their present school. Report to be provided by previous school.
- Have a favorable attendance report. Report to be provided by previous school.
- Complete an *online* application form, which can be found on the homepage of our website under "Apply Now".
- Submit an electronic assessment form from both a Math and English teacher.
- Submit an Essay about why the student wants to transfer to Holy Family High School.
- Have *official* copies of all transcripts of high school or approved Home School accredited curriculum credits forwarded to Holy Family High School.
- An interview will be arranged if the review of the application indicates that the student would be able to fit successfully into the academic programs offered by Holy Family High School.
- Have all medical and immunization records transferred from the previous school to Holy Family High School.
- Transfer students will be placed on Academic, Behavioral and/or Attendance Probationary Contracts for one academic year.
- Transfer students will be required to gain athletic eligibility by submitting CHSAA paperwork to the Athletic Director.

Tiger Transfers: Tiger Transfers is a program designed to help all Transfer Students feel welcome and connected to the Holy Family High School community. Beginning with a special orientation day, and continuing throughout the year, all Transfer Students will meet monthly with a faculty or staff member. This program is designed to support transfer students in their transition to Holy Family High School. Discussions may include how to meet new people, get involved in clubs or athletics, or any other special concerns they may have.

NETWORKED INTERNET COMPUTER USAGE POLICY

Internet Policy: (Per Archdiocese of Denver Student Acceptable Use Policy, Appendix HH)
We are pleased to have internet access at Holy Family High School and believe the Internet offers vast, diverse, and unique resources to both the student and teachers. Our goal in providing this service to teachers and the student is to promote educational excellence in schools by facilitating resource sharing, innovations, and communication.

Students and staff are responsible for their behavior, actions, and communications when using the school's network and computer technology. They are responsible for the appropriateness and content of material they store, transmit, or publish on the system. General schools rules of behaviors and communications apply. Technology resources that are covered by this agreement include, but are not limited to, computers, servers, disk drives, printers, scanners, video and audio devices, cameras, software, telephones, electronic science probes, and other electronic computing resources.

Students will participate in a training class prior to being allowed access to the network, internet or the email system. During this training the students will learn the proper use of technology as well as the laws that govern email and internet use.

I. Internet/Network Use

a. The student will access the internet and network services at the direction of the teacher and for educational purposes only.
b. The student will never access other folders or files.
c. The student will not post or distribute any pictures or documents that are considered defamatory, inaccurate, abusive, obscene, threatening, offensive, or contrary to the teachings of the Catholic Church.
d. The student will not access sites that are deemed obscene, constitute pornography, or are contrary to the mission of the school. In the event that the student accesses an inappropriate site accidentally he/she will notify the teacher immediately.
e. The student agrees never to use the internet for any activity that is considered illegal, criminal, or contrary to the teachings of the Catholic Church.
f. The student will abide by all laws regarding copyrights and plagiarism.
g. The student agrees never to download or upload any file, application or resource to or from the school's network without prior permission of a teacher or system administrator.
h. The student agrees to report any misuse to the teacher or system administrator.
i. The school is not responsible for loss of data stored on the school computers or network.

II. Email Users

a. The student may be assigned an email address to be used for educational purposes. Email will be used for teacher-sponsored activities.
b. The student will be polite in all communications. The use of inappropriate language, which includes vulgarity, obscenities, threats or suggestive statement, is strictly prohibited.
c. The student agrees to keep his/her password and passwords of others confidential. The student should never reveal personal information about themselves or others. This includes name, age, gender, photo, address, phone and other information that could allow a person to locate the user.
d. The student agrees to never arrange a meeting with any person while using the school's email system.

e. The student aggress to notify a staff member if a request for personal information, harassing or threatening statements, or any transmission that causes the receiver to feel uncomfortable is received through the school's account.
f. The student may not use chat rooms or instant messaging services.

III. Consequences

a. The use of the Internet is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. Violation of any part of this policy can result in the following actions depending on the severity of the action. School Administration will determine the appropriate consequence.
    i. Temporary suspension of privileges.
    ii. Permanent suspension of privileges.
    iii. Suspension from school.
    iv. Expulsion from school.
    v. Report to local, state, or federal officials.

IV. Privacy

a. There is no absolute Right to Privacy when using the school's computer resources. Network administrators may review files and communications to maintain system integrity and ensure that users are using the system responsibly. School Administration, faculty, and other authorized persons will have the right to review any and all material saved, transmitted, access
b. .sed, or momentarily in use by the students in accord with the policy set by the school's Administration. This right is extended to the student's parents and/or legal guardian in accord with the school policy for review of the student records and/or work. Users should not expect that files will be private.

V. Disclaimer

a. With access to computers and people all over the world also comes the availability of material that may not be considered to be of educational value in the context of the school setting. Holy Family High School has taken precautions to restrict access to controversial materials. However, on a global network it is impossible to control all materials an industrious user may discover controversial information.
b. The students are required to bring their own device, the device must have the capacity to run a Chrome browser and have a keyboard, No phone. No tablets
c. Holy Family High School does not recommend students lending their devices out. We also recommend the student keeps the device in their possession or locked in their lockers. Holy Family High School is not responsible for lost, stolen or damaged devices.

VI. Google Workspace Updates Consent: As a Parent of a Holy Family High School Student When you sign this document you agree to underage users that access to services like YouTube, Google Translate, Google Photos, Google Books, Google Earth, and other Google Workspace apps that have been activated for educational use within the classroom. This is a new requirement of Google Workspace for users under the age of 18.

VII. Artificial Intelligence (AI): Holy Family High school as a Catholic institution is committed to the growth of the whole person. We seek to educate the mind, body, and spirit. The use of Artificial Intelligence (AI) must align with the schools' mission and values. AI is a powerful tool that may offer numerous benefits in educational endeavors across our nation. However, it must be used responsibly, ethically and in harmony with the teachings of Jesus and His Church. AI is not a substitute for schoolwork that requires original thought. Students may not claim AI generated content as their own

work. The use of AI to take tests, complete assignments, create projects, write papers, or complete schoolwork without permission of a teacher or administrator is strictly prohibited. The use of AI for these purposes constitutes cheating or plagiarism. In controlled situations, AI may be used as a learning tool or a study aid. Students who wish to use AI for legitimate purposes must have permission from a teacher or an administrator. Students may not use AI, including AI image or voice generator technology to violate school rules or diocesan policies. To ensure academic integrity all assigned work may be checked by AI content detectors and/or plagiarism recognition software.

Student and parents are required to sign a Student Agreement and Parent Permission Form. This agreement is valid for the duration of the student's enrollment at Holy Family High School.

PHOTOGRAPHIC AND INTERVIEW RELEASE

All students are to have on file a Photographic and Interview Release form signed by the parent that allows The Archdiocese of Denver and Holy Family High School, Inc., the use of your child's name and likeness: including in still and motion pictures, audio and video tape; your child's photograph and/or reproductions including his/her voice (which includes commentary, remarks, and/or recordings); your child's features, with or without his/her name, for any promotional purposes involving the Archdiocese of Denver or Holy Family High School for news and/or feature stories in the Denver Catholic, Denver Catholic en Espanol or other media which includes internet, social media, print, radio, newspapers, television or for other purposes whatsoever, except for the endorsement of any commercial products. This release also allows Holy Family High School the use of your student's name and likeness for use in our newspaper, yearbook, and extracurricular activities. These items may be used without limitation or reservation of any fee.

Minors cannot consent to media interviews or waive their privacy rights. Holy Family High School does not recognize a student 18 years old or older as an adult. These decisions must be made by a parent/guardian; therefore, the release form must be signed by a parent/guardian.

RELEASE OF STUDENT DIRECTORY INFORMATION

Schools can share student directory information with all diocesan and affiliated Catholic schools when requested by an official (e.g., Administration, OCS representative) within the school system.

SOCIAL MEDIA POLICY

Holy Family High School is committed to the development of young Catholic men and women and our mission calls us to hear and adhere to this message. Social media can be a powerful tool and an outlet towards achieving such unity, when it is used as a platform to inform, communicate or network, and educate. Holy Family High School utilizes Facebook, Instagram, Twitter, and YouTube to name a few to communicate to families, students, and fans. Holy Family High School does not utilize these sites as part of daily classroom instruction; therefore, a student's participation in these social media sites is strictly left to the discretion of the parents.

General Guidelines

- Use good judgment.
- Online behavior should at all times demonstrate a Christ-centered respect for the dignity of each person.
- Think about the image you want to portray of yourself, your family and your school when you are posting to social networks and social media sites.

- Comments to HFHS sponsored sites are encouraged, to promote positive communication and unity among the school community.
- In an effort to promote this sense of unity and community; Holy Family High School requests that each participant's comments be courteous and productive.
- Comments that are profane, obscene, offensive, sexually explicit, inappropriate, inflammatory or otherwise objectionable should not be posted.
- All that is posted is viewed and permanently archived once it is published.

Disclaimer

By posting a comment or other material to Holy Family High School sponsored sites, participants give HFHS the irrevocable right and license to exercise all copyright, publicity and moral rights with respect to any content participants provide, which includes using participant submission(s) for any purpose, in any form and on any media, including, but not limited to: displaying, modifying, reproducing, distributing, creating other works from, and publishing participant submissions. Holy Family High School reserves the right to review all comments and to edit them to preserve readability and to demonstrate respect for other users.

Holy Family High School further reserves the right to determine in its sole discretion which submissions meet its qualifications for posting; and to reject or remove comments for any reason, including, but not limited to, our belief that the comments violate this Social Media Policy. Any submissions that fail to follow this Social Media Policy in any way or are otherwise irrelevant will be removed.

We also reserve the right to amend this Social Media Policy, as needed in our judgment, to address issues that may arise, and/or changes in our operations of the law.

By posting to Holy Family High School sponsored sites, all participants will avoid:

- Posting phone numbers, email addresses or other confidential information of students, staff, faculty or any other person other than one's self.
- Posting material that violates the privacy laws of any individual or entity.
- Posting material that promotes or advertises a commercial product or solicits business, membership, financial or any other support for any business, group or organization except those which are official sponsors of Holy Family High School.
- Posting material that Holy Family High School determines to be threatening, harassing, illegal, obscene, slanderous or hostile towards an individual or entity.
- The distribution of chain letters or "spam".
- Allowing any other individual or entity to use one's profile for posting or viewing sites or comments.
- Posting of comments under multiple names, alias or false identity.

Holy Family High School reserves the right to undertake any or all of the following:

- Ban future posts from people who violate this policy. This can occur through banning posts from specific email or IP addresses, or through other means, as necessary.
- Remove or edit at any time, whether or not a post violate this policy.

Posting Photos, Videos and Audio Files

Photos, videos and audio files including, but not limited to, the presence or mention of alcohol, drugs, smoking, vaping, illegal behavior or any content deemed inappropriate for the Holy Family High School community are a violation of these guidelines and will be removed.

For the protection and safety of all in the Holy Family High School community, those using HFHS social media sites should never identify a student, parent or faculty member using the full name (first and last names) with a picture, video or audio file.

A participant agrees to indemnify and hold harmless the Diocese of Denver, Holy Family High School, its affiliates, Board of Directors, employees and successors, and assigns against any damages, losses, liabilities, judgments, causes of action, costs or expenses (including reasonable attorneys' fees and costs arising out of any claim by a third party relating to any material a participant has posted on HFHS-sponsored sites.

By posting a comment or material of any kind on a HFHS-sponsored site, the participant hereby agrees to the Social Media Policy set forth above.

Process for Reporting Abuse

Because of the fast-paced nature of postings, participants are encouraged to report immediately any posts they deem inappropriate. Please email Dean of Students or your Counselor with any concerns so that the issue may be dealt with in a timely fashion. Please provide a detailed description of the post's location.

Student Use of Social Media

First and foremost, students with parental permission to utilize social media are encouraged to always exercise the utmost caution when participating in any form of social media or online communications, both with the Holy Family High School community and beyond. Students who participate in online interactions must remember that their posts reflect on the entire Holy Family High School community and, as such, are subject to the same behavioral standards set forth in the Student Code of Conduct and the Networked Internet Computer Usage Policy.

In addition to the regulations found in the *Tiger Tips Community Handbook*, students are expected to abide by the following:

- To protect the privacy of Holy Family High School students and faculty, students my not, under any circumstances, create digital still photos, digital video or audio recordings of HFHS community members either on campus or at off-campus HFHS events for online publications or distribution without the knowledge and consent of those being recorded or photographed.
- Be aware of what you post online. Social media venues are very public. What you contribute leaves a digital footprint for all to see. Do not post anything you would not want friends, enemies, parents, teachers or future employers to see.
- Be safe online. Never give out personal information, including, but not limited to, last names, phone numbers, addresses, exact birth dates and pictures. Do not share your password with anyone except your parents.

Technology Policy for Social Media

- Do your own work! Do not use other people's intellectual property without their permission. Be aware that it is a violation of copyright law to copy and paste others' thoughts. It is good practice to hyperlink your sources.
- Be aware that pictures, videos, songs and audio clips may also be protected under copyright laws. Verify that you have permission to use the images, videos, songs or other clips.
- How you represent yourself online is an extension of yourself. Do not misrepresent yourself by using someone else's identity.
- Blog and wiki posts should be well written. Follow writing conventions including proper grammar, capitalization and punctuation.
- Students may not use social media sites to publish disparaging or harassing remarks about Holy Family High School community members, athletic or academic contest rivals or any individual, organization or entity.
- Students who do not abide by these terms and conditions may lose their opportunity to access online tools.

This Social Media Policy will be in addition to the Holy Family High School Networked Internet Computer Usage Policy. Failure to abide by these policies, as well as with other policies at HFHS, may result in disciplinary action as described in the *Tiger Tips Community Handbook* or as determined by school Administration.

Parental Resources

As partners in the education of our children, we are asking parents to monitor their child's social media use. If your child refuses to grant you access to their account, we strongly recommend that you have them deactivate the account. The following steps will further assist parents in monitoring their children:

- Be aware of what devices your child is using to access the Internet (phone, laptop, Wii, IPad, etc.).
- Emphasize the public nature of social media sites.
- Discuss the permanence behind posting comments, pictures and video. Even if a posting is removed, a digital footprint will be left in its place.
- Talk with your child about his/her privacy settings and work together to adjust them appropriately.
- Review your child's friends list.
- Parents have the right to demand any information on the Internet about their child be removed.

RELIGIOUS LIFE AT HFHS

Chaplain: The chaplain is a priest assigned by the Archbishop of Denver to Holy Family High School in accord with CIC 564. The chaplain is tasked with the pastoral care of the HFHS community.

Director of Campus Ministry: Working in collaboration with Chaplain, they help to delegate, direct, and plan opportunities for the religious life on campus.

Prayer and Daily Religious Exercises: Each school day is marked by an all-school prayer before morning announcements. Every block begins with prayer led by the teacher or students. Other opportunities for prayer and devotion exist throughout the school year and are particular to the Catholic faith.

Liturgies: As people who worship God, Holy Family has daily Mass, and other opportunities throughout the year for growth in devotion and religious practice. Teachers and coaches are asked to bring students to Mass throughout the week. Once a week the entire school participates in Mass. The Sacrament of Reconciliation is celebrated Tuesday, Wednesday, and Thursday. Once a month, Adoration of the Blessed Sacrament will be held in the chapel.

Apostolic Ministry Service Program: Following from our Liturgical life as a people who believe in God, Holy Family High School is dedicated to living out the Catholic faith in the world. Apostolic ministry is rooted in the central doctrines and morals of the Catholic faith. Therefore, the Apostolic Ministry Program provides opportunities for all students and staff to live out the Gospel mandates of Jesus Christ. Through this program, Holy Family High School seeks to instill in its students a sense of service to the community and a genuine, active love of neighbor. Within Apostolic Ministry, each student is required each year to complete a set number of hours in service, dependent upon the grade level. These hours are to be approved by the Director of Campus Ministry. Project hours vary from year to year and have specific guidelines and deadlines, but all must directly serve a community in need and be informed by Gospel values, especially Matthew 25:35-40 and Corporal and Spiritual Works of Mercy. Such information is presented to all students in their Theology class. On-going portions of the project/experiences are to be presented in the Theology classes.

The requirements and due dates for each grade level can be found on the Apostolic Ministry page of the Holy Family High School website, questions may be directed to the Office of Campus Ministry. Fulfillment of service hours *is mandatory for graduation*.

All students who have not completed their documentation for their Yearly Apostolic Ministry Service Hours requirement by mid-April of each academic school year will not receive their end of year report card. Seniors will not participate in graduation ceremonies, and diplomas will be withheld until their service hours have been documented.

Retreats: Means to detach from the everyday activity and to encounter God, students and staff have opportunities to attend a retreat. The Chaplain and Director of Campus Ministry direct various retreats throughout the year with the assistance of faculty, staff, and student leadership.

- All Freshmen will participate in the one-day freshmen retreat. This retreat will provide opportunities for the freshmen class to come together as a community in fellowship and prayer.

- All Sophomores participate in a two-day retreat, off-campus. The first day is a day of pilgrimage, the second day is a day of recollection where the Spiritual Works of Mercy are highlighted.

- All Juniors participate in a two-night/three-day off-campus Kairos Retreat. Boys' and girls' retreats are at separate retreat centers.

- All Seniors participate in a two-day senior conference. This retreat focuses on gratitude and transition toward being faithful while in college.

For those who should be unable to participate in a retreat for a critical reason must meet with the Director of Campus Ministry, at least 2 weeks prior to the scheduled retreat and explain their absence. The student will work with the Director of Campus Ministry to make up the retreat through other means during the school year. Class Retreats, School Liturgies and Prayer Services are required.

All students who neglect to complete their yearly retreat requirement by the end of the academic school year will not receive their end of year report card. Seniors will not participate in graduation ceremonies and will have their diplomas withheld until their retreat requirements have been completed.

Sacramental Prep: For those who wish to complete their Sacraments of Initiation (Baptism, Confirmation, and First Holy Communion) or would like to become Catholic, we offer a yearlong Theology course - *Dogmatics*: What we Believe.

Encounter Ministries: Is an optional ministry where your child can start a small group with their group of friends and be paired with an adult faith mentor who will lead them in weekly faith-based conversations. The goal of the small group is to grow in a personal relationship with Jesus Christ alongside their friend groups. This ministry was established at Holy Family High School to help our graduates live their relationship with God and keep their Catholic faith long past their days at Holy Family High School.

ACADEMIC POLICIES AND EXPECTATIONS

Each student is expected to actively engage in the educational process. The primary responsibility for learning belongs to the student.

Academic Accommodations/Modifications for Student Support Services: Upon acceptance to Holy Family High School, a students' IEP, 504, ISP, or any other plan/documentation, needs to be submitted to the Student Support Service Department and must be current. The department will review the students' plan and assist to maintain up to date status upon request by the student or parent/guardian. All documentation will be kept in the student file accessible for faculty, Administration, and the parent/guardian.

HFHS is not legally required to follow student IEPs, nor is the school subject to the provisions of the Americans with Disability Act (ADA) in the same manner as public institutions.

Accommodation Requests for ACT and SAT: ACT and SAT College Board request current documentation from students when applying for accommodations. Students with a learning plan must apply separately to request accommodations from ACT and College Board through the College Counseling Department. Students enrolled in Guided Studies can make this request through their Guided Studies teacher in Student Support Services. For students to access official accommodations, they must provide a comprehensive psychoeducational assessment conducted by a licensed psychologist within the last three years and commit to being re-evaluated when the current evaluations expire. This evaluation must include a statement of the specific learning difference and how it affects the student. A disability

code as specified in the Diagnostic and Statistical Manual of Mental Disorders (DSM-IV or V) is preferred. The evaluation should also include complete results from comprehensive cognitive testing, achievement testing, and other measures on which the diagnosis is based as well as recommended school accommodations for the student.

Contact the College Counseling Department or Student Support Services to sign a release form from both the ACT and SAT College Board to begin the accommodation request process

Academic Probation: A student who fails two classes in one semester will be placed on academic probation for the next term. Academic probation means that the student must pass all academic subjects and maintain a minimum GPA of 1.5. If a student fails to meet these standards, he or she may be excluded or withdrawn from Holy Family High School.

Access Time: Access is a twenty-minute period scheduled at the end of the school day.

Achievement Testing: Archdiocesan elementary and secondary schools shall participate in Archdiocesan testing programs as outlined by the Office of Catholic Schools.

A. The Office of Catholic Schools will make public each year the Archdiocesan average test scores.
B. The Office of Catholic Schools will not make available individual school or classroom results to anyone except other appropriate officials of the Archdiocese.
C. Individual student's test scores will be made available to their parents and teachers. School Administration should make their school's test scores available to parents and teachers.
D. Individual schools may publish their own test scores as part of their branding and marketing initiatives. School test scores may only be compared to published archdiocesan average test scores or public-school scores.
E. The Office of Catholic Schools should use an individual school's test scores for the purpose of monitoring and improving instruction within that school.
F. All students will participate in the assessment program and all students will be included in the class and school averages. Accommodations for test taking for students with active written IEPs may be made at the discretion of school Administration.

Assigned Access: A student will be assigned to a study room and will be required to attend if he or she fails one or more courses at any grading period. Students who are tardy to or skip an Assigned Access will be given a one-hour detention. Students who are assigned to Assigned Access report Monday through Thursday 7:30 a.m. to 7:55 a.m., they report only on the day the class they have the "F" (Purple or Gold) falls on.

Conferences – Parent-Teacher: HFHS conducts formal parent-teacher conferences twice a year; once in the fall and once in the spring. Parents, teachers, and counselors are encouraged to hold other conferences as necessary.

Counseling Services: Students are encouraged to familiarize themselves and to use the services provided by our Counseling Department. Counselors are prepared to help students who have concerns regarding:

- Academic Support
- Social – Emotional Concerns
- Assisting with course selections
- Graduation Requirements
- Staffing with students, parents, teachers, and/or Administration for the purpose of helping students meet the expectations of HFHS
- College search planning
- College Application/Entrance Requirements
- Post-Secondary Plans

Course Changes: All course change requests for Semester One must be made by the end of June. All Course change requests for Semester Two must be made prior to 1st Semester Exams in December. Parent and counselor approval is needed. Course changes after these dates are limited to drop class/add Study Hall. Course changes or dropped courses made after the first week of the semester will cause a student to receive a WP or WF grade. WP or WF grades are included in the GPA calculation and carry zero quality points. All student-initiated schedule changes are subject to class and scheduling constraints. Such requests will incur a $50.00 fee.

Credit Load: At HFHS all students are full time students. Each semester a student must take a minimum of three courses per day at HFHS. Study Hall offers no credit. A student may schedule Study Hall four times while enrolled at HFHS. If a senior's schedule allows for Study Hall to be assigned during the first or the last block of the day, he or she may be released from school with parent and administrator approval. If a senior has a "F" grade, Study Hall (late arrival or early dismissal) privilege may be revoked by Administration.

Curriculum: For additional information regarding curriculum and graduation requirements, refer to the *Holy Family High School Course Description Booklet*.

Exams: Semester examinations are administered at the end of each semester for every course in which a student is enrolled. All students are required to take an exam in each course at the time the exam is scheduled. Any student who is absent on a semester exam day in December or May will receive a failing grade for the semester exam in the subjects missed. A student missing an exam must provide a medical or legal excuse regarding his or her absence from the scheduled exam. A student who misses an exam for a legitimate illness (doctor's note provided) or other very serious reason will be allowed to make up his or her semester exam(s) upon approval of the principal. Holy Family High School does not give semester exams earlier than the scheduled exam period. Families should plan vacations and travel with this policy in mind. Semester Exams are 20% of the final semester grade for each course.

Grade Notification: Teachers will notify parents whenever a student is in danger of failing a course using the PowerSchool grade program and the official grade reports. Whenever possible, this notification will be given in enough time for the student to attempt to correct any deficiency

Grade Reporting: At the end of each semester a report card will be emailed home. Report cards will be available - provided there are no outstanding tuition or other school obligations.

Grade Point Average (GPA): The grade point average is determined by dividing the quality points by the attempted credits. Quality points are assigned based on the following scales:

Grade	Advanced Placement Honors Courses	College Preparatory
A+	5.3	4.3
A	5.0	4.0
A-	4.7	3.7
B+	4.3	3.3
B	4.0	3.0
B-	3.7	2.7
C+	3.3	2.3
C	3.0	2.0
C-	2.7	1.7
D+	1.3	1.3
D	1.0	1.0
D-	0.7	0.7
F	0.0	0.0

Grading System: The scholastic year is divided into two semesters. A letter grading system is used. The grade is based on class work, assignments, homework, quizzes, tests, presentations, projects, and a semester examination. An "F" grade designates failure and is equivalent to a grade below 60%. The semester GPA is calculated at the end of each semester and is printed on the report card only at the end of semester one and semester two.

Grades are determined according to the following scale:

A+	100	B+	87 – 89	C+	77 – 79	D+	67 – 69	F 59 or Below
A	93 – 99	B	83 – 86	C	73 – 76	D	63 – 66	
A-	90 – 92	B-	80 – 82	C-	70 – 72	D-	60 – 62	

Homework Policy:
Homework is an integral part of the school's instructional program. It is intended to reinforce learning and to foster habits of independent study.

Honor Roll: Eligibility for the Semester Honor Roll is determined by the Semester GPA as outlined below.

Principal's Honor Roll
GPA of 4.25 or higher

Honor Roll
GPA of 4.0 or higher

A student *may not* be eligible for the Honor Roll if the student has excessive absences or tardies. Excessive absences or tardies will be determined by Administration on a case-by-case basis.

Incomplete "I" Grades: Students not completing course work by the end of a grading period receive a failing grade. Exceptions may be made for situations where illness or some other legitimate reason keeps a student from completing the assigned work. In such a situation, permission from the principal is required in order for a student to receive an incomplete grade, two additional weeks will be granted to complete all course work, if the student does not complete the course work – the student will receive a failing grade.

Library-Media Center: The Library-Media Center serves as a welcoming space for students and faculty, providing opportunities for studying, collaboration, and instruction. The library staff encourages reading and an appreciation for literacy as a fundamental, life-long learning skill. Print, non-print, electronic books, and databases are available in the library collection. Items available for loan must be returned or renewed within two weeks. Students are required to pay for the replacement cost of lost or damaged materials.

Missing Work Due to Absence Policy: Absent students' missed assignments will be due on the second day-block of the missed course(s) upon their return. If missing assignments are not received during that second day-block, the assignments will be considered late, and the student will receive a zero (0) for all missed assignments. This includes all excused absences and school activities.

Outside Speakers: Teachers can arrange to have outside speakers for their classes. Authorization from school Administration to bring in outside speakers is necessary.

Permanent Records: Only a student's parents, teachers, counselors, delegated office staff members, and administrators are allowed to view all sections of a student's school record file which includes academic, attendance, health/medical, testing, and discipline records.

Request for Release of Information: Students (18 years or older) and parents must request, in writing, at least one workday in advance to view a student's permanent school record.
Court subpoenas for a student's permanent school record will be obliged by school personnel. The Office of Catholic Schools will be notified. A lawyer requesting to investigate school records without a subpoena may not be allowed to see the records, nor shall the lawyer be allowed to obtain information from teachers.

Semester Grades: Semester grades are averaged using the following equation:

- Semester One Grade = 80% semester one work + 20% semester one exam.
- Semester Two Grade = 80% semester two work + 20% semester two exam.

Credit for a course is awarded based upon a passing semester grade. (One-half credit per course, per semester).

School Field Trips: Field trips are educational experiences outside of the classroom. Participation is encouraged. However, the discretion of parents and teachers in excusing a student from regular classroom activity is recommended when a student is experiencing academic difficulty. A parent signed permission slip must be on file for a student to participate in the field trip. Permission cannot be granted over the telephone. Administration reserves the right to deny participation based on attendance, grades, and discipline. Field trips are not scheduled in December and May.

Standardized Test Scores – Student Responsibility: Many colleges allow students to self-report scores and many colleges require students to have their scores sent directly from the testing agencies. Nearly half of all four-year colleges are Test Optional in the admission process. Many more institutions super-score

test scores in a variety of ways. Students are the owners of their test scores, and Holy Family High School wants to assure that we are not sending scores students do not want sent. **With the variety of policies regarding testing requirements and submission, Holy Family High School's College Counseling Department will no longer send test scores on behalf of our students.** Students should work with their college counselor in determining what, if any scores to send to each institution. Seniors and their parents and/or guardians are advised to pay close attention to each college's specific requirements regarding test scores, as well as application deadlines to ensure their applications and test scores are correctly and timely submitted. Please note that it can take a few weeks for a college to receive scores from the testing agencies. Be sure to plan accordingly. Here are links for sending your scores directly to the colleges via the testing agencies:
https://www.act.org/content/act/en/products-and-services/the-act/scores/sending-your-scores.html
https://collegereadiness.collegeboard.org/sat/scores/sending-scores/how-to-send

Student Support Services:
Student Support Services strives to educate all students in Spirit, Mind, Body, & Soul and to bring them into a relationship with the Lord. We believe in forming disciples of Jesus Christ and growing the Kingdom of God regardless of the student's learning ability. We aim to provide learning and practical instruction and social-emotional support for ALL students, particularly those with disabilities. Through Inclusion and Universal Design for Learning (UDL), we believe that every student has the potential to learn. We are committed to meeting the diverse needs of all learners, ensuring that every student is welcomed, supported, and valued.

Summer Reading: Students are expected to read the required books on the summer reading list and those books chosen for additional reading by individual school departments. The list of books for both summer and additional reading is published in two places: the Holy Family High School website and the website of MBS Direct (our textbook vendor). Books may be read in traditional print format or on an e-reader device approved by school Administration.

Summer School: Any student who fails a required course during the regular academic year is responsible for making up this credit. Students may make up the credit by attending public summer school or enrolling in an approved and accredited online or correspondence course. All enrollments in an online or correspondence course must be pre-approved by the principal.

Transfer of Courses and Credits: All courses to be transferred for credit to Holy Family High School must have the approval of the Principal. Transferred Honors/A.P. course grades will receive enhanced quality points only if the grade is C or better and if the course is offered as an Honors/A.P. course at HFHS.

Transcripts: Official transcripts are sent for seniors applying for college or work, if all financial and other school obligations are met. Transcripts are issued upon receiving a request from a parent or a student. Official transcripts cost $7.00 after the first two free copies. Official transcripts are sent via mail or email to the requesting agency.

Withdraw Grades: A WP (Withdraw Pass) or WF (Withdraw Fail) grade carries zero (0) quality points and will be included in the GPA calculation.

Withdraw Policy: After the school has made attempts to meet their individual needs, students clearly unable to profit from the school by reason of academic and/or behavioral problems or emotional difficulties may be required to withdraw from school.

Writing Style: For all assignments, students are to follow the M.L.A. (Modern Language Association) writing style.

GRADUATION:

It is each student's personal responsibility to keep track of his or her own progress towards meeting the course credit and Apostolic Ministry and Retreat requirements needed for graduation.

Graduation Credit Requirements: For credit/course requirement details, refer to the *Holy Family High School Course Description Booklet*

Diplomas: Each student who passes the required courses, earns (minimum) 30 credits, completes the yearly Apostolic Ministry requirements, and has a minimum cumulative GPA of 1.0 receives a Holy Family High School College Preparatory diploma. To receive a Holy Family High School College Preparatory diploma with Honors, a student must have a 4.0 or better cumulative GPA at the end of the seventh semester. The student must successfully complete (minimum) 30 credits of which eight (8) courses are from the Honors or Advanced Placement courses with a grade of C or better, completes the yearly Apostolic Ministry and Retreats requirements and have a record of satisfactory conduct and attendance.

Holy Family High School College Preparatory Diploma: 30 Credits (minimum) with a GPA of 1.0 or better.

4.0	4 Years of Theology [To Include: Yearly Apostolic Ministry Service Hours]
4.0	English [*4.5 credits if in our Student Support Services Program*]
0.5	Speech
1.0	Fine, Practical, Performing Arts
4.0	Mathematics *(4.0 credits are required)*
3.0	World Languages *(3.0 credits in the same language)*
1.0	Physical Education *(Limit: one PE class per semester)*
3.0	Science
0.5	Health of a Disciple
3.0	Social Science
0.5	American Government
5.5	Electives [*5.0 credits if in our Student Support Services Program*]

Holy Family High School College Preparatory Diploma with Honors: 30 Credits (minimum) of which eight (8) courses are from Honors or Advanced Placement courses, with a grade of C or better, a GPA of 4.0 or better at the end of the seventh semester, completes the yearly Apostolic Ministry and Retreats requirements and have a record of satisfactory conduct and attendance.

4.0	4 Years of Theology [To Include: Yearly Apostolic Ministry Service Hours]
4.0	English [*4.5 credits if in our Student Support Services Program*]
0.5	Speech
1.0	Fine, Practical, Performing Arts
4.0	Mathematics *(4.0 credits are required)*
3.0	World Languages *(3.0 credits in the same language)*
1.0	Physical Education *(Limit: one PE class per semester)*
3.0	Science
0.5	Health of a Disciple
3.0	Social Science
0.5	American Government
5.5	Electives [*5.0 credits if in our Student Support Services Program*]

Students in Student Support Services who meet the Student Support Services graduation requirements will receive the St. Andre Bessette Certificate of Completion, or the Holy Family Diploma.
Students who meet the College Preparatory Diploma, or the College Preparatory Diploma with Honors graduation requirements may instead receive the College Preparatory Diploma, or the College Preparatory Diploma with Honors.

St. Andre Bessette Certificate of Completion
The St. André Bessette Scholars Program is intentionally designed for students with intellectual and/or developmental disabilities. It is an extension of our Student Support Services department and rooted in our Catholic mission. We accept a small cohort of students who will focus on tangible goals, such as living independently or maintaining employment, while participating in all events and activities in the school and Church community. While at Holy Family, students will benefit from both individualized instruction and inclusion in traditional classrooms, which benefits both the Scholars and their peers. This program culminates in a Certificate of Completion and participation in Holy Family's graduation ceremony.

Holy Family Diploma
Students who qualify for the Holy Family Diploma begin their high school experience in a foundational curriculum which will equip them, through accommodations and intervention, to receive a Holy Family diploma that meets Colorado state requirements. The strand of course progression will offer a rigorous education that meets each student at his or her level. The Student Support Services teacher instructs leveled sections of the curriculum by providing one-on-one support to students in a Catholic educational environment.

Holy Family Diploma: 28.5 Credits (minimum) with a GPA of 1.0 or better.

4.0	4 Years of Theology [To include: Yearly Apostolic Ministry Service Hours]
4.5	English
0.5	Speech
1.0	Fine, Practical, Performing Arts
4.0	Mathematics *(4.0 credits are required)*
2.0	World Languages *(2.0 credits in the same language)*
1.0	Physical Education *(Limit: one PE class per semester)*
3.0	Science
0.5	Health of a Disciple
3.0	Social Science
0.5	American Government
5.0	Electives [*Guided Studies course may be scheduled instead of an elective*]

Note: ***Students may not replace any of HFHS courses with an on-line course unless; the student has failed the course and is in danger of not graduating. The student must have approval from the Principal before enrolling in any accredited on-line course.***

Participation in Graduation Ceremonies: School Administration may exclude a student from participation in Baccalaureate and Commencement Exercises for failure to meet graduation credits, course, and Apostolic Ministry requirements; for non-cooperation with behavior and dress expectations; or for any other reason which may have an unfavorable effect on the school, class, or ceremonies. A senior who has an outstanding tuition balance will not be permitted to participate in the Baccalaureate or the Commencement Exercises.

Valedictorian and Salutatorian: The Valedictorian is the student with the highest GPA in the graduating class based on the cumulative GPA of seven semesters and have a record of satisfactory conduct and attendance. The Salutatorian is the student with the second highest GPA in the graduating class based on the cumulative GPA of seven semesters and have a record of satisfactory conduct and attendance.

The Valedictorian and Salutatorian must have attended Holy Family High School all seven semesters to qualify. Transfer Students are not eligible for Valedictorian and Salutatorian.
In accepting the honors of Valedictorian and Salutatorian, the students must agree to write and deliver appropriate speeches for the Commencement Exercises.

Honors Stole/Cords
Students at Holy Family High School who meet the Honors Diploma graduation requirements may wear the Holy Family High School Honors Diploma Stole during the graduation ceremony. Students who are members of the National Honors Society (NHS) may wear the NHS cord during the graduation ceremony. No other cords or stoles are allowed to be worn during the graduation ceremony.

NORMS OF CONDUCT FOR COMMUNITY MEMBERS

As members of a Christian community, all of our words and actions must be signs of love and respect for us and for each member of the Holy Family High School community. Each member of the Holy Family High School community is treated as an individual and is expected to exhibit respect for one's self, for others, and for one's own surroundings. All must assume responsibility for their own actions.

Attendance in Class:

All members of this community are expected to attend every class, every day, and to be on time. Only illness or other serious circumstances should be the cause of an absence. If a student has a delinquent tuition balance, the student may be suspended from attending classes.

- All students are required to attend all scheduled classes and Assigned Access. **Attendance at assemblies, liturgies, and pep rallies within the school day is required and is considered a part of the daily requirements of attending Holy Family High School**. Any student who exceeds *five* absences in a grading period for any class may receive a failing grade for that class. Class absences, regardless of the reason, impact the participation portion of the grade. The only exemption from this policy is an approved school activity or an extended illness, which has been verified by a written statement from the physician who provided care to the student.

- Participation or attendance to any field trip, afterschool activities or events; students are required to attend at least *three* of four blocks the day of any field trip, afterschool activities or events, if the field trip, activity, or event is a half day or more, or on a weekend, students must attend *three* out of four blocks the day before, or the Friday prior to the field trip, activity, or event.

- Students are allowed *ten* absences (40 blocks) per school year. Once a student accumulates more than *ten* absences (40 blocks), an ISS (In-School Suspension) will be imposed, and the student will be placed on an attendance contract with the possibility of being expelled from Holy Family High School. In addition, once the student accumulates more than *ten* days (40 blocks) the student *may* not be able to participate in school activities - examples; clubs, dances, field trips, sporting events, etc. A student with excessive absences *may not* be eligible for the Honor Roll.

- When a student is absent or tardy to school, his or her parent must call the school office before 9:30 a.m. on the day of the absence or tardiness to report the absence/tardy to the school. A student whose absence/tardy has not been reported by a parent by 9:30 a.m. on

the day of the absence or tardy is considered truant and liable for ISS (In-School Suspension). A student who is tardy for school must sign in at the Attendance Office.

- Absent students' missed assignments will be due on the second day-block of the missed course(s) upon their return. If missing assignments are not received during that second day-block, the assignments will be considered late, and the student will receive a zero (0) for all missed assignments. This includes all excused absences and school activities.

- Teachers are responsible for monitoring tardies as a classroom management issue. EACH tardy to class the student is given a twenty minute after school detention, which is monitored by the classroom teacher in the teacher's classroom.

- After every *three* (excused or unexcused) tardies to school, any class, or Assigned Access the student is given a one-hour detention.

- *Three* (excused or unexcused) tardies is equivalent to *one* absence.

- *Nine* (excused or unexcused) tardies - students will be assigned a Saturday detention.

- Once the student accumulates *twelve* (excused or unexcused) tardies to school, any class, or Assigned Access an ISS (In-School Suspension) will be imposed. Parents may be required to attend a conference, and may be required to sign an attendance contract.

- For every *third* subsequent (excused or unexcused) tardy (after the *twelfth),* the student receives an ISS (In-School Suspension). Coaches and after school moderators will be notified.

- Students who have an UA (Unexcused Absence) for one class will receive a detention. A student who has *two* or more Unexcused Absences in one school day will receive an ISS (In-School Suspension).

- Medical, dental, and other appointments are to be scheduled by the parents after school, on school holidays, or during vacation periods. If the appointment is scheduled during the school day, a note from the provider is required upon return.

- A student who must leave campus during the day is to obtain an Early Dismissal Slip from the Attendance Office before school begins that day. **The student must present a note from his or her parent to the Attendance Office with the purpose and time of the early dismissal noted. These notes must be received in advance and will be verified by the Attendance Office.** The student must check out with the Attendance Office before leaving school. Failure to check out prior to leaving will result in truancy for all classes missed. Anyone who leaves campus without permission is liable for ISS (In-School Suspension).

- **Students who become ill during the school day must report to the nurse/office so that parents may be contacted prior to the student leaving campus.** Medications that need to be administered at school or at a school event will be given by the School Nurse or Holy

Family High School representative that the School Nurse has authorized to administer medications.

- Absences due to vacation or extended holidays must be prearranged. Community members must complete an Advanced Absence Form at least *three* school days prior to the anticipated absence. These forms are available in the Attendance Office. A letter from a parent stating the reason and date(s) for the absence is required prior to receiving the Advanced Absence Form. The student is responsible for obtaining all teachers' signatures, comments, and the signature of the Dean of Students. The completed form is then turned into the Attendance Office. Teachers are <u>not</u> required to administer make up work or tests. These absences are made by the choice of the individual families. Failure to obtain and return a completed Advanced Absence Form will result in the student not being allowed to make up the missed work. The absence will be truancy.

- Absences due to college visits; College visits for Junior and Senior students are considered an excused absence. An Advanced Absence Form must be submitted *three* school days prior to the college visit absence. This absence will count against the *ten-day* absence rule.

<u>Bus Conduct:</u>
The safe transportation of students by the school is of utmost importance. Passengers have the responsibility to cooperate and abide by the established rules and regulations of the school. The key to the operation of a safe transportation system is twofold:

1. Passengers provide the driver with an atmosphere which will allow him/her to direct full attention to safe driving.
2. Driver provides passengers with uniform and fair application of the rules established by the school for transportation services.

Bus Drivers are trained and directed to provide a favorable atmosphere for all passengers. Passenger's behavior is expected to promote this atmosphere by:

1. Showing respect for others; fellow passengers, drivers, sponsors, motorists, residents, and property owners.
2. Obeying the established rules and regulations which are posted in all school buses.

The school bus is an extension of the classroom, and each passenger becomes a representative of HFHS. The safety and welfare of each individual must be protected.
When a student deliberately disregards the safety of himself or herself, another student, the driver, or motorist the student will be subject to disciplinary action.

<u>Classroom Conduct</u>: Students are to be on time for each class and to actively participate in the learning process and activities of that class. Class attendance is essential to academic success. Therefore, excessive absences and/or tardies in any one grading period from a particular class may cause the student to fail and to be placed on attendance probation as determined by the teacher and/or Administration.

<u>Campus Arrival</u>: Once a student arrives on campus, he or she cannot leave until the school day is finished.

<u>Child Abuse and Neglect:</u> Colorado law (19-3-304 (1), (2), (2.5) 19-3-311) requires the reporting by school personnel of suspected cases of child abuse and neglect to the appropriate county agency and city law enforcement agency.

Holy Family High School's teachers, counselors, administrators, staff members, coaches, moderators, substitutes, and volunteers are required, by law and as a condition of employment, to report suspected cases of child neglect or abuse to the proper service and law enforcement agencies.

Contact with Students during School Hours: To contact a student during school hours, please visit or call the school office at (303) 410-1411. Emergency messages will be delivered as the emergency warrants. We have a no cell phone policy that is in place from bell to bell.

The school does not interrupt nor permit parents, students, or visitors to interrupt classes. Do not arrange for personal celebrations; deliveries of balloons, flowers, food, bouquets; clowns, visitors, etc. to students while they are on campus.

Custody Issue: Custodial parents/guardians shall be recognized by Holy Family High School as the primary decision makers for their children while honoring and recognizing that a part of Holy Family High School's mission is to nurture and to increase the student's level of responsibility. Legal documentation regarding the school's relationship and custodial/visitation provisions of the non-custodial parent/guardian is required at the time of registration. Changes to these documents are to be reported to the school immediately.

Non-custodial parents shall have access to the school records, conferences, and information unless otherwise restricted by court order. It is the obligation of the parents/guardians to give the school timely copies of such court orders.

Non-custodial parents may not use the school for the purpose of circumventing custody orders or visitation rights.

Electronic Communication Devices: Electronic devices have become a distraction to the point of interfering with the educational process in and out of the classroom. **Messages and emergency information from home are to be communicated to the student through the school office (303-410-1411), during school hours.**

The use of Cell phones and all other electronic communication devices are prohibited in the school, on school days, from arrival to dismissal. If items are seen or heard, they will be confiscated and turned into the Dean of Students.

- If a student's electronic device is confiscated the student will receive a detention and the parent may be asked to come in to retrieve the confiscated item. The 2nd offense the parent will be required to come in to retrieve the confiscated item.
- Students may not record or take photos of classmates/teachers without their knowledge or consent.

Food and Drinks: Food and drinks are permitted in the commons and patio/courtyard areas only. Outside drinks are not to be brought into the academic hallways.

Harassment Policy – Student to Student: Holy Family High School strives to maintain a community, which is free of all forms of intimidation and harassment. The work and learning environments fostered by Holy Family High School must be such that all individuals are free to develop relationships, to work and to learn without fear of intimidation, humiliation and degradation from the unwanted and unacceptable behaviors of another.

- Behaviors which are intended to or have the effect of harassing, denigrating or intimidating another on the basis of personal, immutable characteristics including, but not limited to; race, color, religion, gender, national origin, age or disability are unacceptable and will not be tolerated. Although the determination of what constitutes harassment may vary with the particular circumstances, it is defined as any verbal, physical, or visual conduct on the part of students that has the purpose or effect of substantially interfering with an individual's academic performance, or of creating an intimidating, hostile, or offensive educational environment.
- Bullying is defined as a conscious, willful, and deliberate hostile activity intended to harm, induce fear through the threat of further aggression, and create terror. Bullying includes these three elements – imbalance of power; intent to harm; threat of further aggression. Any such words, actions, threats, or behaviors will constitute gross misconduct. Even a single incident may establish grounds for severe disciplinary action. Holy Family High School requires all freshmen students to complete a two-week bully prevention program as a part of their Theology class. All teachers and staff are required to review the Harassment Policy each year during the pre-service workshops and periodically during the school year.
- Teasing behaviors – while needing to be addressed by school officials – do not constitute bullying or harassment and the interventions and consequences are of another level.
- Sexting is sending, receiving, or forwarding immodest, suggestive, enticing, and/or sexually explicit message, photographs, or images, primarily between mobile phone, of oneself to others. Sexting has become more common with the rise in camera phones and smartphones with Internet access that can be used to send explicit photographs as well as messages. It may also include the use of a computer or any digital device. Sexting has been promoted further by several direct messaging applications that are available on smartphones. The difference between using these applications and traditional texting is that content is transmitted over the Internet or a data plan, allowing anyone with Internet access to participate.

The following procedural steps will be followed if any community member suffers abuse in violation of the above policy at the hands of any member of the community.

- The community member is to immediately bring the matter to the attention of school Administration. Any report of harassment, which is sexual, is subject to all definitions, reporting and investigative procedures, and penalties as defined in the *Sexual Misconduct Policy of the Archdiocese of Denver and Related Entities* effective September 8, 1991 and revisions effective July 1 2023. This policy is available for Holy Family High School community members to peruse upon request in the school office.
- A complaint form, provided by the school official, is to be completed.
- The incident will be investigated thoroughly and promptly. The investigation may include interviews with other students, staff members, faculty members, and parents. Confidentiality is a goal in all reports and interviews.
- If the allegation is credible and constitutes harassment as defined above, remedial actions may be taken and disciplinary actions will be taken to include any or all of the following: parental conference, ISS (In-School Suspension), police contact, OSS (Out-of-School Suspension), disciplinary contract, and expulsion.
- School Administration and/or Superintendent have the right to review all reports and to waive any and all penalties based on facts and circumstances.

Identification Cards: Each community member is to carry his or her ID card and to present it to authorized personnel upon request. The ID card is required to bank money for school food items, and for entrance to various school activities and events. The ID card replacement cost is $10.00.

Insurance for Students: Holy Family High School does not provide insurance for students.

Locker Assignments: The assignment of lockers is made on orientation days. Students are to occupy the locker they have been assigned. Students will be assigned a locker for which they are responsible for throughout the year. At the conclusion of the school year, student lockers will be checked, and if the locker is not in satisfactory condition a fee will be assessed to the student. Locker combinations are not to be given to others. Keep your locker locked at all times. Report any theft to the Dean of Students, and to your P.E. teacher, if it should occur with your P.E. or athletic locker. To file a report, a form will be available from the Dean of Students. Students are not to be at their lockers during class time. Physical Education teachers and coaches will assign gym lockers.

Locker Searches: Lockers are the property of Holy Family High School and may be opened and searched by school officials at any time for any reason. School, P.E. and athletic lockers are to be locked at all times. The school is not responsible for lost or stolen items.

Lunch: Lunch items are available daily in the school commons. Students may either purchase food items in the commons or bring food from home. Students may deposit cash or checks into their account. Credit card payment can be made to their account by using the *PaySchools Central* lunch payment program; https://www.payschoolscentral.com

Students and parents are not permitted to order food from outside vendors for delivery to the school, during the school day.

Motor Vehicles: All students and community members are to register their vehicles with the Dean of Students. Unregistered cars or cars parked illegally may be towed from the parking lot or school property at the owner's expense.
Please note the following policies regarding parking:

- Parking permits are $50.00.
- Student parking spaces (white lines) are not assigned; they are available on a first-come, first-served basis. Students are not to park in a visitor, handicapped, or faculty spaces (yellow lines).
- Parking in driveways, roadways, the circle drive, or fire lanes is prohibited at all times.
- Any student who parks without a permit or in an unauthorized area will be ticketed.
  - First offense: $ 10.00 (without a Parking Permit $60.00)
  - Second offense: $ 20.00
  - Each offense following: $ 20.00 and disciplinary action
- Students are not to loiter in their cars or in the parking lot.
- A student may not go to his or her car during the school day.
- Any dangerous driver or passenger behavior in the parking lot will result in a suspension, ticket, and the revocation of driving privileges on school property. Behavior will be deemed dangerous by any Holy Family employee; Administration will administer the consequence.
- Speeds in the parking lot need to be kept under 10 miles per hour. Also, at the East Entrance - left turns are not allowed.
- Parents are to notify the school of any vehicle or license plate changes.

Parental Cooperation: Holy Family High School can create a Catholic family-learning environment through parental support and cooperation. Parental support, cooperation, and respect of school personnel are expected. Lack of support and cooperation with the school, its personnel and policies may warrant "Student Withdrawal on Grounds of Parental Behavior." (Archdiocesan School Policy No. 2660).

Parental Cooperation – Dismissal Due to Parental Actions: Under normal circumstance, a student will not be deprived of a Catholic education on grounds relating to the attitude or actions of the parents. Yet, a situation could arise in which the uncooperative or disruptive attitude of parents may diminish the effectiveness of the school acting *in loco parentis* such that continued enrollment of the student is impossible. Such situations include, but are not limited to actions, verbal or physical, by a parent or other person, which insults or abuses a teacher, administrator, coach, or staff member of the school.

2026 - 2027 DRESS CODE

Boys and Girls Wear

Long pleated or flat front style dress pants, chino twill shorts-2 inches above the knee, approved skorts-2 inches above the knee, *no* skirts. Pants are solid colors: Gray, Khaki, Sand, or Black- straight leg or boot cut only. Jeans (or any pant that resembles jeans) of any color are not allowed. ***ALL SHORTS AND PANTS MUST HAVE: BELT LOOPS, ZIPPER, AND A BUTTON. ATHLETIC PANTS AND ATHLETIC SHORTS OF ANY KIND ARE NOT PERMITTED, INCLUDING SPIRIT DAYS.***

A skort with the HF logo are the only approved options and are only available from www.landsend.com. Alterations to skorts are NOT permitted. Skorts are to be no more than 2 inches above the knee. Inappropriate skort length can result in the student being sent home until the issue is resolved. If the student receives (3) skort dress code violations, the student will not be able to wear a skort for the remaining part of the semester.

Collared polo shirt, long or short sleeve with the Holy Family logo on the left chest need to be worn **EVERY** day. Collared polo shirts must be purchased through Gemini Imprints – www.geminipromos.com/holyfamily or Lands' End – www.landsend.com. Collared polo shirts must be a **solid** color: Purple, Light Purple, Black, White, Navy Blue or Slate Gray. A shirt worn under the polo must also be a **solid** color: Purple, Light Purple, Black, White, Navy Blue or Slate Gray. Sports/Club shirts are allowed as long as the logo for the team/club is on the top left of the polo. Large print of letters, numbers, or pictures are not allowed.

Spirit sweatshirts, hoodies, and T-shirts (long or short sleeve) are ***not*** considered day-to-day wear. Holy Family hoodies will be allowed on Fridays **ONLY** during the school year. This is not considered a Spirit Day so regular uniform bottoms will be required. Polos are still to be worn under hoodies.

No jackets (other than letter jackets or an HF jacket **without a hood**), coats, or outside clothing are to be worn in the school between 8:00 a.m. and 2:45 p.m. These items are to be locked in lockers during school hours.

The following are *not* permitted: **Leggings/yoga pants, stretch pants, athletic pants/athletic shorts, cargo pants, low-rise pants, or any tight or form fitting material, hats, scarves, wallet chains, dog collars, spikes, ear buds, and other such "additions."**

Shoes should reflect safety and comfort; shoes must have a closed toe and an enclosed heel. Flip flops, slides, Crocs, and slippers are *not* permitted.

Campus Wear

These are items worn to school sponsored activities on or off campus. Students should wear appropriate spirit dress attire or other appropriate clothing. Mini-skirts, sleeveless tops, midriff tops, tight fitting, sagging, or low-rise pants are ***not*** acceptable.

Spirit Wear or Spirit Pack Items

Spirit wear or Spirit Pack items are to be worn on Spirit Days Only! Spirit Days are a privilege and are announced in advance. Students may wear Holy Family High School t-shirts, sweatshirts, or letter jackets, on which a Holy Family High School Logo is visible. These items must be Holy Family School sponsored spirit wear; extraordinary embellishments are not permitted.

All shirts must have sleeves; cannot be midriff style, tight fitting, or hang off the shoulders. Students may wear **intact jeans, nice shorts (no athletic shorts), or nice-looking joggers (Black, Purple, or Gray colors only).** Jeans**,** shorts, or joggers may not be tight fitting or low rise, no sagging and may not contain holes, leggings/yoga pants are not allowed. If a Spirit Day is not announced, no spirit wear is to be worn (except HF hoodies on Fridays).

Personal Appearance

All students are expected to be neat, well groomed, and in appropriate and modest dress at all times. Students are expected to come to school every day dressed in dress code.

Extraordinary attire, extraordinary hairstyles, colorings, shavings are not permitted. Boys' fingernails need to be trimmed and well-groomed, boys need to be clean shaven; a well-groomed mustache is allowed. Jewelry should be modest in appearance. Small stud nose piercings are allowed, however large studs, hoops, septum piercings or other visible piercings other than ears are not permissible. **Visible tattoos and other body modifications are *not* acceptable.**

In addition, alterations of clothing, and the manner of wearing clothing, makeup, jewelry, and symbols that appear to be gang, cult or peripheral group related, as deemed by the school Administrations, are prohibited.

Students with (3) Dress Code violations will receive an hour detention. Students with (6) Dress Code violations will receive another hour detention. Three additional violations (9) will be a Saturday detention. Ten plus violations will be an In-School-Suspension and a meeting will be scheduled with parents. (The grade for assignments given on the day of an In-School-Suspension will only be counted for 50%).

The Administration reserves the right to determine what is acceptable dress code or deem something inappropriate. The parents' vigilance and complete cooperation with the school administration in these matters are required.

Pregnancy: The faculty and Administration of Holy Family High School adheres to the belief of the Catholic Church regarding the sanctity of sexuality and the marriage bond. We also recognize that there are times when pregnancy occurs before the marriage bond is formalized or where marriage is not being considered. We do not condone pregnancy before marriage; however, we do firmly uphold belief in the sanctity of human life. Each case of pregnancy will be considered on an individual basis, and a conference will be held with the students' parents and school Administration to determine how Holy Family High School can best provide support. The students are always encouraged to continue their education. After the birth, the infant may not be in the school building nor brought to any school activity. If the father is a student at Holy Family High School, the above policy also applies to him.

Signs and Posters: An administrator must approve all signs and posters before they are hung or posted. The posters can only be hung/posted on the designated bulletin board. They are to be removed by the end of the school day following the event or activity for which they were posted.

Stolen Property: HFHS is not responsible for lost or stolen property. Students are discouraged from bringing money and valuables to school. Students are to use lockers for all unattended belongings and to lock the lockers.

Unattended Items: Any items left unattended in the school building or on school grounds are subject to search and confiscation.

Use of School Offices: Students are not allowed to use the office machines and office telephones. Students are not allowed in the faculty/staff lounge.

DISCIPLINE

Detentions: Detentions are a disciplinary measure for acts of misconduct that require a student to serve one hour of time outside of school hours. Detentions are only one method that school personnel may use to correct inappropriate student behavior. Parents will receive notification if their student has been assigned a detention.

During most detentions, a student is required to sit quietly as instructed by the proctor; however, sometimes a student may be given manual work to do by the detention proctor or school administrator. The Dean of Students administers the detention program.

- Students may be assigned a detention that will be held Monday, Tuesday, Wednesday, and Thursday from 2:25 p.m. – 3:25 p.m., no detentions are served on Friday.
- Students must be on time for the detention, or they will not be permitted to serve the detention that day. If this occurs or if a student is removed from detention for any reason, the student will have two detentions.
- Students are to be in dress code for detention.
- Detentions must be served on the day on which they are assigned. If a detention cannot be served on the assigned day the student is responsible for making arrangements with the Dean of Students prior to the detention being missed. If no communication is forthcoming from the student, the detention will be doubled. No exceptions will be made.
- **If detention is missed after it has been doubled, the student will be placed on ISS (In-School Suspension) the following day.**

Saturday Detentions: Saturday Detentions are a disciplinary measure which will be given at the discretion of Administration. Saturday detentions will be held the first Saturday of each school month from 8:00 a.m. – 11:00 a.m. In a Saturday detention students will be expected to arrive in work clothes etc.

Disciplinary Contract (Probation): A student may be placed on a Disciplinary Contract (Probation) by the Dean of Students, Principal, or school Administration for a specified time for serious or continued misconduct. A conference with the student, parents, school Administration, Principal, and/or Dean of Students or other appropriate persons will be held to discuss the problem, the desired behavior, and the terms of the contract including the time frame for which improvement must be demonstrated. A written agreement, called a Discipline Contract, is made and signed by parents, student, and school administrators.

Disciplinary Review Board: The Dean of Students may convene a meeting of the Disciplinary Review Board when a student has committed a major violation or offense. Parents are notified of the meeting. The student is to appear before the Disciplinary Review Board to explain the misconduct or continued disregard for school policies. A final recommendation with regards to the student's enrollment status at Holy Family High School will be made to school Administration, based upon the Review Board's meeting. If a favorable decision is made, a satisfactory agreement/contract of conduct and consequences may be drawn up and signed by all parties. The student may not return to class on the day of the meeting.

As a result of appearing before the Review Board, the student, should he or she remain at Holy Family High School, may be placed on a Discipline Contract. The Review Board will recommend the length of the probationary period to the Dean of Students and to school Administration. The status of probation signifies that the continued attendance of the student at Holy Family High School is in serious doubt. The student and his or her parents must realize this and see to it that conduct and attitude are such that they do not place him or her in further jeopardy. The student's status is
re-evaluated by the Review Board at the end of the probationary period.

Discipline Process: The student conduct policy provides a set of given steps to be followed in a case of a discipline issue. The majority of cases will be handled between the teacher and the student(s) involved on an informal basis. However, should a situation develop that requires further disciplinary action, certain steps will be followed.

Initially, the teacher and student should strive to resolve the conflict. If the teacher deems it necessary, the parents may be included in the resolution of the problem. If the teacher, student, and parents are unable to resolve the conflict, the teacher will refer the situation to the Dean of Students who will investigate the situation.

Appropriate disciplinary action will be taken depending on the severity and frequency of the offense. Parents will be advised of any disciplinary action in an attempt to improve the situation. However, if the offenses continue and/or are severe, ISS (In-School Suspension) from classes, OSS (Out-of-School Suspension), or expulsion may result. In these cases, the student and his or her parents will receive ample warning and notification of discipline proceedings through the following steps:

Step 1 The teacher may deal with the problem creatively through a warning and/or personal conference. This may involve 20-minute detentions, one-hour detentions, and/or conferences with the Dean of Students, Principal, or other school personnel.
Step 2 The teacher may call the student's parents and take other disciplinary action in conjunction with that of school Administration. Action may include one-hour detention(s).
Step 3 The student will be given ISS (In-School Suspension) or OSS (Out-of-School Suspension) and a parent conference will be held with the Administration.
Step 4 Violation of a discipline or attendance contract will result in suspension or expulsion from Holy Family High School.

Holy Family High School students will be held accountable for their behavior. Too often behavior is seen as the result of external forces resulting in no need to accept responsibility and in no growth or change. Educators realize that they cannot make students become more responsible. Students must choose to be responsible themselves. Holy Family High School educators will establish clear and fair expectations and consequences for students' behavior.

If detentions are not serving the desired purpose, or upon receiving five detentions, the Dean of Students, may assign an ISS (In-School Suspension). Repeated offenses, failure to serve detentions, continued violations of dress code, and/or serious offenses will result in one or more of the following: disciplinary and/or attendance contract; ISS (In-School Suspension); disciplinary review board hearing; required counseling; OSS (Out-of-School Suspension).

In-School Suspension (ISS): The following shall be grounds for ISS (In-School Suspension) from classes of a student in Holy Family High School:

- Accumulation of excessive (excused or unexcused) tardies during the grading period.
- Failure to serve detentions.
- Truancy from school.
- Lack of cooperation with following the school regulations.
- Behavior that is uncooperative, disrespectful, or detrimental to the health or welfare of any community member.

The student serving ISS will telephone his or her parents and inform them of the ISS. An administrator will then also speak to the parent.

The following rules will be enforced during an ISS:

- The student is to work on school related materials. Leisure reading, resting, sleeping, etc. is prohibited.
- All electronic devices such as games, text messaging, etc. are prohibited.
- The student is to serve the entire day from 8:00 a.m. to 2:20 p.m.
- The student is to be in dress code.
- The most a student will receive is *fifty* (50) percent grade for assignments missed during the ISS day.

Out-of-School Suspension (OSS): Suspension is defined as a temporary dismissal of a student from attending school and participating in school activities for a specified and limited amount of time. An Out-of-School Suspension is a drastic consequence. A student may be suspended for serious misconduct occurring on or off campus, during school hours, outside of school hours, or during school related activities. A student may also be suspended for continued misconduct after having been placed

on a Disciplinary Contract. A suspension may be for one to five days. A student receives no credit for course work which is missed while on Out-of-School Suspension.

Additionally, while suspended, a student may not attend nor participate in school activities including athletic contests and practices.

Expulsion: Expulsion is the exclusion of a student from attending school and participating in school activities permanently or for not less than one calendar year. Expulsion is an extreme measure, which is used as a last resort in the following situations:

- After all other methods of motivation and counseling have failed; a student has NOT met the terms of a Discipline Contract; or a student has failed to remove academic deficiencies within a specified time.
- If crime, scandal, immorality, or disruption by a student constitutes a threat to the physical or moral welfare of other persons.
- Possession of dangerous items, weapons, explosives, and/or substances.
- On grounds of parental lack of cooperation or disruptive behavior hindering the smooth running of the school community.
- If a student misses 10 days or more, they risk expulsion from HFHS.
- Expelled students' family is expected to adhere to the terms of the Tuition Contract.

Sent From Class: If a situation develops in which a student's behavior becomes detrimental to the welfare of the class and is interfering with the learning opportunities of the other students, the teacher is expected to send the student from the class to the Dean of Students.

- A student who is instructed to leave a class, because of negative behavior or a conflict between that student and the teacher, is to report directly to the Dean of Students or to another administrator. Under no circumstances is the student to go home or to report to his or her next class without first reporting to an administrator.
- The teacher will send a written statement to the office outlining the complaint as soon as possible.
- The teacher or a school administrator will make parental contact.
- If subsequent occurrences result, the following may occur:
    - conference with the parents, student, teacher, and an administrator
    - the student may be given an ISS or OSS depending on the severity of the situation
    - the Disciplinary Review Board may be convened
- The Administration has the authority to judge the severity of the situation and to make the decision about which disciplinary action to take.

Misconduct On or Off Campus: Holy Family High School partners with parents in their children's formation and providing for their safety. School Administration may notify parents when they become aware of concerns about student life or behavior, even when off-campus. Both civil law and the Gospel demand that whatever can be done to protect God's children must be done.

Students may be subject to the full range of discipline policies and consequences that apply to unhealthy, dangerous, or immoral conduct that occurs on or off campus; including conduct that adversely affects the education process or the mission of the school community. Examples of such behaviors include, but are not limited to: electronic/internet or phone threats or harassment; threats

of violence; alcohol and drug use; fighting, hazing; drug possession or sales; reckless driving; sexual assaults, and sexual promiscuity.

Interventions may include, but are not limited to: required private assessment, diversion programs and/or counseling; detention, suspension or expulsion; removal from participation in school activities including field trips, student government positions, membership in Holy Family High School's Honor Societies, other leadership positions, graduation ceremonies, and membership on athletic teams

Serious Misconduct: The following offenses are considered serious acts of misconduct and will be reported to the Dean of Students and will be dealt with in a serious manner by Administration. The infractions listed may include any or all of the consequences depending upon the severity of the behavior and prior offences. Parents will be notified of the infractions.

Behavior	**Definition**	**Possible Consequences**
Alcohol	Possession, use of, or under the influence of alcohol	Out-of-School Suspension Police notification Counseling referral Expulsion
Alteration of Records	Falsifying or altering a school record or any communication between home and school	Out-of-School Suspension Expulsion
Assault	The use of force or violence toward another person	Out-of-School Suspension Police notification Expulsion
Bus Conduct	Disruption on public transportation, to include school buses or vans	In-School Suspension Out-of-School Suspension Revocation of bus privileges
Extortion/Coercion	Interference with an administrator, teachers, other adults, or students by force, violence, or intimidation	Out-of-School Suspension Police notification Expulsion
Fireworks/Alarms/ Extinguishers	Setting off fireworks or alarms or discharging fire extinguishers	In-School Suspension Out-of-School Suspension Fire Marshall notification Expulsion
General Inappropriate Behavior	Throwing water balloons, snowballs, food, etc., spitting, gambling, littering, using inappropriate language	Detention In-School Suspension Out-of-School Suspension
Illegal Drugs/Possession	Possession, use of, exchange, or under the influence of drugs including prescription drugs	Out-of-School Suspension Police notification Counseling referral Drug test Expulsion

Illegal Drugs/Selling	Selling or distributing drugs including prescription drugs	Police notification Expulsion
Insubordination	Failure to follow reasonable directions given by an adult or someone in authority	Out-of-School Suspension
Parties (Illegal)	Gatherings anywhere or anytime where alcohol or drugs are present and available to HFHS students. Attendance is punishable whether or not one is using alcohol or drugs	Out-of-School Suspension Police notification Expulsion
Pornographic Materials	Possession or use of pornographic materials (including the Internet)	Out-of-School Suspension
Public Display of Affection	Displays of affection which reflect an unfavorable image	Detention In-School Suspension Out-of-School Suspension
Harassment - Sexual, Physical, Verbal, and Mental (See Harassment Policy)	Any form of harassment by words, gestures, or actions including but not limited to harassment based on race, national origins, gender, disability or lifestyle	Out-of-School Suspension Police notification Expulsion
Theft/Vandalism	Stealing from an individual or the school, or damaging personal or school property	Out-of-School Suspension Police notification Restitution Expulsion
Tobacco/Vaping Products, Zyn Packets and Paraphernalia	Smoking, chewing, vaping or possession of these products are not permitted during school hours, on school premises, or at school sponsored events	In-School Suspension Out-of-School Suspension
Trespassing/Burglarizing	Being in the school building or on school grounds at any time other than school hours or for sponsored school activities	Out-of-School Suspension Police notification Expulsion
Truancy	Unexcused tardy to or absence from school, classes, assemblies, field trips, retreats, liturgies, or prayer services	In-School Suspension Parent conference Contract
Weapons/Dangerous Instruments	Possession, handling, or carrying of any object that can reasonably be considered a weapon or dangerous to persons or property	Out-of-School Suspension Police notification Expulsion

HONOR CODE

Purpose of the Honor Code:

The Honor Code is based on the belief that true learning depends on honesty. Holy Family High School functions on the basis of mutual trust and respect between all members of the community. As a result, students are expected to demonstrate integrity and individual responsibility, both personally and

academically, in order to maintain a fair and honest environment. Students who commit themselves to upholding Holy Family High School's honor code will be instilled with a sense of honor and integrity that will last beyond their high school years.

Honor Code Pledge:
The following Honor Pledge will be recited by all Holy Family High School Students at the beginning of the school year. This pledge will also be posted in all classrooms:

"**On my honor, as any Christian, I hold myself to a high standard of conduct. I will be honest, I will respect others and their property, and I will encourage all around me to do the same; therefore, I will not cheat, lie, or steal, nor tolerate those who do."**

On written assignments, students will write, **"I abide by the Honor Code."** Their signature will follow this statement. By reciting the pledge and by writing and signing the statement, the student claims that he or she will not violate or has not violated any part of the honor code which includes cheating, attempting to cheat, plagiarizing, lying, stealing, or failing to report an act of dishonesty to the proper authority.

For cooperative work to be acceptable under the Honor Code, the teacher must specifically make such an assignment. Otherwise, the student is to assume that the work must be done individually. Each teacher will address the Honor Code as it pertains to his/her class in the class syllabus.

Honor Code Violations:

Cheating is defined as submitting for credit as one's own, someone else's work obtained either in or out of school; giving or receiving from another student unauthorized assistance in the preparation of that work for credit; and using any unauthorized materials in the preparation of work for credit. Attempted cheating is defined as the attempt to accomplish any of the above.

Plagiarism is defined as submission of work copied directly from any source whatsoever that is not properly enclosed in quotation marks and acknowledged by parenthetical documentation and/or in the Works Cited; paraphrasing and/or restating an author's original idea that is not acknowledged by parenthetical documentation and/or in the Works Cited.

Artificial Intelligence (AI) Policy
Holy Family High school as a Catholic institution is committed to the growth of the whole person. We seek to educate the mind, body, and spirit. The use of Artificial Intelligence (AI) must align with the schools' mission and values. AI is a powerful tool that may offer numerous benefits in educational endeavors across our nation. However, it must be used responsibly, ethically and in harmony with the teachings of Jesus and His Church. AI is not a substitute for schoolwork that requires original thought. Students may not claim AI generated content as their own work. The use of AI to take tests, complete assignments, create projects, write papers, or complete schoolwork without permission of a teacher or administrator is strictly prohibited. The use of AI for these purposes constitutes cheating or plagiarism. In controlled situations, AI may be used as a learning tool or a study aid. Students who wish to use AI for legitimate purposes must have permission from a teacher or an administrator.
Students may not use AI, including AI image or voice generator technology to violate school rules or diocesan policies. To ensure academic integrity all assigned work may be checked by AI content detectors and/or plagiarism recognition software. (Holy Family High School will refer to Archdiocesan School AI Policy No. 4010).

Lying is defined as the willful and knowledgeable telling of an untruth and any other form of deceit, be it oral or written. This includes but is not limited to lying to Administration and faculty members, forging, or falsifying any official school document (i.e., progress report, detention slip, etc.), lying to Honor Code council members during investigations and/or hearings.

Stealing is defined as taking or appropriating without permission to do so any property belonging to any member of the Holy Family High School community or property located on the school grounds.

Toleration is defined as the knowledge and acceptance of any of the above (i.e., cheating, attempted cheating, plagiarism, lying, and stealing). A student has an obligation to inform any faculty member, administrative authority, or an adult member of the Honor Code Council within three school days. Failure to do so is considered toleration, which is itself a violation of the honor code.

Violating the Honor Code discipline/consequence will be determined by Administration on a case-by-case basis.

ACCIDENTS AND ILLNESS AT SCHOOL

In the event of an accident or illness at school the child's parent or guardian will be contacted and where possible the school will wait for instructions from the parent or guardian before proceeding further. The school will provide treatment to the student limited to immediate first aid that will protect the life of the individual until professional treatment can be secured.

School personnel will not transport seriously injured or ill students unless there is an emergency need to do so. If the parent cannot provide transportation, an ambulance will be called. If a child is seriously injured or ill at the end of a school day, the child will not be allowed to go home unless accompanied by a parent, guardian, or other parent delegate.

CONCUSSION GUIDELINES

Catholic schools are dedicated to a caring and orderly environment where students are provided safety in a community of faith. Sports and physical activity are a great way for children and teens to stay healthy and grow in virtue. Medical researchers have discovered that young student athletes, especially children and teens, don't often recognize their own limitations; especially when they have a concussion.

This policy, based on the Colorado Jake Snakenberg Youth Concussion Act, applies to organized athletic activities for each public and private middle school and high school. It requires each coach of a youth athletic activity that involves interscholastic play to complete an annual concussion recognition education course.

A. School Administration *must ensure that all coaches complete the on-line concussion training course approved by the Office of Catholic Schools prior to assuming any coaching duties.* The Office of Catholic Schools will provide school Administration with the name and link of the approved training course.
B. The Office of Catholic Schools recommends that all teachers and supervisors complete this course.
C. A concussion is a type of traumatic brain injury –or TBI –caused by a bump, blow or jolt to the head or by a hit to the body that causes the head and brain to move rapidly back and forth. It is a disruption of how the brain works; it is not a bruise to the brain.

D. While most with a concussion recover quickly and fully, some will have symptoms that last for days or even weeks. A more serious concussion can last for months or longer. Not giving the brain enough recovery time can be dangerous.
E. Concussion signs or symptoms include change in the person's behavior, thinking or physical functioning.
F. The following steps provided by the Centers for Disease Control and Prevention are REQUIRED to be taken by the coach or supervisor whenever an student has experienced a bump or blow to the head or body and evidences any of the symptoms or signs of a concussion.
    1. Remove the student from play immediately.
    2. Inform the student's parents or guardians about the possible concussion. Give them the CDC fact sheet on concussion for parents.
    3. Ensure that the student is evaluated by a health care professional.
        - "Health Care Professional" means a doctor of medicine, doctor of osteopathic medicine, licensed nurse practitioner, licensed physician assistant, or licensed doctor of psychology with training in neuropsychology or concussion evaluation and management.
    4. Keep the student out of play and practice the day of the injury and until a health care professional experienced in evaluation for concussion, states in writing that the student can safely return. The arrangements and cost of the health care provider are the responsibility of the parent.
G. After a concussed student has been evaluated and received clearance to return to play from a health care provider, school officials may allow a registered athletic trainer/coach/athletic director with specific knowledge of the student's condition to manage the student's GRADUATED RETURN to play.
H. Parents are required to sign that they have read, understand and will comply with Concussion Policy before the child can practice or play.

This agreement is valid for the duration of the student's enrollment at Holy Family High School.

MEDICATIONS AT SCHOOL

During the school year, your student may require prescription medications or over the counter medications. The Office of Catholic Schools requires authorization on file from a parent/guardian and from the Licensed Primary Physician to be able to administer any medications to a student at school, sporting events, retreats, or field trips.

The student may carry an EpiPen or inhaler; if the authorization forms are on file, the Physician states the student may carry the medication, and the student is qualified to self-administer the medication. Other than these two medications, students may not carry any other prescription or over the counter medications. The school does not provide any over the counter medications for students. Medications that need to be administered at school or at a school event will be given by the School Nurse or Holy Family High School representative that the School Nurse has authorized to administer medications. Medication Authorization Forms can be found on the Holy Family High School website under Student Life. There are two medical forms needed. The Parent Authorization Form is required and should list all medications the student will be taking. The second form is for the Physician to complete. The Physician needs to fill out a form for each medication the student will be using. For some students this may require *two* or more forms filled out by the Physician. The Physician needs to date the form to cover the entire school year.

The Medication Authorization Forms must be submitted to the school nurse, at the beginning of each school year. A parent is required to bring in any medication. All medication should be in their original pharmacy bottle or manufacturers packaging and placed in a zip lock bag. It should be clearly marked (printed) with:

1. Students name
2. Name of medication
3. Proper dosage
4. Purpose of medication
5. Time of day/circumstances in which medication is to be administered
6. Anticipated number of days the medication must be administered
7. Possible side effects
8. Storage instructions

Please note – medications of any kind cannot and will not be administered if the Medication Authorization Forms are *not* on file. Medication Authorization forms can be found on our website www.holyfamilyhs.com

All medications need to be picked up at the end of the school year.

COMMUNITY INFORMATION, COMMUNICATIONS AND EMERGENCY PROCEDURES

Resolution of Differences/Conflicts: Any appeal concerning any matter relating to Holy Family High School shall be processed in accordance with the following regulations:

Resolution of Ordinary Differences within the School Community: Every attempt to resolve a difference/conflict at the lowest possible level is expected. Occasionally, matters may surface which require an objective review by a third party in order to assure the maintenance of positive relationships within the school community. To facilitate communication, resolution, reconciliation and the strengthening of the school community of faith, the following guidelines shall be followed:

1. Every effort shall be made to resolve a difference or conflict in a spirit of fairness and justice by engaging in civil, direct, timely, and ongoing communication between the parties most directly involved.
e.g. 1: student/parent and teacher
e.g. 2: athlete/parent and coach
2. If the difference/conflict cannot be resolved to the satisfaction of the parties involved, recourse may be made to the person with the next higher level of accountability/authority.
e.g. 1: student/parent to teacher to department chairperson or counselor to Dean of Students to Principal to school Administration.
e.g. 2: athlete/parent to coach to head coach to Athletic Director to school Administration.
3. If the difference or conflict cannot be resolved following steps one and two above, then one may have recourse to the Superintendent of Catholic Schools who will attempt to initiate discussion between the parties and attempt to bring about a peaceful resolution.

Recognition of Local Authority: The Office of Catholic Schools and the Superintendent recognizes school Administration's authority to exercise discretionary rights within the parameters of local and Archdiocesan policy.

Appeal Process: When a parent/guardian, employee, or student (18 years or older) believes his/her rights have been violated and/or school Administration is believed to be acting contrary to Archdiocesan or local policy, the person may submit an appeal, in writing, to the Office of Catholic Schools. This appeal must include the following information:

a. Subject of the appeal.
b. Rights and/or policies which have been violated.
c. First hand, factual data which the person considers appropriate.
d. A list of the efforts that have been made to resolve the issue.

Should the Office of Catholic Schools' designee determine that a person's rights and/or policy have been violated, the appeal will be investigated, and a written decision will be rendered.
If the person wishes, he or she may further appeal to the Superintendent of Catholic Schools should the complainant feel the Office of Catholic Schools designee did not properly interpret or apply the policy or has failed to recognize the complainant's rights have been violated. The Superintendent of Catholic Schools will review the materials, may request further details, and will determine whether or not a hearing is necessary. If a hearing is necessary, the Superintendent of Catholic Schools may hear the appeal alone or form a hearing committee. The decision of the Superintendent of Catholic Schools is final and binding and concludes the appeal process. The appeal process is designed to support the Catholic Church's belief in solidarity and, therefore, at no time during the appeal process may the parent, student (18 years or older), or employee be represented by an attorney.

Certificate of Immunization: Holy Family High School complies with Colorado law which states that no child may attend school unless such child can present a valid certificate of immunization against communicable diseases as specified by the State Board of Health. Requests for exemptions are granted only in accordance with Colorado law. Forms provided by the Colorado Department of Health are kept on file and available for review.

Changes in Personal-Family Demographics: Parents are to notify the school of any changes in address, email, telephone numbers, and emergency information. In cases where parents are leaving a student(s) in the care of someone other than the parent due to an extended leave, parents must notify the Attendance Office with the guardian names, contact information and the duration the student will be in the care of said guardian.

Communicable Diseases: Any student, teacher, or staff member with a communicable disease is dealt with on a case-by-case basis. The well-being of all community members will be considered and upheld as paramount in all decisions regarding communicable diseases. Specific information will be conveyed on a need to know basis only. Where required by law, the school will report a communicable disease to the Colorado Department of Health and Human Services.

Controversial Issues in a Catholic School: A controversial issue is a current problem or subject which has publicly evoked opposing viewpoints from mass media or communication or any organized group. A controversial issue is any subject that arises in the classroom and within a club or a team on which strong emotional bias is expressed by members of the classroom, club, or team.

Teachers, coaches, club moderators – all staff members – have the obligation of teaching and advocating Catholic doctrine, which is contained in the *Catechism of the Catholic Church* or in

other authentic teaching documents of the Catholic Church, when the doctrine is relevant to any controversial issue being considered.
Further, classroom teachers, coaches, moderators may not personally share their non-Catholic faith and beliefs and/or compare and contrast their non-Catholic rites and practices, doctrines, and so on with the Catholic faith counterparts.

Controversial issues, as defined above, shall be presented in the classroom solely at the discretion of and with the advanced approval of school Administration, including all of the information and material to be used in the presentation.
School Administration, in advance, shall approve outside speakers to address any group or the entire student body on any topic. If the topic is religious or doctrinal in nature, approval of the Superintendent of Catholic Schools through an Archdiocesan process is required.
No employee of Holy Family High School or invited speaker, substitute teacher, or volunteer may, in their position or while in the service of the school, contradict the teaching of the Catholic Church as presented in the *Catechism of the Catholic Church.*

Emergency Fire Drills: During fire drills, community members are to strictly observe the directives posted in classrooms and other areas throughout the school. Building evacuation is to occur quickly, silently, and in order. When the fire bell sounds every person, without exception, is to evacuate immediately.

Emergency Tornado Drills, Lockdown Drills, and Other Emergencies: If a school official notifies teachers and students over the P.A. system or directly in the classroom that there is a tornado or other school emergency, all personnel are to follow all directives given without exception and for as long as the emergency situation is considered in effect by the school officials (See HFHS emergency plan).

Main Office Hours: Monday – Friday, 7:30 a.m. to 3:00 p.m.

Parent-Teacher Contact: Parents and teachers are encouraged to communicate about their student. When parents call, they should expect that their message will be forwarded to the teacher's voice mailbox since teachers are in the classroom or with students most of the day. Parents may also leave a request via email. All teachers and staff may be accessed using the format: **firstname.lastname@holyfamilyhs.com**

Political Issues: Political matters are covered only in courses where political matters are logically and naturally a part of a course's curriculum. Teaching political matters should evoke faithful citizenship, political involvement, and an obligation to study all sides of the issues, candidates and parties. Advocating, directly or indirectly, a specific political stance, party affiliation and/or political agenda is not to be exercised by faculty members, staff members, coaches, substitute teachers, school volunteers, parents and students in the building, in the name of the school or during school sponsored activities.

Posting political materials anywhere on the campus is prohibited. Mock Elections can be a valuable tool in the high school setting and are supported within the intent of this policy.

Holy Family High School does not endorse political organizations or political movements. Holy Family High School does not host voter registration drives or petition drives unless formally directed to do so by the Archdiocese of Denver.

PowerSchool: Is a web based service provided by Holy Family High School to assist parents in monitoring student academic, discipline and attendance status on an ongoing basis. All parents are strongly encouraged to register for and to regularly use this service.

Professional Tutoring: A teacher may not accept pay for tutoring a student enrolled at Holy Family High School.

School Begin and End Dates: For School year 2026-2027; the first full day of school is August 19, 2026, the last day of school is May 28, 2027.

School Building Hours of Operation: The school building is open from 7:30 a.m. until 6:30 p.m. during class days. Students are to be picked up by 6:30 p.m.

School Calendar: A copy of the yearly school calendar can be found on our website; www.holyfamilyhs.com

School Communications Email: Each Tuesday during the academic school year an email called the "Tiger Alert" will be sent with important announcements to the email address provided by the parent/guardian. It is the parent/guardian's responsibility to keep their email updated with the school. Families are also encouraged to visit www.holyfamilyhs.com for all school announcements, scheduling information, and other publications.

School Dances:

- The event(s) must be approved by school Administration in advance.
- Complete a School Dance Form which can be obtained from the Director of Activities. This form must be completed and returned two weeks prior to the event.
- Any contract for a band, hall, etc., must be signed by both the moderator and an administrator.
- Costs for all dance expenses must be met by the pre-sale of tickets, at least one week before the dance, or the dance will be cancelled.
- Class moderators and assistants are expected to attend dances.
- Six parent chaperones must be present at each school dance. Chaperones are to be parents of current students.
- Security must be on duty at each school dance.
- All students and guests must present a school identification card or other suitable ID No students below ninth grade are permitted to attend a Holy Family High School dance.
- All dances are restricted to a Holy Family High School student and one guest.
- Guest passes must be obtained from an administrator, prior to the dance.
- Students must be in attendance for the duration of the dance, parents' permission is required if a student is to leave early. Only an Administrator can approve the early departure.
- Once a community member leaves the dance, he or she will not be re-admitted.

- School Dance Dress Code will be announced prior to the dance. The School Dance Dress Code will be enforced.

School Day Hours: Monday, Tuesday, Wednesday, and Thursday 7:55 a.m. to 2:45 p.m., Friday 8:40 a.m. to 2:45 p.m. Refer to pages 56-59 for the complete list of our Daily Bell Schedules.

School Delay/Cancellation: Announcements and notifications about a delayed start or cancellation of school or a school event due to inclement weather and other emergencies are made via Constant Contact Automated Phone Systems. An administrator's voice delivers the message via the telephone number each family has given the school as their primary telephone number. It is the responsibility of each family to inform the school of telephone number changes. We also notify via School Messenger, social media, and broadcast networks.
If a parent feels a danger exists to their child because of weather and road conditions, the parent may decide not to send their child to school on a particular day.
If school is in session that day, parents must call the office before 9:30 a.m. to notify the school that their student will be tardy or absent.

Security Cameras: Security cameras at Holy Family High School are an important part of maintaining a safe and secure learning environment. The camera system supports campus safety by helping deter inappropriate or unlawful behavior, detecting incidents, assisting emergency response, and providing documentation for safety-related investigations.

Sponsored/Sanctioned Activities: HFHS sponsors CHSAA sanctioned, athletic teams and approved non-athletic clubs and activities. Summer and out-of-season athletic clubs, teams, camps, and tournaments, unless specifically granted sponsorship in writing in advance by school Administration are not permitted, sponsored, or sanctioned by Holy Family High School. Regular season athletic fees and tuition do NOT cover the costs for teams, clubs and camps outside of the teams' regular seasons. Extra costs will be charged for extra approved and sponsored team, clubs, camp, and tournament activities. Holy Family High School sponsors and sanctions only the field trips, retreats and co-curricular activities of classes that are listed in the school's master schedule; of the organizations listed in this handbook; of the athletic teams listed in this handbook; of clubs not listed in this handbook.

Supervision of Students: Students must be supervised by a faculty or staff member; an administrator; or moderator, coach, substitute, or volunteer at all times during the regularly scheduled school day; during school sponsored field trips, retreats and service activities; and during on-campus, school sponsored co-curricular activities. Teachers, counselors, substitute teachers, supervisors, moderators, and coaches accept total responsibility for the activity in their care during school hours; during school sponsored field trips, retreats, and activities; and during school sanctioned, on-campus, co-curricular activities.

Teacher Email Addresses: **firstname.lastname@holyfamilyhs.com**

Use of School Building/Campus/Facilities/Equipment: Holy Family High School's Board of Trustees, faculty and staff members; approved student clubs, academic teams and organizations and school sponsored and sanctioned athletic teams may use the school facilities (including building spaces/rooms, campus spaces/areas/fields, courts, stadium, gym, etc.), for approved, calendared and

scheduled practices, contests, tournaments, camps, and meetings during the school year (and in season for athletic teams) at no extra cost or charge.
All non-school groups must apply and sign the Facilities Usage Agreement to use school facilities, equipment, and vehicles on a per use basis. Such usage incurs usage fees.

Usage of any part of the campus outside of the school year and outside of the sponsored teams' seasons will incur additional charges and will necessitate advanced approval and scheduling.

Use of School Name/Logo: At no time may any member of the Holy Family High School community, an alumnus, or an outsider use the school's name or logo in any promotional activity, in published or printed material, on a website, or in a contractual or legal manner without the advance written approval of school Administration.

Visitors: All visitors to the school must sign in and wear a visitor's pass at all times during the visit. Unless permission is given, students from other schools may not visit HFHS during the school hours.

FINANCIAL AND BUSINESS INFORMATION

Tuition:

$18,570	For Catholics who are recognized and registered members of a Catholic parish.
$19,630	For Non-Catholics and for Catholics who are NOT recognized or not registered members of a Catholic parish.
$1,000	Annual Facility Fee per student. This fee is in addition to the tuition.

Additional Fees which are not included in the tuition. ***Fees are subject to change***.

$99	A.P. Exam, price is determined by College Board and is subject to change
$350	Athletic Fee (per Student, per Sport), additional $150 for Course/Pool Fee (Golf and Swim)
$75-$250	Athletic Passes (Optional)
$10	Late Fee for Incidental Billings
$35	FACTS NSF Fee
$50	Parking Permits (Annual)
$10-$20	Parking Fines
$10	Replacement fee for School ID or *Tiger Tips Community Handbook*
$35	Returned Check Fee
$50	Schedule Change Fee
$90	Yearbook (Optional)
Vary	Field Trips, Sport Camps, and Textbooks

Multiple Student Discounts:

- A $800 tuition discount is given for the 2nd child enrolled at HFHS during the same school year.
- A $900 tuition discount is given for the 3rd child enrolled at HFHS during the same school year.
- A family who has four children enrolled at HFHS during the same school year will receive one free tuition.

Scholarships: A limited number of scholarships are awarded to incoming freshmen yearly. Information on scholarships and nominations are distributed to the Catholic elementary/middle schools and parishes each December.

Textbooks: Textbooks can be purchased from https://bookstore.mbsdirect.net/vbm/holyfamilyhs.htm

Tuition Assistance: Tuition assistance is given to families who apply and qualify based upon the results of an analysis of data that each family provides in an annual application. Applications must be filed by January 15, 2027, with FACTS (search for Holy Family High School using 80023 as the zip code).

Tuition - Registration/ Holding Fee:
$350 - This *fee is required for every student and is an annual, non-refundable fee.* It is due at the time of registration; and it will be deducted from the tuition fee.

Delinquent and Unpaid Tuition Accounts: In the event an account becomes past due, Holy Family High School reserves the right, at its discretion and subject to applicable law and School policy, to restrict the student's participation in classes or school activities and/or impose disciplinary consequences, up to and including suspension, until the account is brought current. A Student shall not be permitted to enroll in, transfer to, or register at another Catholic school within the Archdiocese of Denver, nor shall the student be eligible to graduate from an Archdiocesan high school, until all outstanding financial obligations, including tuition, fees, collection costs, and other charges owed to the student's current school or any previous Catholic school(s) within the Archdiocese of Denver have been paid in full.

Fundraising Policy: The all-school fundraisers in which support, and participation are necessary include Week of Giving, Tiger Gala (auction, dinner, and dance), and Tiger Golf Classic, (Benefiting the Sr. Aline Dalton scholarship fund). All fundraising conducted on the HFHS campus, at an HFHS event and/or in the name of Holy Family High School must be approved by school Administration in writing in advance. All revenues from approved fundraising activities are to be deposited in the school account according to school business practices and accounting procedures.

Volunteering: All families are expected to volunteer time, treasures, and talents to make the many activities and events of Holy Family High School successful.

CO-CURRICULAR ACTIVITIES

Community activities are a vital component of the curriculum at Holy Family High School. Activities are designed to promote the spiritual, physical, and social development of all students; to provide opportunities for leadership; to provide avenues to serve school and community; and to develop interests and talents that are normally untapped in classroom activities.

Activities and Athletic Eligibility: Eligibility standards are consistent for all schools belonging to The CHSAA (Colorado High School Activities Association). To be eligible to represent Holy Family High School in an athletic or activity event, a student must meet both CHSAA and Holy Family High School requirements:

Rules of Holy Family High School:

Every student involved in activities or athletics at Holy Family High School will have his or her academic performance monitored on a weekly basis during each season.

1. Ineligible status is from the following Monday through the following Saturday. It continues on a week to week basis until the student raises the grade(s) that have caused ineligibility. No student may regain eligibility during this time.

2. The first time the student appears within the ineligible guidelines (listed below), the student is given a warning week. The student is notified by the coach or club moderator of possible ineligibility and has until the next eligibility check (the following Friday) to raise the grade(s) in question.

3. It is the responsibility of the student to work with his/her teacher to get all grades in question back to satisfactory status. Neither the moderator nor the Athletic Director nor the head coach will intervene on the student's behalf.

Warning Week:
A student is on warning if he or she:

- Receives an "F" in two or more classes on an eligibility report.
- Receives an "F" in the same class for three consecutive eligibility reports.
- Receives a combination of four "D's" and "F's" on an eligibility report.

Ineligible Week:
A student is ineligible if he or she:

- Receives an "F" in two or more classes for two consecutive eligibility reports.
- Receives an "F" in the same class for 4 consecutive eligibility reports.
- Receives a combination of four "D's" and "F's" for two consecutive eligibility reports.

The decision whether a student may practice is to be discussed between the coach or moderator and the parent(s). An ineligible athlete may not dress out for competitions nor compete in contests during the period of ineligibility. The ineligible student in an activity may not assist, perform, or compete during the period of ineligibility.

ATHLETICS

Athletic Contract and Registration: All athletes must complete the registration process for each sport prior to participation in formal practices and/or contests. Your signatures guarantees that you have read and understand the Tiger Athletic program policies.

Permission to Compete with Outside Groups: Any student athlete competing for their home high school must notify the Athletic Department and fill out the Permission to Compete with Outside Groups form. They will be academically tracked by Holy Family High School in the same way as HFHS athletes and held to the Athletic Eligibility Guidelines (even if their home high school uses different eligibility guidelines).

Often asked eligibility Rules of The CHSAA:

- Be passing classes according to Holy Family High School Guidelines.
- Have had a physical examination from a medical doctor within the last calendar year and turn in verification to the Athletic Director before the sports season.
- Have paid and turned in the athletic participation fee.

- Have completed and turned in a signed Athletic Contract, signed Insurance Waiver and Consent for Treatment form; and a signed Athletic Registration/Emergency Information form.
- Not have turned 19 years of age before July1st of the current school year.
- Not have dropped out of school.
- Not have played more than four seasons in any sport during high school.
- Not have practiced with a non-school team in a sport while she/he is a member of the Holy Family High School team unless she/he has received prior written consent from Holy Family High School's Athletic Director.

The Athletic Department now uses this website: https://hfathletics.com for season schedules and athletic announcements. From this site you can also get automatic schedule updates to your cell phone and major newspapers will post articles related to our school on the webpage.

Athletic Offerings: Athletic Fee to participate is $350.00 per student, per sport. However, the Athletic Fee to participate in Golf, and Swimming, is $500.00 due to course, and pool fees. Students will not be allowed to participate in an athletic sport if there is a delinquent tuition account balance.

Holy Family High School participates in the following competitive sports:

Fall	Winter	Spring
Cheers	Basketball – Boys	Baseball
Cross Country (Co-ed)	Basketball – Girls	Golf – Girls
Flag Football – Girls	Cheers	Lacrosse – Boys
Football	Poms	Lacrosse – Girls
Golf – Boys	Swimming – Girls	Soccer – Girls
Poms	Wrestling – Boys	Tennis – Girls
Soccer – Boys	Wrestling – Girls	Track & Field (Co-ed)
Softball		
Tennis – Boys		
Volleyball		

Athletic Pass Packages: All passes are good for home regular season contests only. These are Non-refundable and non-replaceable. Passes are good for one school year.

1. Student Pass - $75.00
   Admits 1 HFHS student with school ID to all home HFHS regular season athletic contests.
2. Adult Pass - $175.00
   Admits one adult and one guest to all home HFHS regular season athletic contests.
3. Family Pass - $250.00
   Admits one adult and three guests to all home HFHS regular season athletic contests.

Holy Family High School charges for the following home contests at all levels:

Baseball	Soccer – Boys and Girls
Basketball – Boys and Girls	Softball
Flag Football – Girls	Swimming – Girls
Football	Track and Field
Lacrosse – Boys and Girls	Volleyball
	Wrestling – Boys and Girls

Athletic Ticket Prices:

Individual Tickets (The ticket price does not include the Credit Card Fee)

	Varsity	Lower-level stand-alones
• Adults (19 & older)	$10.00	$5.00
• Senior Citizens	$5.00	$2.00
• Students 14-18 with school ID	$5.00	$2.00
• HFHS students with school ID	$5.00	$1.00
• Children 6-13	$2.00	Free
• Children 5 and under	Free	Free

Admission is charged for all league and state sponsored post-season contests. The admission to post-season contests is higher per The CHSAA rules. This includes sports that do not usually charge admission.

SPECTATOR'S CONDUCT

Athletic By-laws of the Colorado High School Activities Association, section 7 states: "The responsibility for the conduct of the coaches, players, and spectators at an athletic contest shall lie with the administrators of the schools whose teams are participating in the contest. Any school whose coaches, players, or spectators are guilty of gross misconduct during the period of transit and participation in an athletic contest may be suspended for one year in the particular sport in which the offense occurs. A participant may be suspended for a period of time to be determined by the Commissioner for conduct detrimental to the high school activity program. Severe actions against game officials are extremely detrimental to the aims of high school athletics."

Expected Behavior:

- Show respect for officials and participating school personnel.
- Demonstrate sportsmanlike conduct; be courteous, fair, and respectful.
- Direct cheers in a positive manner to the home team.
- Do not use noisemakers.
- Do not stomp on bleachers.
- Cooperate with all school and game officials.

SCHOOL LETTER

Earning a HFHS school letter is a privilege, not a right. Students may earn a school letter in Academics, Drama, Music, Speech & Debate, and all sports teams that Holy Family High School sponsors.

Academic Letter: A student who makes the Principal's Honor Roll or the "A" Honor Roll for any two out of three consecutive semesters, will be awarded a School Letter and the Lamp of Learning Pin. Subsequent academic lettering earns the student from one to four bars.

Art, Band, Choir, Drama, and some Academic Teams: The criteria for earning a letter are defined and on file with the Letter Club moderator. Individual moderators are expected to discuss lettering requirements with all organization members and parents.

Athletic Letter: The criteria for earning a letter for each specific sport is defined and on file with the Athletic Director. A School Letter is considered the school's property; failure to comply with these

guidelines may result in the letter and the honor being rescinded. Consequently, Holy Family High School reserves the right to recall or withhold a school letter.

SCHOOL LETTER JACKET REQUIREMENTS

Requirements for displaying the School Letter on a letter jacket are set by the Letter Club members. Displaying a School Letter makes one noticed in public as an outstanding member of the school community. To be sure that the school and all its members are well represented by anyone displaying the School Letter, all must adhere to the following guidelines:

Letter Jacket Requirements: (Allowed additions to the letter jackets)

Front: Upper Left…… School Letter
Lower Left…… Year of Graduation
Upper Right…….. Tiger Head (4"or 6")
Lower Right…….. Given Name

Back: 3" surname printed in purple with gold outlined chenille.

ORGANIZATIONS

National Honor Society: HFHS is chartered as the Loretto Chapter of the National Honor Society. The four foundations of the NHS are scholarship, service, leadership, and character. Members must fully participate in this society by completing the approved service requirements per year, maintaining a cumulative 4.1 GPA, and continually demonstrating the four foundational characteristics. Per mandates from the National Society, HFHS may not admit more than 10% of its school population as members. Membership into the Loretto Chapter is selective by application; the required cumulative 4.1 GPA is one of several criteria needed for admission.

Eligibility for NHS candidates:

- Service hours in parishes, school, or neighborhood communities
- Letter of recommendation from a non-relative person
- Sophomores and Juniors meeting eligibility requirements will be invited to apply to NHS in the spring semester of each year.

National Honor Society Officers for 2026 - 2027:

President:	*Carrissa Lim*
Vice President:	*Clara Johnson*
Secretary:	*Ella Elder*
Treasurer:	*Brayden McCormick*
Historian:	*Andrea Prado Estevez*
Events Coordinators:	*Maddalena Nocco and Caroline Staff*

Sociedad Honoraria Hispanica: HFHS is chartered as the La Sagrada Familia Chapter of the Sociedad Honoraria Hispanica. The purpose of the Society is to recognize high achievement in Spanish by students at secondary schools and to promote continuity of interest in Hispanic studies. The commitments of the SHH are academic, community, and global. Students must be enrolled in a Spanish class, participate in at least one Spanish Club meeting each month, maintain an A average in their Spanish class, and maintain an overall GPA of 3.0 or better. Students are expected to participate in the community and global commitment activities. Students must show academic integrity and good character.

Sociedad Honoraria Hispanica Officers for 2026 – 2027:

President:	TBD
Vice President:	TBD
Secretary:	TBD
Treasurer:	TBD

Student Council: The student council provides opportunities for student involvement; develops student leadership; promotes school spirit and pride; improves communication between the Administration, faculty, staff, and the student body; and promotes the general welfare of the school. The student council, with the approval of the Administration, has the responsibility to coordinate and schedule all club and class activities in conjunction with the student council moderators. General membership in the student council will include all Holy Family High School students and the faculty and staff members; and all members are welcome to attend the student council meetings and to participate in student council activities. Voting members of the student council are the executive council officers and the class officers.

Student Council Officers for 2026 – 2027:

Executive Council Officers:	**Senior Class Officers**	**Junior Class Officers**
Anna Bardeau	*Edward Hill*	*Grant Gottlieb*
Kyla Hermes	*Clara Johnson*	*Jackson Perry*
Liberty Ley	*Haiden Michel*	*Olivia Seifarth*
Carrissa Lim	*Mary Siurek*	*Kendall Wangerin*
	Andrew Stolz	

Sophomore Class Officers	**Freshmen Class Officers**
Madison Brown	*TBD*
Chuck Case	
Sofia Portillo	
Kassidy Schlepp	

The International Thespian Society: The purpose of this honor society is to recognize the theatre arts students. Specifically, students earn the right to be inducted by accumulating points for their work and meeting other required criteria. The mission of ITS is to honor student excellence in the theatre arts. Only students who have completed all eligibility requirements and have had their names, contact information, and one-time induction fees submitted to the EdTA/ITS home office by the troupe director are members of the Thespian troupe and the International Thespian Society. A student member must maintain satisfactory standards of membership as set forth by the EdTA governing board and the troupe constitution.

International Thespian Society Officers for 2026 - 2027:

President:	*Ella Elder*
Vice President:	*Anna Havey*
Secretary:	*Patrick Roe*
Treasurer:	*Kyli Gochenour*
Underclassmen Representative:	*Juliette Bishop and Lexington Wisniewski*
Connections:	*Matthew Walker*

Community Members

Administrative Team:
Mr. Mike D. Gabriel, President
Mrs. Mary Vulcani, Principal
Mrs. Kristi Helbig, Assistant Principal
Mr. Scott Breay, Director of Facilities
Mr. Michael Couture, Director of School Security and Safety
Mr. Joseph Galmish, Dean of Students
Mrs. Lissette Gutierrez, Dean of Students
Mrs. Rhonda Lambrecht, Director of Finance
Mr. Ben Peterson, Athletic Director

Board of Advisors:
Mr. Scott Elmer, Superintendent
Mr. Michael Edghill, Associate Superintendent
Mr. Mike D. Gabriel, President
Mrs. Mary Vulcani, Principal
Mrs. Jody Harper Alderman
Mr. Alexander Ariniello
Mrs. Rhonda Lambrecht
Mr. Terry LaVelle
Mr. Federico Montoya
Mr. John Napierkowski
Mrs. Kimberly Siurek
Fr. Jason Wallace
Mr. Matthew Ward

Academic Council:
Mrs. Mary Vulcani, Principal
Mrs. Luanne Bartoletta, Director Student Support Services Program
Mrs. Paula Colello, Fine, Practical and Performing Arts Department Chairperson
Mr. Dean Dodero, Physical Education Department Chairperson
Mrs. Lisa Doroff, College Counselor
Ms. Hannah Disberger, Social Science Department Chairperson
Ms. Christina Engstrom, World Languages Department Chairperson
Mrs. Gillian Erdmann, Mathematics and Computer Science Department Chairperson
Mrs. Clare Nowak, Theology Department Chairperson
Mrs. Jacqueline Phillips, College Counseling Department Chairperson
Mrs. Tammy Sloan, Director Admissions
Mrs. Angela Smith, English Department Chairperson
Mr. Will Wilson, College Counselor
Mr. Mark Yeazell, Science Department Chairperson

Academic Departments:

English and Language Arts
Ms. Angela Smith, Chairperson
Mr. Del Bishop
Dr. Angela Densmore
Dr. Seth Fabian
Ms. Yvonne Hayes
Mrs. Mallory Kam
Dr. Patricia Marchesi
Mr. Matthew McGuiness
Mrs. Michelle Priola
Mrs. Dana St. John
Mrs. Jennifer Wagner
Mr. Jon Yunt

Fine, Practical and Performing Arts
Mrs. Paula Colello, Chairperson
Mrs. Olivia Conner
Mrs. Pam MacLennan
Dr. Marcia Marchesi
Dr. Patricia Marchesi
Ms. Toni Verretta

Mathematics and Computer Science
Mrs. Gillian Erdmann, Chairperson
Mrs. Trudy Acosta
Mr. Bob Comeaux
Mr. Ernie Derrera
Mr. Brad Frisch
Mr. Ben Kubistek
Dr. Megan Paciaroni
Mrs. Angelica Reyes
Mr. Steven Tarrant
Mr. Frank Ybarra
Ms. Elizabeth Walden

Physical Education
Mr. Dean Dodero, Chairperson
Mr. Justin Brennan
Mrs. Jenna Gallas

Science
Mr. Mark Yeazell, Chairperson
Ms. Katherine Bine
Mr. Bob Comeaux
Mr. Micah Greenmyer
Mr. Jason Martinez
Mr. Richard Morris
Dr. Megan Paciaroni
Mr. Isaiah Remington
Mrs. Tammy Schneider
Mrs. Tammy Schneider
Ms. Elizabeth Walden

Social Science
Ms. Hannah Disberger, Chairperson
Ms. Amy Davis
Dr. Seth Fabian
Mrs. Bianca Jolly
Mrs. Rachel Lawhead
Mrs. Cassie Marck
Mr. Isaiah Remington
Mrs. Myrna Remington
Mrs. Karen Waples

Theology
Mrs. Clare Nowak, Chairperson
Mr. Joseph Galmish
Mr. Peter Galmish
Mr. David Good
Mr. Micah Greenmyer
Mr. Joshua Havey
Mrs. Myrna Remington
Mrs. Brittany Storgaard
Ms. Anna Wichorek

World Languages
Ms. Christina Engstrom, Chairperson
Ms. Laurence Averseng
Mrs. Marcela Estevez
Dr. Frank Gumerlock
Mrs. Moriah Nguyen
Ms. Anna Wichorek

Athletic Department/Coaches:

Athletic Director: Mr. Ben Peterson
Athletic Trainer: Mr. Ryan Lawhead
Athletic Administrative Assistant: Mr. Mitch Martinez

Head Coach	***Sport***	***Season***
Mr. Isaiah Remington	Cross Country (Co-ed)	Fall
Mr. Shannon Turley	Flag Football – Girls	Fall
Mr. Mike D. Gabriel	Football	Fall
Mr. Will Wilson	Golf – Boys	Fall
Mr. Ted Hansen	Soccer – Boys	Fall
Mrs. Moriah Nguyen	Softball	Fall
Mr. Eric Carlson	Tennis – Boys	Fall
Mrs. Jenna Gallas	Volleyball	Fall
Mrs. Gina Harris	Cheers	Fall/Winter
Mrs. Chelsea Incorvaia	Poms	Fall/Winter
Mr. Peter Villecco	Basketball – Boys	Winter
Mr. Mike Quintana	Basketball – Girls	Winter
Mrs. Hillary Zarlengo	Swimming – Girls	Winter
Mr. Ernie Derrera	Wrestling – Boys & Girls	Winter
Mr. Marc Cowell	Baseball	Spring
Mr. Heikke Nielsen	Golf – Girls	Spring
Mr. Lee Williams	Lacrosse – Boys	Spring
Mr. Jack Englert	Lacrosse – Girls	Spring
Mr. Jesse Vertun	Soccer – Girls	Spring
Mr. John Alderman	Tennis – Girls	Spring
Mr. Isaiah Remington	Track and Field (Co-ed)	Spring

Service Departments:

Admissions
Mrs. Tammy Sloan, Director
Mrs. Kathryn Greany, Associate Director

Apostolic Ministry
Mrs. Kimberly Perez, Director

Campus Ministry/Chaplaincy
Fr. John Stapleton, Chaplain
Mrs. Kimberly Perez, Director

Communications & Marketing
Mr. Jeff Beaton, Director
Mrs. Monique Dominguez, Marketing

Library-Media
Ms. Yvonne Hayes

Office of Advancement
Mrs. Ann Marie White, Director
Mrs. Mary Fountaine
Mrs. Valerie Stozki, Events Specialist

Student Support Services Program
Mrs. Luanne Bartoletta, Director
Mrs. Shannon Batal
Mrs. Sonja BonAnno, Academic Support
Mrs. Tricia Darschewski
Mrs. Emily Dunne, School Counselor
Mr. Keith Grable
Mrs. Marie Hulquest

Counseling Department
Mrs. Jacqueline Phillips, Chairperson
Mrs. Lisa Doroff
Ms. Abby Flesher
Mrs. Eliana Harris
Mrs. Michelle Markle
Mr. Will Wilson

Facilities, Safety and Security
Mr. Michael Couture, Director Safety and Security
Mr. Robert Wood

Strength & Conditioning
Mr. Everett Ridderbos

Teacher Development
Mr. Matt Brothers
Dr. Seth Fabian

Support Staff:

Office Staff
Mrs. Dawn Delgado
Ms. Amanda Gallegos
Ms. Kathy Martinez
Mrs. Monica Portillo
Ms. Francine Saulino

Food Services
Mrs. Vicki Burke, Director
Mrs. Gwen Berens
Mrs. Ellen Christoff
Mrs. Jill McGee
Mrs. Autumn McGoff
Mrs. Denette Vonasek

Facilities/Maintenance
Mr. Scott Breay, Director
Mrs. Araseli Batrez
Ms. Noemi Chavez
Ms. Maria Elena Cordova
Ms. Maria Valdez
Mr. Jeremiah White

Business Office
Mrs. Rhonda Lambrecht, Director of Finance
Mrs. Kathy VanHoudt

School Nurse
Mrs. Alicia DeHerrera
Mrs. Alex Di Petrillo

Faculty Liaison
Mr. Dave Good

DAILY BELL SCHEDULE OF CLASSES:

Regular Schedule
School Day Hours: 7:55 a.m. to 2:45 p.m.

			Purple	Gold
7:55			Warning Bell	Warning Bell
8:00 -	9:20	(80)	Block 1P	Block 1G
9:25 -	10:55	(90)	Block 2P (PA)	Block 2G (PA)
11:00 -	11:30	(30)	A Lunch	A Lunch
11:35 -	12:55	(80)	Block 3P A	Block 3G A
or			or	or
11:00 -	11:40	(40)	Block 3P B (part 1)	Block 3G B (part 1)
11:45 -	12:10	(25)	B Lunch	B Lunch
12:15 -	12:55	(40)	Block 3P B (part 2)	Block 3G B (part 2)
or			or	or
11:00 -	12:20	(80)	Block 3P C	Block 3G C
12:25 -	12:55	(30)	C Lunch	C Lunch
1:00 -	2:20	(80)	Block 4P	Block 4G
2:25 -	**2:45**	**(20)**	**Access**	**Access**

Late Start – Friday Liturgy Schedule
School Day Hours: 8:40 a.m. to 2:45 p.m.

			Purple	Gold
8:40			Warning Bell	Warning Bell
8:45 -	9:45	(60)	Block 1P	Block 1G
9:50 -	10:55	(65)	Block 2P (PA)	Block 2G (PA)
11:00 -	12:00	(60)	Mass	Mass
12:05 -	12:30	(25)	A Lunch	A Lunch
12:35 -	1:40	(65)	Block 3P A	Block 3G A
or			or	or
12:05 -	12:35	(30)	Block 3P B (part 1)	Block 3G B (part 1)
12:40 -	1:05	(25)	B Lunch	B Lunch
1:10 -	1:40	(30)	Block 3P B (part 2)	Block 3G B (part 2)
or			or	or
12:05 -	1:10	(65)	Block 3P C	Block 3G C
1:15 -	1:40	(25)	C Lunch	C Lunch
1:45 -	2:45	(60)	Block 4P	Block 4G
No Access				

Late Start – Two Hour Delay/Inclement Weather Schedule
School Day Hours: 9:55 a.m. to 2:45 p.m.

			Purple	Gold
9:55			Warning Bell	Warning Bell
10:00 -	11:00	(60)	Block 1P	Block 1G
11:05 -	12:05	(60)	Block 2P (PA)	Block 2G (PA)
12:10 -	12:35	(25)	A Lunch	A Lunch
12:40 -	1:45	(65)	Block 3P A	Block 3G A
or			or	or
12:10 -	12:40	(30)	Block 3P B (part 1)	Block 3G B (part 1)
12:45 -	1:10	(25)	B Lunch	B Lunch
1:15 -	1:45	(30)	Block 3P B (part 2)	Block 3G B (part 2)
or			or	or
12:10 -	1:15	(65)	Block 3P C	Block 3G C
1:20 -	1:45	(25)	C Lunch	C Lunch
1:50 -	2:45	(55)	Block 4P	Block 4G
No Access				

Liturgy/Morning Assembly Schedule
School Day Hours: 7:55 a.m. to 2:45 p.m.

			Purple	Gold
7:55			Warning Bell	Warning Bell
8:00 -	9:00	(60)	Block 1P	Block 1G
9:05 -	10:10	(65)	Block 2P (PA)	Block 2G (PA)
10:15 -	11:30	(75)	Liturgy/Assembly	Liturgy/Assembly
11:35 -	12:05	(30)	A Lunch	A Lunch
12:10 -	1:15	(65)	Block 3P A	Block 3G A
or			or	or
11:35 -	12:10	(35)	Block 3P B (part 1)	Block 3G B (part 1)
12:15 -	12:40	(25)	B Lunch	B Lunch
12:45 -	1:15	(30)	Block 3P B (part 2)	Block 3G B (part 2)
or			or	or
11:35 -	12:45	(70)	Block 3P C	Block 3G C
12:50 -	1:15	(25)	C Lunch	C Lunch
1:20 -	2:20	(60)	Block 4P	Block 4G
2:25 -	**2:45**	**(20)**	**Access**	**Access**

Morning Prayer Service Schedule

School Day Hours: 7:55 a.m. to 2:45 p.m.

		Purple	Gold
7:55		Warning Bell	Warning Bell
8:00 - 9:20	(80)	Block 1P	Block 1G
9:25 - 9:47	(22)	Morning Prayer Service	Morning Prayer Service
9:53 - 11:20	(87)	Block 2P (PA)	Block 2G (PA)
11:25 - 11:55	(30)	A Lunch	A Lunch
12:00 - 1:20	(80)	Block 3P A	Block 3G A
or		or	or
11:25 - 12:05	(40)	Block 3P B (part 1)	Block 3G B (part 1)
12:10 - 12:35	(25)	B Lunch	B Lunch
12:40 - 1:20	(40)	Block 3P B (part 2)	Block 3G B (part 2)
or		or	or
11:25 - 12:45	(80)	Block 3P C	Block 3G C
12:50 - 1:20	(30)	C Lunch	C Lunch
1:25 - 2:45	(80)	Block 4P	Block 4G

No Access

Afternoon Assembly Schedule

School Day Hours: 7:55 a.m. to 2:45 p.m.

		Purple	Gold
7:55		Warning Bell	Warning Bell
8:00 - 9:15	(75)	Block 1P	Block 1G
9:20 - 10:40	(80)	Block 2P (PA)	Block 2G (PA)
10:45 - 11:15	(30)	A Lunch	A Lunch
11:20 - 12:35	(75)	Block 3P A	Block 3G A
or		or	or
10:45 - 11:25	(40)	Block 3P B (part 1)	Block 3G B (part 1)
11:30 - 11:55	(25)	B Lunch	B Lunch
12:00 - 12:35	(35)	Block 3P B (part 2)	Block 3G B (part 2)
or		or	or
10:45 - 12:00	(75)	Block 3P C	Block 3G C
12:05 - 12:35	(30)	C Lunch	C Lunch
12:40 - 1:55	(75)	Block 4P	Block 4G
2:00 - 2:45	(45)	Assembly/Dismissal	Assembly/Dismissal

No Access

Half-Day Schedule
School Day Hours: 7:55 a.m. to 12:00 p.m.

		Purple	Gold
7:55		Warning Bell	Warning Bell
8:00 - 8:55	(55)	Block 1P	Block 1G
9:00 - 10:00	(60)	Block 2P (PA)	Block 2G (PA)
10:05 - 11:00	(55)	Block 3P	Block 3G
11:05 - 12:00	(55)	Block 4P	Block 4G

No Access

Tiger Day Schedule – All Classes/Purple and Gold Meet
School Day Hours: 7:55 a.m. to 2:45 p.m.

7:55		Warning Bell
8:00 - 8:40	(40)	1P/1G
8:45 - 9:30	(45)	2P/2G (PA)
9:35 - 10:15	(40)	3P/3G
10:20 - 11:00	(40)	4P/4G
11:05 - 11:30	(25)	A Lunch
11:35 - 12:30	(55)	3G/3P
11:05 - 11:30	(25)	3G/3P (part 1)
11:35 - 12:00	(25)	B Lunch
12:05 - 12:30	(25)	3G/3P (part 2)
11:05 - 12:00	(55)	3G/3P
12:05 - 12:30	(25)	C Lunch
12:35 - 1:15	(40)	1G/1P
1:20 - 2:00	(40)	2G/2P
2:05 - 2:45	(40)	4G/4P

No Access

School Song

We're a Grand Old School
We're a highflying school,
And we're always in step with the team,
We're the envy of the other ones,
The school with the heart for the game.
Every heart beats bold for the purple and gold.
And there's never a boast or brag.
Should all acquaintance be forgot,
Keep your eye on Old H.F. High.

Fight Song

Cheer, cheer for our Tiger Team.
Wake up the echoes; take up the dream.
Send a volley cheer on high
Shake down the thunder from the sky.
BOOM! BOOM!
What tho' the odds be great or small
Our Tiger Team will win over all.
Holy Family fans are marching onward to victory
BOOM! BOOM!

***TIGER TIPS COMMUNITY HANDBOOK* Acknowledgment Statement:**

Such a handbook is essential in providing for the common good of all and in creating a healthy, family atmosphere where each community member can strive to reach his or her fullest potential spiritually, academically and socially.

Our signatures below indicate acknowledgement that we have received the *Holy Family High School's Tiger Tips Community Handbook*, have read the handbook, and agree to abide by the rules, procedures and policies found therein. We understand that we do not have to like or agree with the contents of this handbook nor with school Administration's interpretations of its contents as they pertain to us. However, in freely choosing to enroll in Holy Family High School, we agree to support, cooperate with, and abide by the rules, procedures, and policies of Holy Family High School; of its *Tiger Tips Community Handbook;* and of school Administration's interpretations of *The Tiger Tips Community Handbook* content, school rules, regulations, and policies.

Specific Archdiocesan policies which are identified in this handbook are summaries only. For complete copies of the policies referenced, refer to the Secretariat for Catholic Schools Administrators' Manual at www.archden.org. In the event of any conflict between the summary and the complete policy, it is the Administrators' Manual that governs.

Statements in this Handbook are subject to amendment with or without notice. The school Principal will attempt to keep the school families informed of all changes as soon as practical. Some changes might have to be made immediately due to unforeseen circumstances.

FAILURE TO SIGN AND RETURN THIS STATEMENT DOES NOT EXEMPT OR EXCLUDE THE STUDENT AND/OR THE PARENTS/GUARDIANS FROM KNOWING AND ABIDING BY RULES, PROCEDURES AND POLICIES OF THIS SCHOOL

Please sign, date, and turn in the signature page – page 62

***TIGER TIPS COMMUNITY HANDBOOK* Acknowledgment Statement**

Signature Page

FAILURE TO SIGN AND RETURN THIS STATEMENT DOES NOT EXEMPT OR EXCLUDE THE STUDENT AND/OR THE PARENTS/GUARDIANS FROM KNOWING AND ABIDING BY RULES, PROCEDURES AND POLICIES OF THIS SCHOOL

Signature of Parent(s)/Guardian(s): Printed Name(s):

_____ _____

_____ _____

Signature of the HFHS Student(s): Printed Name(s):

_____ _____

_____ _____

_____ _____

Date: _____