



**"COMMUNITIES OF FAITH,  
KNOWLEDGE AND SERVICE"**

**Holy Family School**

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# HOLY † FAMILY SCHOOL

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faith • citizenship • academic excellence

Dear Parents and Students,

Welcome to Holy Family Catholic School in Auburn! In selecting Holy Family School you are partnering with our school's call to inspire faith, guide students to excel academically, and empowering students in citizenship. The Parent/Student Handbook reflects the policies and philosophy of Holy Family School.

The Holy Family School Handbook is available online and hard copies are available by request in the school's office. All families must read this document carefully and have a signed handbook agreement form on file in the school office. By signing this agreement form, you agree to abide by the policies of Holy Family School during the 2017-2018 school year.

The faculty and staff of Holy Family School look forward to working with you to promote spiritual and academic excellence in the context of the teachings of the Catholic Church. In prayer, may God guide us in this call to educate and prepare the children well through their time at our school.

May God bless you and your family,  
Michele Corey  
Principal



## **Location**

Holy Family Catholic School is located on the campus of Holy Family Parish Church in Auburn, WA. The school is a Pre-Kindergarten through 8th grade Catholic elementary school under the Archdiocese of Seattle's Catholic Schools Office. The curriculum stresses academic achievement within a Christian community where children feel that they are loved and respected by their peers as well as their teacher.

## **History**

Holy Family Catholic School opened its doors in 1964, one year after the official opening of the new and larger Holy Family Church structure. In its first year of operation, the school enrollment was 150 students in 1<sup>st</sup>-4<sup>th</sup> grades. The school was entirely operated by the Sisters of the Holy Names, with the exception of the lay second grade teacher, Cathy Carney. Sister John Daniels assumed the first principal position at the new school. The charism of the school was as follows:

*Collaborating with the church's mission of education and serving under the Holy Names of Jesus and Mary, the emphasis was to focus on the education and the full development of young girls and the poor, with a special emphasis on music and art along with strong academics.*

Today's charism has maintained much the same focus, although there is not a specific emphasis on gender.

The School and Holy Family Parish Community were thriving in the mid-1960s and an additional grade was added to the school each year until 1968, at which point Holy Family contained students in 1<sup>st</sup>-8<sup>th</sup> grades. The discontinuation of grades seven and eight within three years were the result of a waning economy. In 1971, Holy Family enrolled students in grades one through six, which would remain the case until 1994 and 1995, respectively, when the 7<sup>th</sup> and 8<sup>th</sup> grades were reinstated to the school. This remains the case today.

With the demand for parents seeking a Catholic education for kindergarten children, the school opened its first kindergarten class in 1992, under the direction of its first lay principal, Kathleen Cowin. Additionally, in 2008, the school opened a prekindergarten (pre-K) class. Both grade levels have proven to be very successful, and in the past three years the pre-K has had a waiting list for interested families. Enrollment has varied frequently over the past 48 years.

## **ARCHDIOCESE OF SEATTLE MISSION STATEMENT**

The schools of the Archdiocese of Seattle, in communion with the Archbishop, in collaboration with parents, parish leadership, and the community, and in the service of teaching Gospel values and the faith of the Catholic Church, educate students in grades K to 12 for leadership and service to the church and society through excellent religious, academic, and co-curricular programs that strive to be accessible to all.

### *A CATHOLIC EDUCATION*

Through each of their programs, especially religious education, Catholic schools collaborate with parents as the primary educators of their children in faith, hope, and love.

- Supported by their parishes and communities, Catholic Schools educate the whole person – mind, heart, and spirit – by teaching, modeling, and instilling the teachings of the Gospel and of the Catholic faith.
- These teachings, expressed through sacraments, religious traditions, and lived example, foster in students an ethical and Christ-like way of life.
- By learning to value this way of life, students grow to respect the intrinsic dignity of each person and to serve as leaders in search of a just and peaceful society and church.

### *THROUGH EXCELLENT RELIGIOUS, ACADEMIC, AND CO-CURRICULAR PROGRAMS*

The Catholic schools of the Archdiocese of Seattle develop the growth of each student toward his or her full potential by providing high quality instruction in all areas.

- Catholic schools offer programs designed to develop the spiritual, academic, artistic, athletic, and leadership potentials of their students.
- Catholic schools encourage and prepare students to attain high standards of achievement. All schools seek accreditation through an established process of review.
- Teachers receive certification from the State of Washington and, teachers of religion, from the Archdiocese of Seattle.

### *THAT STRIVE TO BE ACCESSIBLE TO ALL*

Catholic schools of the Archdiocese of Seattle respect all students and strive to be accessible by:

- Providing tuition assistance for families with financial need.
- Serving a population that comprises the rich ethnic diversity of the Archdiocese.
- Providing reasonable accommodations for students with disabilities.
- Ensuring the viability of present schools.
- Opening new schools in under-served areas of the Archdiocese.
- Welcoming children who value a Catholic education, regardless of religious background, depending on space available.

## **Holy Family School Mission Statement**

Holy Family Catholic School, a ministry of Holy Family Parish, is a community that educates and inspires students to grow in faith, to demonstrate academic excellence, and to model Christian citizenship.

### **Goal**

The goal of the program is student development. We will integrate faith with life, cultivate responsible leadership, and achieve intellectual, physical, emotional, social, and aesthetic growth.

### **Philosophy**

Parents have the fundamental responsibility for their children's education. The church, school and the community balance this role with the parents as we work together to achieve goals rooted in gospel values.

### **Students of Holy Family Catholic School are (Student Learning Expectations, SLEs):**

#### **Persons of deep faith:**

- ❖ Have knowledge of Catholic beliefs and practices
- ❖ Participate in the celebration of their faith through liturgy, sacraments, and prayer
- ❖ Make Christian moral choices that reflect self-respect and diversity of others

#### **Learners who:**

- ❖ Have knowledge of basic academic subjects
- ❖ Use technology to research, produce and present a project
- ❖ Demonstrate the ability to problem solve and make independent decisions using reflective and critical thinking skills
- ❖ Participate in the liberal and fine arts

#### **Active citizens who:**

- ❖ Serve the needs of the community and the world
- ❖ Make sound decisions, obey laws, and work for social justice
- ❖ Demonstrate the ability to plan and complete tasks

#### **Mindful individuals who:**

- ❖ Use their gifts and talents in service to others, fulfilling their role as disciples of Christ
- ❖ Identify individual strengths, talents, and limitations
- ❖ Show respect for God, self, and others

## **Student Covenant**

It is the student's responsibility to participate in the educational program of the school, to help maintain an orderly environment throughout the school, and to contribute to a positive learning environment. In order to accomplish this, the student must observe the following standards of behavior:

- Model Christ's teachings about love for one's neighbor in all interactions with other students, visitors, volunteers, faculty, and staff members.
- Obey, in letter and spirit, all school rules, policies, procedures, and civil laws.
- Behave in a respectful manner toward all school personnel, volunteers and visitors.
- Respect all property belonging to themselves, other persons, or the school and parish.
- Help maintain a clean and orderly school.
- Encourage behavior in fellow students which upholds these standards.

## **Parent Covenant**

The greatest influence on a child's thinking and behavior is his/her parents. Accordingly, it is the parent's responsibility to encourage in the child a positive attitude toward self and learning, and to guide the child in becoming a responsible, caring Christian. Active support from all parents in the following areas is essential:

- Recognize that parents are the primary educators of their children.
- Foster in the student a Christ-like concern for all classmates and their reputations.
- Uphold, in letter and spirit, all rules, policies and procedures of the school.
- Recognize the need to develop in the student a Christian attitude of respect for these rules, policies and procedures.
- Consult with the staff person involved before forming an opinion regarding a student's interpretation of an event or disciplinary action.
- Support all school personnel by conducting all school-home communication in a Christian and civil manner.
- Be available for conferences.
- Attend Mass with their children each weekend.

## **Teacher Covenant**

It is the teacher's responsibility to educate students in a manner that ensures not only their intellectual growth, but their spiritual and emotional growth as well. These responsibilities include:

- Maintain an atmosphere which ensures each student's educational and personal growth without fear of intimidation by others.
- Implement the curricula responsibly by using the follow: *Archdiocesan Guidelines for Catechesis*, and elements of the *Washington State Standards* and *Core Curriculum*.
- Help students develop pride in their school based on respect for themselves and others.

- Enforce all school rules, policies and procedures.
- Develop students' respect for all school personnel and volunteers.
- Respond promptly and appropriately to any behaviors which are inconsistent with the letter or spirit of the rules, policies, procedures and/or mission of Holy Family School.
- Keep parents informed about school rules, policies and procedures.
- Keep parents and principal informed about the behavior and academic performance of students.

### **Principal Covenant**

It is the principal's responsibility to administer the total educational program of the school in conformity with its mission, philosophy and goals. To achieve this end, the following are necessary:

- Represent the needs of the students.
- Inform parents about school rules, policies, procedures and programs.
- Assist and support school personnel in their efforts to implement the philosophy and goals of the school.
- Be accountable to the Pastor for the observance of all school, parish and Archdiocesan educational policies.

### **Pastor Covenant**

The pastor is the spiritual leader who takes special care of the Catholic education of the students. As such he is responsible for the total educational program. The pastor is director of the parish school, responsible for defining, promulgating, and administering the basic policies by which the school functions. The pastor delegates the immediate direction of the school and its programs to the principal.

## **POLICY OF ADMISSIONS**

Holy Family School admits students of any gender, race, color, national or ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students at the school. We do not discriminate on the basis of gender, race, color, ethnic or national origin in administration of educational or admissions policies. Holy Family School does not discriminate against otherwise qualified students and/or applicants on the basis of disability.

A "Parish family" is defined as:

1. One who is registered in the Parish at least six months prior to school registration (unless relocating to the area from another parish).
2. One who has a Stewardship Commitment Card on file with the Parish and is contributing as pledged. A periodic review will be made to verify contributions.
3. One who is participating in the life of the Parish by attending and supporting Parish activities.

### **Admission Procedures for New Students**

1. Registration will begin during Catholic Schools' Week at the end of January.
2. All students seeking admission will be tested prior to placement. After testing, all applicants will be notified as to their admission status. If after testing it is determined that the student qualifies for admission, but there is not a space in the class, they will be placed on the waiting list.
3. Admission of students is dependent upon the results of testing and an interview with the parents. Admission is also contingent upon receipt and review of prior school records.
4. Those requesting enrollment into Pre Kindergarten must be 4 on or before August 30<sup>th</sup>, of the school year. Kindergarten must be 5 on or before August 30<sup>th</sup>, of the school year. Those requesting enrollment into First Grade must be 6 on or before August 30<sup>th</sup>, of the school year.
5. If a family chooses not to enter their child in Kindergarten, but wants their child to attend First Grade, they may reserve a space in First Grade only by written request made by September first of what would be the Kindergarten year, and payment of half a year's tuition by the end of February of what would be the Kindergarten year. This tuition will be applied to the First Grade tuition and is non-refundable, unless space is unavailable. Because children already enrolled in Kindergarten have priority for First Grade enrollment, there will be a limited number of spaces available.
6. As openings occur for each grade level, students will be admitted and/or placed on the waiting list. Pre Kindergarten class size is limited to 20. While our goal at Holy Family School is to limit class size in grades K-8 to 26 students, the maximum class size and staffing may be adjusted from time to time at the discretion of the principal, in consultation with the School Commission and the Pastor.
7. Priority List
  1. Siblings of currently enrolled students.
    - a. The family must be in good standing in regard to the participation, finances, and support of the school. Catholic families must be supportive of the Parish programs.
    - b. A birth certificate, baptismal certificate, current immunization record and health/emergency form must accompany the registration form.
    - c. Educational Materials fee must be paid.
  2. Students of families who meet the definition of "PARISH FAMILY" as defined above. When the applicants are equal, the following will be taken into consideration:
    - a. Longevity in Holy Family Parish
    - b. Siblings of alumni of Holy Family School
    - c. Grandchildren of long-time Parishioners
    - d. Birth date of the student
    - e. Results of any interviews deemed necessary by the Principal
  3. Students of families that are registered in other Catholic parishes with first priority given to Parish subsidized families.
  4. Non Catholic students will be eligible for admission if a place is available after June 1st. Non-Catholic students are placed on the waiting list in the order their applications are received in the school office.
  5. Any exceptions to the priority basis can only be made by the Pastor of Holy Family Parish.

### Re-registration Process for Returning Students

Students who are enrolled for the current year may be re-registered for the next school year by:

1. Parents returning the January Intent to Return form, stating their desire to re-enroll. If this form is not returned to the school office by FEBRUARY 1st, the student may be removed from the class list for the next school year.
2. After review of current year's tuition contract compliance, a contract for the next school year will be offered providing all current contract obligations have been met. The review shall include: current tuition payments, fundraising obligations (including service hours), current active Parish status (sacrificial giving and participation in Parish life).
3. Non compliance could result in change of tuition contract status.

### Immunization

Washington State Law requires entry level students to provide the school with proof of full immunization. This record of immunization is required of all enrolled students of Holy Family School. The month, day, and year of all vaccines must be given.

Pre Kindergarten	1 Varicella 3 Pneumococcal 4 DTP 3 Polio 1 Measles, 1 Mumps, 1 Rubella, 3 Hib 3 Hepatitis B for children born on or after 1-1-95
Kindergarten	5 DTP 4 Polio 2 Measles, 2 Mumps, 2 Rubella 3 Hepatitis B
Grade Six	1 dose of Tdap required

### FINANCES

The school does not wish to deprive any child of a Catholic education if a family has a genuine inability to meet its financial obligations. Therefore, if circumstances arise such that the family is unable to meet their financial obligations, they must contact the Pastor, the Principal, or a member of the School Commission to apply for special arrangements.

We offer financial assistance through the Archdiocese of Seattle Fulcrum Foundation and the Holy Family School Endowment Scholarship fund and/or the Tuition Waiver Program for those in need of help in payment of tuition.

The Holy Family School Scholarship Fund is used by families who cannot afford tuition, while the Tuition-Waiver Program is for families needing only temporary financial help.

Forms for applying may be picked up in the school office. These forms are kept confidential. Deadline for the completed Holy Family School Scholarship Fund form varies each year please watch for the announcement in Wednesday Letter.

### **Financial Arrears**

Failure to make full payment of tuition or to meet the fund-raising commitments may result in: denial of report cards, holding other school records, required withdrawal from school, and/or denial of future registration.

### **Tuition Agreement Forms**

These forms are filled out at the time of registration. A family is not registered until this form is returned along with payment of the educational materials fee. If registration is cancelled, this fee is non-refundable.

## **PROGRAMS**

### **Religion Classes**

All who work in a Catholic school teach the Catholic faith with the goal of forming intentional disciples. Words and actions reveal the Gospel to a world hungry for kindness, goodness, truth and justice. We are called to discover God's Kingdom, right here, right now. Our work with God's children challenges us to be our best selves in service to those in need. God called you to this task. He chose you for this moment and at this time.

The standards have been re-organized and aligned with the Six Tasks of Catechesis and the Pillars of the Catechism of the Catholic Church.

Six Task of Catechesis:

Anchored in the Catechism, the organization through the Six Tasks in **not** meant to be sequential. Rather, imagine a mobile with six moving parts. The parts move according to many factors within the school year: the Church calendar, the grade level emphasis, literature themes, even science/math experiments. Each experience in a classroom can be viewed through the lens of faith. The Six Tasks call us to provide:

1. Knowledge of the Faith
2. Experience and love of the Liturgy
3. Moral formation
4. Prayer experiences as necessary in the rhythm of life
5. Community and life of the Church, the history and our place in the Church's story
6. Missionary zeal modeled and integrated in service to God's call for our lives!

### **Mass and Liturgy Celebrations**

Mass is celebrated as a school community on the second and fourth Thursdays of the month, when school is in session, at 8:45 a.m. The whole school is involved in the preparation of these liturgies. Other liturgies are arranged for according to the needs of the school or of a particular class. Parents are encouraged to attend these celebrations.



**Sacraments**

A parent education program will be coordinated by the parish to enable parents to prepare their children for the reception of the sacraments of Eucharist and Reconciliation.

**Academics**

Holy Family School has a standard curriculum with provision for grouping or individualizing of students. Holy Family School does not discriminate against otherwise qualified students and/or applicants on the basis of disability.

Holy Family students score consistently above the national average on standardized achievement tests.

**Library Guidelines** (Revised November 2013)

Library Mission Statement

The Holy Family School library exists to help develop reading skills; to encourage recreational reading; to help familiarize students with the world around them, both present and past; to enhance the curriculum taught in the classrooms; and to promote a life-long love of reading.

Library Philosophy Statement

The school library staff is committed to providing highly responsive service to the entire school community. The staff strives to inform, enrich, and empower every member of the school community by providing access to high-quality, appealing, timely, authoritative, and reputable materials in a variety of genres for a variety of age levels. The library staff acquires, organizes, and provides a wide variety of children’s literature, Catholic resources, other relevant library materials, and serves the entire school community with caring and expert assistance.

**Physical Education**

Students participate in a standard physical education program.

**Enrichment**

- |                   |                               |
|-------------------|-------------------------------|
| Choir             | Field Trips                   |
| Outdoor Education | Community Resources           |
| Field Day         | Student Body Assemblies       |
| Goal Celebrations | Beginning/Advanced Band       |
| Science Projects  | Student Leadership/Government |
| Foss Science Kits | Drama/Performing Arts         |

**Resources**

- |                        |                            |
|------------------------|----------------------------|
| Complete Library       | MAP & ACRE Testing         |
| Librarian              | Music & Drama Specialist   |
| Foss Science Kits      | Computer/Media Lab         |
| Gym Area and Equipment | Physical Education Teacher |

### **Extended Care Program**

Extended care is provided as a service to parents of Holy Family School students. Fee schedules are available in the school office. Permission slips and student emergency cards are required for a student to attend the program on a regular basis.

Extended Care is available in the Smith Room each morning beginning at 7:00 a.m.

Extended Care program is available each day (except noon dismissal days) beginning at 3:00 until 6:00 p.m. and 2:00 p.m. until 6:00 p.m. on Wednesday's. Afternoon Extended Care is held in the Smith Room; the phone number is 253-833-8688 ext. 217.

If a student will not be attending the Extended Care program on a particular day, the parent's written notice must be provided to the Extended Care Supervisor or the school office, unless the student is absent from school.

### **Late Carpool**

Students remaining at school after carpool at 3:15 p.m. (2:15 p.m. on Wednesday) will be placed in Extended Care and parents will be charged.

### **Milk**

Milk forms are sent home once a quarter in the Wednesday envelope. Cost of milk will be on the form. Forms must be returned by the due date, no late order will be accepted. A separate check for milk is to be made payable to Holy Family School. This institution is an equal provider.

## **PARENT-SCHOOL COMMUNICATION**

### **Communication**

Since as parents you are the child's first teachers, you are our partners in education. Therefore, regular communication with you is an essential part of your child's school experience. Scheduled parent conferences allow teachers and parents to discuss student achievement as well as to develop means to assist students in areas of difficulty.

A parent may request a meeting with a teacher at any time by sending a note or email to the teacher in question and the teacher will arrange for this meeting outside class time at a mutually convenient time. The meeting should take place in the classroom or someplace that insures privacy, never in a hallway or on the street. The principal is also available, and parents can arrange a conference through email or phone.

## **Confidentiality**

There is a professional and moral ethic that requires all persons to safeguard all information of a privileged nature.

It is imperative that such information be regarded as a sacred trust.

- If there is evidence of knowledge that could impact on the health or safety of any person, the teacher has the responsibility to share the information with the principal.
- Under Section 423 of the Child Protective Services Act, school officials are required to report when they have reasonable cause to suspect that a child coming before them in their professional or official capacity is an abused or maltreated child.

The rules that govern privileged information apply, as well, to any personal or academic information that is discovered through daily classroom instruction or other social interaction with students, parents or peers. Always the sense of the sacred should prevail.

## **Emergency Communication**

Student Emergency forms must be kept up to date. Immediately notify the school office in writing if changes occur. This student information form is our link to you during the school day.

## **Forms**

School forms such as medication authorization and field trip forms may be downloaded from the Seattle Archdiocese website at <http://www.ocsw.org> or our Holy Family School website <http://www.hfsauburn.com>.

## **Parental Concerns**

The process for communicating parental concerns is:

1. Arrange an appointment outside of school time with the person concerned.
2. If the concern is unresolved, meet with the person concerned and the principal.
3. To arrange a conference, leave a message for the teacher to call you on their extension or send a note to the teacher.
4. Parental communication with any school staff member must be in a professional, courteous and civil manner.
5. DO NOT approach school staff in the hallway, classrooms or in any other area and expect a professional conference.
6. Appointments for the principal are to be made by calling the school office and speaking with the administrative assistant regarding requests.

## **Parent Club**

The Parent Club was established for the purpose of assisting the school in fundraising and involving parents in the school community. Volunteer parents are the backbone of many of our programs. Parent comments and suggestions, talents and services are welcomed by the school and can enrich the quality of education at Holy Family School. Parent Club meetings are held during the school year as shown on the monthly calendar. The Parent Club meetings provide an opportunity for goal setting, education, involvement and socializing.

**Parent Involvement**

It is expected that parents are actively involved in their student's progression through school. This would include some involvement in the school programs, conferring regularly with the student's teacher, and active participation in the Parent Club.

**Parent Supervision at Events**

To ensure the success and everyone's enjoyment at after school and parish events, parents are required to supervise their children at all times before, during and after the event. If any participant sees a child unsupervised they are encouraged to direct the child back to their parents. School rules extend to after school programs and functions.

**Visits to School**

If parents wish to visit in the classroom, call the school office and arrange the time of your visit with the teacher. Teachers are only available for conferences by appointment. To arrange a conference, email the teacher or send a note to the teacher. Upon entering the school, parents are required to check in at the office, sign in and wear an identifying badge. Upon leaving, parents are to sign out. This is for the security of the children, faculty and staff.

**Wednesday Letter/Envelope**

Correspondence from the school will be sent home every Wednesday with a designated student from each family. We ask your cooperation in returning the correspondence envelope every Thursday. Most of the Wednesday Envelope information is also available on our school website <http://www.hfsauburn.com>.

**Weekly Packets**

The weekly packets in Kindergarten through Grade 4 are sent home on Thursday of each week. This is the teacher's opportunity for communication with parents. Parents are to review the papers with their child. The green slip in Kindergarten through Grade 4 must be signed and returned to the teacher the following day. Parent comments are welcomed. In Grades 5 through 8, information may be sent home to the parent through email, hardcopy, or on the classroom website.

## EMERGENCY POLICIES – PROCEDURES

### Earthquake Procedures

#### Earthquake Procedures In the Classroom

1. Teacher gives the “Drop, Cover and Hold” command at the first indication of ground movement.
2. Students and teacher should move away from windows, tall cabinets, brick walls, and falling objects.
3. Students are to seek protective cover under desks, tables, or chairs in kneeling position with head close to knees. One hand should be holding onto the table or chair legs to prevent movement of the protective cover and the other hand over their head.
4. Students and teachers count together out loud to 60 (one Holy Family, two, Holy Family...60 Holy Family)
5. If the ground is still moving students will begin the counting process again.
6. Students remain in “drop, cover and hold position” until the ground movement ends and the teacher directs them to move.
7. When the ground movement ceases, teacher must ascertain possible injury and determine the ability of the class to evacuate to emergency assembly area. In the event the class cannot be evacuated, post red sign immediately. The emergency assembly area is the grass play field on the west end of the school.

#### Earthquake Procedures In Other Parts Of The Building

1. Students “Drop, Cover and Hold” under tables, benches, or in doorways, upon first indication of ground movement. If students are in the hallways or in the parish hall they should drop next to **the inside wall**, and cover their heads with their hands.
2. Students and teachers count together out loud to 60 (one Holy Family, two, Holy Family...60 Holy Family)
3. If the ground is still moving students will begin the counting process again.
4. Students are to remain in the “drop, cover and hold position” until ground movement ends.
5. Students and supervising staff evacuate area in an orderly manner and report to the emergency assembly area. The emergency assembly area is the grass play field on the west end of the school.

#### Earthquake Procedures When Students Are Outside

1. Teachers, or other person in authority will use a signal whistle blowing. (several short blasts) **Do Not Run, but Move Swiftly** away from buildings, trees, playground equipment and exposed wires --- remember, the safest place to be is in the open.

- Implement “Drop and Cover” procedure.
2. When movement ends, students move directly to the Emergency Assembly Area and report to classroom teachers. The Emergency Assembly Area is the grass play field on the west end of the school.

After all students and faculty are out of the building the faculty will break off into their assigned tasks until the parents arrive to pick up their student(s). Parents must check their student out with the faculty/staff member who is in charge of attendance.

### **Emergency Weather**

If inclement weather necessitates school closing or delay of opening, notification will be broadcast on area radio and television stations. An announcement that the Auburn Public Schools are closed means Holy Family School is closed unless you receive notification to the contrary.

School personnel have no information on closing prior to the radio and television announcements. Please listen to the school closure announcements if the weather is bad or parents may call extension 214 to hear a recorded announcement concerning school closures or delays in school start times or please check our school website at <http://www.hfsauburn.com>. If possible a News Blast will be sent out by email. If the area is without power so an email or News cast cannot be viewed the school has an emergency phone tree to be able to call all families.

- KOMO News 4
- KING News 5
- KIRO News 7
- KIRO Radio AM 93.7

In the event of volcanic eruption, earthquake or other natural disaster, the above procedure utilizing local radio and/or television stations will be implemented.

### **Fire Drill and Fire Procedures**

**Signal:** The signal for evacuation of the building is the ringing of the fire bell.

Evacuation: The fire signal is a signal to the teacher that the class is to leave the building at once. **THE TEACHER LEADS THE CLASS OUTSIDE THE BUILDING.** The last student in line should close the classroom door. Each room’s designated exit is posted by the classroom door. Children are to move in single file. Children should move quickly but in good order with no running. There is to be absolutely no talking. Each teacher must have complete control of the class at all times during an actual fire or drill.

Children and classes who are not in the classroom when the signal sounds should leave the building by way of the nearest exit and join their class outdoors.

Teachers should have their emergency backpacks and check the class immediately once outdoors. The principal will check with them immediately to make sure all students are accounted for.

All exits of the buildings must be kept clear. Outside doors are to be held open by the first two students of the first class to reach the doors. Doors are to be shut immediately after all classes are outside the building. Sometimes, a door may be intentionally blocked to test the reaction of those exiting. If this is the case, the whole class turns about face and leaves by the next nearest exit or as directed by the teacher.

All classes remain in silence outside the building until they are directed to return to the building by the Principal.

As in all emergencies, the following people are in charge. In the absence of one, the next in line assumes responsibility:

- Principal
- Administrative Assistant

### **Lahar and Flood Plan**

- Principal will announce that we have been asked to evacuate due to a Lahar.
- Students not with regular class at that time are to join their regular class immediately. Each student should put on their coat and if it is before lunch take along their lunch (students will need to empty their backpacks and place their lunch in it for carrying.
- Each teacher should have a list of students near the classroom doorway. This list should be taken out along with the emergency backpack. The faculty member must carry the emergency backpack (Faculty members need to take their vest out of the backpack and put it on.)
- NO SPEAKING FOR ANY REASON
- When students are in place and lined up on playground teacher calls roll.
- When all students are accounted for the Principal will line the students up in the following order: 8<sup>th</sup> grade intermingled with the Pre K students, 7<sup>th</sup> grade, 1<sup>st</sup> grade, 6<sup>th</sup> grade, 2<sup>nd</sup> grade, 5<sup>th</sup> grade, 3<sup>rd</sup> grade, 4<sup>th</sup> grade, followed by the Administrative Assistant.
- The Principal will proceed East on the playground, with students and faculty following between the Parish Center and Parish Hall, across Parish Parking lot, turn left onto 17<sup>th</sup> street heading east, 17<sup>th</sup> street Y's into Auburn Way South (route 164), head up the hill to the Muckleshoot Bingo Parking lot on the south side of the road. This is exactly 1 mile from the Parish Parking lot to the parking lot of the Muckleshoot Bingo parking lot.
- Parents will pick up their student(s) in the Muckleshoot Parking Lot after they have been signed out by a Faculty or staff member.

### **Lock Down Plan**

1. Every staff member carries his/her key at all times.

In the event the need for a lock down exists, the building entry doors will be locked by the following people:

- Front entrance: **Office personnel** will lock the door and check the bathrooms at this time if safe to do so.
  - West entrance: **4<sup>th</sup> grade teacher** will lock the door.
2. If the need for a lock down exists, the **Principal or Administrative Assistant** will announce on the intercom, “**Lock Your Doors.**” If the intruder is in the main building hallway, the announcement will include the warning, “**4<sup>th</sup> grade/Library, do not leave**” to indicate that primary teachers are not to attempt to lock the back door, but should immediately lock their classroom doors and remain in their rooms. Visitors and parents are to go to the nearest classroom. The announcement will be repeated three times.
  3. **Principal or Administrative Assistant** will immediately **call 911**. As soon as it is possible, **Principal** will notify the Parish Office and the Catholic Schools Department of the situation.
  4. When the alert is called, all students, once in a classroom, are to do a drop, cover and hold response while the teacher locks and shuts the door, covers the window on the door with paper and closes all the blinds. Students then move to a predetermined safe place in the classroom, away from all doors and windows.
  5. Any class in transit will go into the nearest classroom. Any student in the bathroom will go to the nearest classroom.
  6. Any class outside at recess will be asked to drop to the ground until the recess teachers can assess the situation and provide instructions. At the playground teachers’ direction, middle school students return to the building the same way they exited. Primary students go to the Parish Hall and sit on the floor with the blinds closed until instructed by the office to proceed to their room.
  7. No outside building doors are to be propped open unless the teacher is in the classroom.
  8. Classes in the Parish Hall or portables are to stay there.
  9. When the need for a lock down is over, an “**All Clear**” will be announced over the intercom. At this time, teachers are to tell the class, “There was a problem in the building. It is all taken care of and everything is fine now. When I learn more about exactly what happened, I will tell you.”
  10. No teacher or staff member is to speak to media representatives. Only Principal or, in their absence, the Administrative Assistant may respond to the media. If none of these two are present, all questions should be referred to the Catholic Schools Department.

***HAND SIGNAL***

***3 FINGERS IN THE AIR MEAN “GET HELP”***



## GENERAL POLICIES – PROCEDURES

### **Absences**

If a student is ill, parents are to call the school by 8:45 a.m. Upon return to school after any absence, the student must submit a written excuse from parent(s) or guardian(s) explaining the reason for the absence. Students are not to return to school after an illness unless they are able to participate in the full school program including recess and physical education class.

Parents are not to send notes requesting students to stay in from recess as there is no inside/classroom supervision available during recess.

Each student is responsible for any missed work/tests during his/her absence and should be prepared to make up any missed tests on the day he/she returns to school unless other arrangements have been made with the teacher. The student will have to complete all missed work upon his/her return.

If your child has a contagious illness (strep throat, pick eye, lice, chicken pox, etc.) please notify the school office immediately.

### **After School Sports**

Students who wish to attend the sports program at the local public and/or private schools do so at the end of the school day. Those students are still responsible for completing missed school work. If the student does not complete the assignments on the report card it will show \*n/a.

### **Alcohol and Drugs Policy**

The use and/or possession of alcoholic beverages or drugs is prohibited by law to minors, In addition, the following regulation shall be applicable to students at Holy Family School while they are in school, on and off school grounds, or at school-sponsored events.

- The selling, possession, distribution of and/or social media or other reference to alcoholic beverages, drug paraphernalia, controlled substances including marijuana, or any substance considered to be such, is a major violation. Students who knowingly do so will receive a long-term suspension or expulsion. Legal authorities may be notified. Controlled substances include, but are not limited to, narcotics, amphetamines, marijuana, hallucinogens, barbiturates, and prescription or non-prescription drugs of any nature whatsoever. In order to return to school students will be required to state where and how they obtained the drug or alcohol.
- Students under the influence of any alcoholic beverage, controlled substances, including marijuana, or other illegal substances considered to be such will receive a long-term suspension or expulsion. Legal authorities may be notified in order to return to school. Students will be required to state where and how they obtained the drug or alcohol.

### **Animal Policy**

No personal pets (dogs, cats, etc.) may be on the school grounds. If you have a service animal please contact the principal for special approval.

### **Arrival At School**

Students are supervised beginning at 8:00 a.m. in the parish hall. Students are to wait very quietly in the parish hall, as not to disturb Mass. **Students are not to be on school grounds before 8:00 a.m. unless they are registered for morning Extended Care. If you are parked in the carpool line before 8:00 a.m. your student(s) must remain in your vehicle until the Parish Hall door is opened by a faculty member.** If students are on school grounds before 8:00 a.m. they will be escorted to Extended Care and signed in by the Extended Care Supervisor. Extended Care students are to be dismissed from the Extended Care Supervisor at 8:15am to join morning carpool. At 8:22 a.m. the Flag Salute and Morning Prayer will begin. After morning prayer the carpool supervisor will dismiss students to the classrooms in an orderly manner. Students arriving after 8:30 a.m. are to walk directly to the office to receive a late slip. Students in grades Pre K-3 are to enter through the east entrance. Students in grades 4 are to enter through the west entrance.

### **Assault or Causing Physical Injury**

A student shall not intentionally cause or attempt to cause physical injury or intentionally behave in such a way as could injure another person. Any student involved in fighting, play fighting, or promoting fighting shall be subject to disciplinary action. A conference with the parents may be requested, and a student may be suspended or expelled for fighting. Fighting may constitute a crime and punishment by legal authorities may be applied.

### **Assessments & Standardized Tests**

Holy Family School expects students to perform to the best of their ability. Teachers are expected to evaluate student progress on a regular basis. Students will be given quizzes or test regularly. In addition to class and school exams your student will also take part in annual standardized tests. These tests measure academic growth over a period of time.

MAP is a three-part test that measures student knowledge in reading, language usage, and mathematics. All students in grades 2 through 8 will be the MAP every year in the fall, winter, and spring.

The MAP measures your child's academic progress or growth. By having precise measurement of student achievement, teachers, and others are able to monitor academic progress.

This keeps you informed on the progress of your child in basic skill areas. Each Measure of Academic Progress is made up of parts, which are called goals. These goals are closely aligned to reflect progress toward the standards.

### **Standardized Tests**

MAP	Grade 2 to 8	Fall, Winter and Spring
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The faculty of Holy Family School reviews these test results regularly for the purpose of promotion or retention in conjunction with classroom performance and grouping for reading and math.

Teachers-constructed tests in each subject area will be administered during the school year. These tests will contain questions of different formats (true/false, multiple choice, fill-in the blank, short answer, and essay) and will reflect the material covered in each marking period.

### **Bicycles**

All bikes must be parked in the racks on the playground. Lock bikes and do not leave overnight. For safety, bicycle riding is not permitted on the school premises. Walk bicycles on and off the school grounds.

### **Birthday Invitations**

Birthday invitation may be passed out at school as long as all the students are included or if all the boys are invited or just all the girls. Holy Family School strives to be inclusive of everyone and passing out birthday invitations to only special students breaks down community.

### **Book Care**

Students are responsible for all damaged and/or lost textbooks, workbooks, and library books. Parents will receive written notice of fines and/or replacement fees. Students are to keep textbooks covered. Do not tape covers to text books or use “stick on” type book covers.

### **Carpool**

The carpool procedure has been designed with the help of the Auburn Police Department for your student’s safety. Parents are to follow the carpool diagram carefully.

- **Do not** pick up or drop students in **front** of the school on 17<sup>th</sup> Street.
- **Do not** park in the parish parking lot and **allow your student** to walk unaccompanied by an adult to enter through the glass doors on 17<sup>th</sup> street.
- Do not leave your vehicle in the carpool line if you come into the school.
- **Parents are requested to stay in their vehicle in the carpool line.** If a student is unable to get in or out of the vehicle, special arrangements must be made with the school administration to ensure student safety during carpool.
- Students may **not** cross the carpool line at any time.
- Pull forward only after your students have loaded into your vehicle.
- The street between the Parish Center (former convent) and the parish hall is **one** way in the **eastbound** direction only.
- Students may not enter through the east Parish Hall doors. These doors are to remain locked during before, during and after school.

### **Catholic Youth Organization**

CYO (Catholic Youth Organization) is an athletic program sponsored by the Archdiocese of Seattle. Holy Family School students may participate in the CYO Program in accordance with norms governing the Archdiocesan CYO Outdoor Ministries and Athletics program.

The CYO's mission statement is "to provide opportunities for youth to develop strong moral character, self worth, interpersonal competence, and a commitment to caring for others and their community through activities of a social, educational, and recreational nature based on Christian principles that reinforce societal values."

The CYO's vision is that "With gratitude to Christ, we focus our resources and support the ministries which strongly impact the greatest number of youth, young adults and families – thus engaging them on their journey to know God and participate in the Catholic Community."

CYO Athletics is committed to the dignity and worth of each child it serves, regardless of physical talents, mental strength, or emotional health, and hopes that the same respect for life will become a part of his or her value system. A desired outcome is that each child knows that they are wanted and loved. Boys and girls from ages 5 through 18 of any race or national origin participate in CYO Athletic programs. Sports may include soccer, cross country, basketball, volleyball, and track. The CYO Athletics community is organized around the parish as its center of activities, as this is a natural environment that provides a resource of volunteers and financial support necessary for the implementation of activities for youth. It is this environment that also encourages family participation in activities, as well as serving as a base of operations for coordinated programs and service projects to the greater community upon which youth can have a positive influence.

### **Cell Phones**

Students are discouraged from bringing cell phones to school, but may bring them for after school usage for non-school functions. Middle school students are to have their cell phones turned off, turn in their cell phone to their teacher in the morning, and take them home at the end of the day. Elementary student's phones are to be turned off and in their backpacks. If there is a legitimate reason to make phone call home, students will be assisted by a faculty or staff member to call parents using a school phone. Students who abuse the cell phone rule will have their phones confiscated and returned at the discretion of the principal.

- Any cell phone use, including text messaging, during the school day, including after school and at after school Clubs is prohibited unless directly by a faculty member.
- The use of cell phones and/or cameras to take pictures in restrooms, classrooms, playground, and other school/parish facilities at any time is prohibited.
- Any cell phone use, including text messaging, or use of cameras during a test shall be considered and treated as cheating.
- No harassment or threatening of individuals via cell phones is permitted.
- Cell phones may not be used for playing games, accessing the Internet or email, gambling, or making purchases of any kind.
- If a parent needs to contact a student during the school day, such communication shall be through the office.

### **Cooperation**

Parental cooperation with the school administration, faculty and staff is essential to the school's ability to fulfill its mission and goal. If in the opinion of the administration parent behavior seriously interferes with the teaching/learning process, the school environment or the school

community, the school may require parents to withdraw their children and sever their relationship with the school.

### **Conduct Guidelines for Students**

All persons associated with Holy Family School will be treated with dignity and respect. This right flows from their position as members of the family of God and carries the responsibility of treating others in a Christ-like manner. All members, staff and students alike, will work together to create a safe physical and emotional environment which fosters learning.

Holy Family School initiates and promotes educational and affirming programs (ex., “Little miracles every day”, Bucket Fillers) which encourage all to strive toward this goal. Second Step, Affirmation Recognition, and Random Acts of Kindness Acknowledgment are examples of these programs. On the other hand, logical, reasonable, and clearly defined consequences are established for actions which violate the rights of others, including the right to learn.

Behaviors which are prohibited include but are not limited to the following -- while on school property or in reasonable proximity thereto or at any school-sponsored activity:

1. Acts which violate laws of the State of Washington, including but not limited to the following: arson, firearms, gambling, theft, extortion, coercion, malicious mischief, possession and/or use of alcoholic beverages, tobacco products, or drugs, harassment, forgery, misuse of 911 or fire alarm, etc.
2. Vandalism or misuse of school property or the property of others.
3. Unauthorized entry to or use of any school facilities.
4. Conduct detrimental to the reputation of the school, whether in or outside of school, or conduct causing disruption or obstruction of school functions or operations.
5. Refusal to identify self to Holy Family School faculty or authorized personnel, disrespect to any staff or volunteers verbally or by actions (mocking, obscene gestures, etc.), failure to comply with school rules or directions of Holy Family School staff or authorized personnel, or an attitude showing open, persistent defiance of rules and/or authority.
6. Forgery of documents and/or the signature of parents or school personnel.
7. Plagiarism is not acceptable, whether it is intentional or an accident, it is still prohibited at Holy Family School.
8. Cheating is not acceptable at Holy Family School strongly stresses that doing one’s best work is more important than the grade; however, if a student is cheating on a test, quiz or any assignment, or forges a signature on a test, absence note, or progress report, the person cheating will receive a failing grade on the test or assignment, and the person allowing the cheating will also receive a failing grade on the test, quiz, or assignment. An additional behavioral consequence will also be administered to all parties that are involved in the cheating incident. Cheating in any form is clearly dishonest and unacceptable. Such cheating may include:

- leaving books or notebooks open during a test period, unless instructed to by the teacher
- writing answers on desktops, or on hands, legs, arms, other parts of the body, or clothing
- looking on another's test paper
- copying another student's assignment and/or homework
- talking with another student during a test period
- writing down answers copied from others when tests are handed in
- talking with students from previous class periods in order to get test information
- using or attempting to retrieve digital images of a quiz or test from a cell phone or similar device
- handing in a paper for credit which has already been graded in another class, without the approval of the teacher
- saving answers in one's cell phone, graphing calculator, or laptop and then accessing such material during an exam

9. Repeated disruption of the learning environment.

10. Physical or verbal abuse, or any actions which are malicious and/or intimidating, which may include but are not limited to the following:

- Any intentional physical or hurtful action such as biting, kicking, hitting, tripping, fighting, "play fighting", pretending to shoot a gun, spitting, or throwing of objects (snowballs, pinecones, rocks, pencils, etc.).
- "Inventive" recess games which are physically or emotionally harmful (allowed games are those approved by teachers and administration).
- Serious put-downs or insults through notes, verbal utterances, facial expressions, mocking, name-calling (particularly target words such as gay, weird, profanity words, etc.). This includes insulting communication regarding gender, race, culture, or origin/heritage. It also includes false accusations or spread of malicious rumors and bullying through social media.
- Any lewd, indecent, or obscene conduct, expression, or gesture.
- Threats of harm or violence to others or to their property.

11. Personal Cell Phones, CDs, CD players, iPads, iPods, or any electronic devices, skateboards, headphones, trading cards, toys, and other valuable property brought out during the school day by the student, unless directed by a faculty member (Red Comet), will be confiscated and given to the Principal.

12. Being where he/she shouldn't be, or leaving school grounds without authorization.

13. Missing or incomplete assignments.

14. No Gum chewing or possession of gum is allowed on the school grounds, unless approved by the teacher or principal. A fee \$5.00 for reoccurring gum chewing from a student will billed.

### **Consequences for Misbehavior**

The Student Conduct Guidelines, Anti-bullying Policy, Harassment Policy, and Dangerous Weapons Policy apply to all grades at Holy Family School. Violations will be cause for discipline and will be dealt with according to the consequences explained below:

- Classroom disciplinary procedures have been developed for students from Pre Kindergarten through Grade Eight by classroom teachers. Student expectations and consequences for certain behaviors have been developed that are appropriate for these ages. Your child's teacher will inform you of these classroom policies at the beginning of the school year. Please direct your questions to the classroom teacher.
- Service projects, cleaning tasks, writing assignments, fines, detention, or other activities may be imposed, depending on the nature of the offense and the student's developmental and grade level.
- All students and parents are monetarily responsible for the value of any object vandalized; further discipline may be imposed. Damaged or lost textbooks, athletic equipment, or school materials will result in fines.
- When a pattern of repeated misbehavior becomes evident, when there is a serious infraction of school policies, or when behavior is of serious consequence, it will be dealt with by immediate action. This will result in probation, suspension, or expulsion, regardless of the student's grade or age. If time is missed as a result of disciplinary action, it will be made up. Illegal actions such as arson, possession of firearms, extortion, assault, alcohol/drugs, and vandalism, or other serious offenses, can be cause for immediate expulsion.

### **Discipline Plan - Student**

Each teacher will establish a classroom discipline plan. This plan will have a warning for the first offense. This plan will be reviewed with the students and parents. Usually the classroom discipline plan will be implemented before the school wide plan.

### **THE SCHOOL WIDE PLAN IS AS FOLLOWS:**

The students at Holy Family School are expected to maintain the highest standards of behavior. The emphasis is on self-responsibility.

The following guidelines are designed to reinforce our school philosophy. Parents' assistance in reinforcing these guidelines at home is essential.

- The students will respect self and others.
- The students will respect school and personal property.
- The students will observe classroom rules and school rules

The consequence of a student in grades **Pre K-4** choosing not to follow one of these guidelines will be as follows:

- First Offense: Conduct referral slip sent to parents to be signed and returned to school.
- Second Offense: Conduct referral slip sent to parents to be signed and returned to school.
- Third Offense: Conduct referral slip sent to parents to be signed and returned to school, 15 minute after-school detention on Tuesday.
- Fourth Offense: Conduct referral slip sent to parents to be signed and returned to school, 30 minute after-school detention on Tuesday.
- Fifth Offense: Severity Clause – Immediate conference with parent, teacher-principal. A plan will be written for the student.
  - In-School Suspension
  - Home Suspension
  - Probation
  - Expulsion

The consequence of a student in grades **5-8** choosing not to follow one of these guidelines will be as follows:

- First Offense: Conduct referral slip sent to parents to be signed and returned to school, 15 minute after-school detention on Tuesday.
- Second Offense: Conduct referral slip sent to parents to be signed and returned to school, 30 minute after-school detention on Tuesday.
- Third Offense: Conduct referral slip sent to parents to be signed and returned to school, 30 minute after-school detention on Tuesday and a conference scheduled with parent(s) and teacher
- Fourth Offense: Severity Clause – Immediate conference with parent, teacher-principal. A plan will be written for the student.
  - In-School Suspension
  - Home Suspension
  - Probation
  - Expulsion

The plan for Grades Pre K-8 would be signed by the parent and student. A copy of the signed plan is given to the parent and student. The plan may include probation, suspension or required withdrawal from Holy Family School.

In general, this procedure will be followed. Specifically, the nature of the act may warrant immediate fifth offense procedure or suspension or required withdrawal from Holy Family School.

Acts involving alcohol, drugs, tobacco, weapons, fire, fireworks, matches and violence will require immediate suspension pending further investigation and may result in required withdrawal from Holy Family School.

Students will be rewarded for responsible behavior with praise, special rewards, special assemblies, and other privileges.



Each teacher will provide parents with their individual classroom discipline policies during the first days of school. Parents are asked to review the discipline plans with their students.

### **Discipline Terminology**

- **Detention:** Detention involves keeping a student in the classroom under supervision for a set period of time. Students do not miss class time in serving detention. Detentions are served after school on Tuesdays.
- **In-school Suspension:** This practice is used for cases when a student needs to be removed from the classroom for a set period of time. The student will do assigned class work at a designated place in the school, separate from other students.
- **Home Suspension:** This practice is used for very serious cases and then only when the principal thinks it is imperative to remove a student from contact with fellow students. Parents will be informed that their child is to remain away from school for a definite number of days, during which time appropriate faculty and parent action is planned.
- **Probation:** Probation is a formal warning that unless set conditions are met, more serious action will be taken. During the probation period, the child will be evaluated on his/her ability to conform to school expectations, whether academic or behavioral. All new students remain on academic and behavioral probation for their first year.
- **Expulsion:** Expulsion is the permanent removal of a student from the school and is the most serious disciplinary act taken. Expulsion may result from a single, very serious infraction or from an ongoing pattern of misbehavior.

### **Dismissal**

The students will be brought to the car pool area by their teachers at 3:00 p.m. Monday, Tuesday, Thursday, Friday and at 2:00 p.m. on Wednesday. Teachers will dismiss each child to their parent or designated adult for pick-up. Parents may wait in their cars, forming a line from the back gate, or park in the church parking lot and wait in the breezeway. If you are waiting in the breezeway area please do not remove your student(s) from the line as they are walking out to carpool. Students not picked up by 3:15 p.m. Monday, Tuesday, Thursday, Friday and 2:15 p.m. on Wednesday will be placed in the Extended Care Program and the parents will be charged the Emergency Fee.

### **Early Dismissal**

The end of the day is just as important for reinforcing the learning, preparing students for the next day, and homework. Early Dismissal will be granted by the principal only at the written request of the parent. The written note must indicate the time of dismissal and the reason for it. Children dismissed early must be picked up at the school office by the parent and signed out by the parent on the Student Check Out Log.

### **Field Trips**

Field trips must have a clearly established educational objective and purpose. Parents will be notified in writing by the teacher when a field trip is planned. **Parents must complete, sign and return the Parental/Guardian Consent Form and Liability Waiver to school before a**

**student may participate in a field trip.** A copy of this form is included in this handbook in case a parent might need to copy the form.

Field Trip Chaperons and Volunteer field trip drivers are required to be current in the Safe Environment Program. An up-to-date Driver Information Form needs to be completed and turned into the classroom teacher before they may drive students on a field trip. Drivers must understand that their insurance is primarily liable in the event of an injury or accident while they are driving students. Field trip chaperons and drivers are greatly appreciated. Please understand, however, that there are often times when we must limit the number of chaperons and/or drivers attending field trips. For this reason, there may be occasions when some who wish to chaperone and/or drive will not be able to do so.

Field trips are a special privilege afforded to students, not an absolute right. Students may be denied participation in field trips if they fail to meet academic or behavior requirements.

### **Guidelines for the Education of Non-Catholics**

The purpose and goal of Catholic education is to witness to the faith and belief of the Church. Holy Family School as a Catholic school within the Archdiocese of Seattle has as its primary mission the formation of children in the Catholic faith.

All children will participate in total academic life of our school, including religious education. According to the norms of our Church, it is expected that non-Catholics participate as fully as they can in the liturgical and prayer life of the school.

### **Harassment/Bullying Policy**

General Statement of Policy of Holy Family School, as part of the greater Catholic Archdiocese, is committed to a positive and productive community environment free of harassment, intimidation, and bullying. It is the explicit policy of Holy Family School to prohibit harassment, intimidation, or bullying whether committed by a student, staff member, volunteer, and/or parent. Reports may be made by a parent or by a student other than the alleged victim on the student's behalf. Holy Family School will respond to allegations of harassment, intimidation, and bullying seriously, and will review and investigate such matters in a professional and timely manner.

Holy Family School is committed to an environment that is free of harassment, intimidation, and bullying whether intentional or not, while in school/parish buildings or on school/parish property, or when being transported to and from school-sponsored activities. In addition, online harassment via social media will not be tolerated. Holy Family School prohibits retaliation against any student, staff member, volunteer, and/or parent who has testified, assisted, or participated in the investigation report. Retaliation includes, but is not limited to, any form of intimidation, reprisal, or adverse pressure. Retaliation is itself a violation of the Federal Civil Rights Act of 1964, as amended, 42 U.S.C. @ 2000e, et. seq., and RCW of Washington 49.60.210 prohibiting discrimination.

**(A) Prohibition:** Harassment, intimidation, and/or bullying of any student by any person is prohibited. When the aggressor is an employee or other adult associated with the school or Archdiocese of Seattle, Policies 1.7 and 3.35 apply.

**(B) Behaviors:** “Harassment, intimidation or bullying” means (1) any intentionally written message or image – including those that are electronically transmitted – (2) verbal or physical act, including but not limited to one shown to be motivated by race, color, religion, ancestry, national origin, gender, sexual orientation including gender expression or identity, mental or physical disability or other distinguishing characteristics, when the message, image, or act;

A. Physically harms a student or damages the student’s property.

B. Has the effect of substantially interfering with a student’s education;

C. Is so severe, persistent or pervasive that it creates an intimidating or threatening educational environment; or

D. Has the effect of substantially disrupting the orderly operation of the school.

Nothing in this section requires the affected student to actually possess a characteristic that is a basis for the harassment, intimidation or bullying. “Other distinguishing characteristics” can include but are not limited to physical appearance, clothing, or other apparel, socioeconomic status and weight. “Intentional acts” refers to the individual’s choice to engage in the act rather than the ultimate impact of the action (s).

**(C) Threats:** Any threat by a student to inflict harm to self or others must be taken seriously and addressed promptly. Threats should be reported immediately to the principal, who will decide if police support or notification is needed and will notify the police when necessary. If a student is threatened, becoming a potential victim to that threat, the principal or principal’s designee shall notify the student’s parent/guardian promptly.

**(D) Training:** This policy is a component of each school’s responsibility to create and maintain a safe, civil, respectful and inclusive learning community and will be implemented in conjunction with comprehensive training of staff and students.

**(E) Prevention:** Each school will provide students with strategies aimed at preventing harassment, intimidation and bullying. Such training will emphasize the importance of reporting such events to a school employee when such incidents occur.

**(F) Interventions:** Interventions are designed to remediate the impact on the targeted student(s) and others impacted by the violation, to change the behavior of the perpetrator, and to restore a positive school climate. Each school will consider the frequency of incidents, development age of the students, and severity of the conduct in determining intervention strategies. Interventions will range from counseling, correcting behavior and discipline, to law enforcement referrals. Interventions will follow the school’s student discipline policy.

**(G) Retaliation/False Allegations:** Retaliation is prohibited and will result in appropriate discipline. It is a violation of this policy to threaten or harm someone for reporting harassment, intimidation, or bullying. It is also a violation of this policy to knowingly report false allegations of harassment, intimidation, and bullying. Individuals will not be disciplined for making a report in good faith. However, person found to knowingly report or corroborate false allegations will be subject to appropriate discipline.

## **Descriptive Terms**

**Bullying** is unwanted, aggressive behavior among school-aged children that involves a real or perceived power imbalance.

There are three types of bullying:

- Verbal bullying involves saying or writing mean things.
- Social bullying, sometimes referred to as relational bullying, involves hurting someone's reputation or relationship
- Physical bullying involves hurting a person's body or possessions.

**Conflict** is defined as a disagreement between two students or a group of students. The results of a conflict can often lead to an argument; however, conflicts are a natural, everyday occurrence between children. Through conflict, children learn to exercise self-control and establish boundaries.

**Cyberbullying** is bullying that takes place using electronic technology. Electronic technology includes devices and equipment such as cell phones, computers, and tablets as well as communication tools including social media sites, text messages, tweets, chat, and websites. All allegations of harassment and bullying will be taken seriously and promptly investigated. The allegation should be made to faculty, staff, and/or principal. Once an allegation of harassment and or bullying has been reported, the principal, under the discretion of the pastor, will adhere to Archdiocesan policy and follow through on the investigation of the allegation.

**Harassment** is defined as verbal, physical, visual, written and/or sexual conduct that shows hostility toward an individual because of his/her race, color, religion, gender, national origin, age, or disability, or that of his/her relatives, friends, or associates and that creates an intimidating, hostile or offensive school environment.

- Verbal Harassment: derogatory comments, jokes or slurs; belligerent or threatening words between individuals; offensive, negative remarks concerning an individual's gender, physical abilities, race, creed, and/or physical appearance.
- Physical Harassment: unwanted deliberate touching, pinching, bruising, or patting. Any deliberate attempts to impede or block one's movement (e.g. assaults of any nature) with normal activities will be regarded as harassment.
- Visual Harassment: derogatory, demeaning or inflammatory posters, cartoons, written words, drawings, novelties, and both body and facial gestures.
- Sexual Harassment: sexually suggestive remarks, gestures or jokes. Moreover, any other unsolicited verbal or physical conduct of a sexual nature (e.g. sexual assault, etc.) will be regarded as harassment.
- Online Harassment: emailing, texting, tweeting, or posting indecent and/or demeaning writings, cartoons, or pictures via social media.

## **Homework**

Homework is a very important aspect of the culture of our school. Students attending Holy Family School are expected to do homework with general time guidelines being as follows: Pre Kindergarten and Kindergarten students will learn that homework is a part of the school culture (with no specific nightly time expectations.) Students in grade 1-3 will generally have no more than 30 minutes of homework a night. Students in grades 4 and 5 will have between 40 and 50 minutes of homework a night. Grades 6-8 students will generally have 60 minutes of homework a night with long range projects that may require students to work longer depending on the student's organization and outside school activity schedule.

Each teacher will inform parents regarding homework policy. If problems are apparent about your child's homework procedure, such as staying up late at night, never having homework, or not understanding assignments, please contact the teacher.

We ask parents to reinforce responsibility for self by not sending oral or written excuses for a student's failure to do or complete assignments unless there is a serious reason.

If homework has been a chronic concern the teacher will write a plan for the student. A conference is set in which the teacher meets with the parent and student to review the plan. The plan would be signed by the parent and student. A copy of the signed plan is given to the parent and student.

## **Illness**

Parents will be notified and expected to take their child home immediately in the event of illness during the school day. If your student has a fever you must keep them home for 24 hours until they are fever free without medication. If your child is sick before school, please keep your child home.

If a child has chronic illness such as asthma or a condition that warrants frequent use of the bathroom, it is the parent's responsibility to notify the school and classroom teacher in writing in September so that we are aware of the condition.

## **Injury**

If a serious injury limits your child's ability to participate in physical education class or recess parents are to send a note informing the classroom teacher. Students may not be excused from recess or physical education class without a note from the parent/doctor. If a special circumstance arises contact the principal.

## **iPad's, Chromebooks and Computers - School Owned**

Students will be using Chromebooks (Grade 5-8) and iPads (Grades 1-4) in the classroom. This school year we are NOT allowing iPads to go home.

### **Online Usage Policy**

- Be courteous and respectful in your messages to other.
- Use appropriate language. Do not use vulgar, harassing, obscene threatening, abusive, or sexually offensive language, or make any statements that are slanderous or disparaging of any students or adults.

- Never visit inappropriate or offensive websites
- Never download materials from inappropriate or offensive websites.
- Never expose yourself in an inappropriate, vulgar, or sexually offensive manner on any website or via email, either in pictures or videos.
- Illegal activities are strictly forbidden. Do not reveal your home address or phone number, or that of other students or staff.

#### Code of Ethics

- Note that electronic mail (e-mail) is not guaranteed to be private. People who operate the system do have access to all mail. Messages related to or in support of illegal activities may be reported to the authorities.
- Proofread your message before you send it.
- Never agree to get together with someone you “meet” on-line.
- No software download except by school Faculty and Staff
- Copyright laws must be respected. Do not make unauthorized copies of software and do not give, lend, or sell copies of software to others.
- Software applications, games, or CD-ROMS from home may not be used on school equipment without proof of licensure and prior approval of appropriate school personnel.
- Do not reveal personal passwords or try to learn others’ passwords. Do not copy, change, read or use files from another user without prior permission from that user. Do not attempt to gain unauthorized access to system programs for computer equipment.
- Do not post messages on bulletin boards or “list servers”. Send personal message directly to the person to whom you want to write, except for Red Comet.
- Do not use the network in such a way that you would disrupt the use of the network for other users.
- Do not waste or take supplies such as paper, printer cartridges, and diskettes that are provided by the school.
- Talk softly and work in ways that will not disturb other users. Keep computer work areas clean and do not eat or drink in the computer lab or while using an iPad.
- If students encounter material on a network/bulletin board that is not appropriate (vulgar jokes, statements of belief that some might consider immoral, etc.) the student is responsible for not pursuing this material and reporting the matter to appropriate school personnel.
- Technology Use (including but not limited to cell phones, e-mail, text message, camera phones, cameras, chat lines, bulletin boards, etc., outside normal academic hours and/or off school grounds are subject to the same guidelines as previously cited in Discipline Policy and Harassment Policies.
- The school reserves the right to seek financial restitution for any damage caused by a student or other user. The system administrator will deem what is inappropriate use, and their decision is final. The administration, faculty, and staff of the school may request the system administrator to deny, revoke, or suspend specific privileges. Violation of the rules and code of ethics described above will be dealt with seriously.
- Transmission of any material in violation of any U.S. or state regulation is prohibited. This includes, but is not limited to: copyrighted material, threatening or obscene materials, or material protected by trade secret. The use of school computers and

networking resources for commercial activities is not permitted. Their use for product advertisement or political lobbying is also prohibited.

### **Library Policy**

It is a privilege for students to use this facility and its materials. With this privilege comes the following responsibilities:

- Students are responsible for knowing what books they have checked out and for knowing where those books are at all times.
- Students are responsible for taking proper care of library books and for returning them on time.
- Students are responsible for learning and demonstrating proper library etiquette at all times in order to maintain a quiet, studious atmosphere.

**Overdue Notices:** Overdue notices will be sent home periodically throughout the year. The notices are a reminder to the student and his/her parent to return the book(s) for others to use.

**Final Overdue Notices:** In May/June, as the library prepares to close for the year and take inventory, the final due date will be announced; all books will be due, and final overdue notices will be sent. If books are not returned by the final due date, a fine will be incurred.

**Damaged Library Books:** Students whose books are returned damaged beyond what would be considered “normal wear and tear” will incur a fine in an amount commensurate with the extent and type of damage. If the damage is so extensive that the book is no longer fit for circulation, the amount of the fine will be the replacement cost of the book.

**Lost Library Books:** If a student believes he/she has lost a library book, the library staff should be notified as soon as possible. If the book is still lost when the library prepares to close for the year, the student/parent will be billed for the replacement of the book.

### **Lunch Program**

Holy family School offers a Pizza Friday program for all students whose families choose to purchase. Pizza Friday forms will come home in the Wednesday Envelope approximately every 3 months. You will fill out your form and include payment to the school office. Pizza Friday’s is to be run by parent volunteers from the middle school classes that are preparing to attend SPACE CAMP. This lunch program is a fundraiser for their class trip.

All other school days the students are to bring a sack lunch to school. Our staff encourages parents and students to pack nutritious lunches that include a healthy variety of the recommended food groups but do not include soda or candy. No glass containers please.

### **Lunchroom Rules in the Parish Hall**

- Come to the hall for lunch quietly and respectfully.
- There is absolutely no running in the hall.
- Use a normal conversation voice, no yelling or shouting is allowed.
- Do not throw food or objects.
- Clean up after yourself.
- Take your turn fulfilling assigned clean up jobs. If you are unable to complete your job, please get a replacement.
- Failure to follow these rules will result in loss of recess or after school detention.

## **Medication**

To assure student safety, it is the policy of Holy Family School to require the administration of all medicine, including non-prescription medicine, to students by adults during school hours. In order for school staff members to administer medicine, including non-prescription medicine, to your student, Holy Family School requires a written note from the doctor and the parent.

Bring the medication to the school office in the original pharmacy container with pharmacy label stating the student's name, doctor's name, medication, and dosage. If for some reason you do not have a doctor's signature, you may come to the office and administer the medication yourself. Most medication can be scheduled for administration before and after school.

## **Money**

Money that is brought to school for a specific purpose (class trip, book fair, milk money, etc.), must be put into an envelope with the child's name and grade and amount. If a student does bring money to the school and misplaces it the school cannot be responsible for lost money.

## **Non-Custodial Parent**

In the absence of a court order to the contrary, the school will provide a non-custodial parent with access to academic records and other school information regarding your child. If there is a court order specifying that this should not happen, it is the custodial parent's responsibility to provide the school with a copy of the court order.

Holy Family School abides by the provisions of the Buckley Amendment. Non-custodial parents will be given access to information and unofficial copies of records, unless there is a certified copy of a court order to the contrary on file in the school office.

## **Outdoor Education**

The Outdoor Education Program at CYO Camp Hamilton is a part of the 6th grade curriculum at Holy Family School and attendance and participation in camp and camp activities are mandatory. **It is not an optional program as it reflects directly upon the expectations and grades and encompasses every subject.** The outdoor education program is in direct alignment with Washington State Educational Standards and the Archdiocese of Seattle religion standards. Camp Hamilton is owned by the Archdiocese of Seattle and is operated in accordance with values and morals uplifted by the Catholic Church. Students attending camp will practice academic risk-taking skills through critical and creative thinking, problem solving, and working cooperatively in addition to participating in the liturgical celebration of the Mass.

Camp Hamilton is not an optional program; the only excused absence from camp is illness with a doctor's written note recommending that the student avoid outdoor activities. A student who misses camp due to an illness is responsible for making up missed work and the student's family must make arrangements for the student not to be at school during camp week. If a student does not attend camp due to another reason besides illness, 1/3 of their overall science and religion grades for the 3rd trimester can be affected. Payment for this important educational experience is the responsibility of the parents of 6th grade children. Payment for camp must be paid to Holy Family School in full before a student is allowed to attend camp.



Adult chaperones are needed for the successful implementation of camp activities and events. Any interested chaperone must fill out a camp chaperone application. Only current 6th grade parents, guardians, siblings, or grandparents can be selected as a parent chaperone. Chaperones must be over 21 years old and must abide by the rules set forth by Holy Family School and Camp Hamilton; these include cell phone and other electronic device usage which are not allowed. All chaperones must have completed the Archdiocesan Safe Environment training. The 6th grade homeroom teacher and the administration will make the final determination on the selection of parent chaperones. In addition, all 6<sup>th</sup> grade parents must attend a mandatory camp meeting which will outline important information and expectations of camp policies and procedures for both the student and chaperones.

### **Peanut Policy**

For the safety of children who have life-threatening peanut allergies Holy Family School is a peanut free zone. Peanuts, peanut products, or products containing traces of peanuts will no longer be allowed at Holy Family School.

We know that many parents like to celebrate birthdays and other occasions with special treats. We encourage parents to celebrate with non-food items such as stickers, pencils, themed erasers, or other trinkets, rather than food. Any food sent in to share with students should be pre-packaged and contain an ingredient label. Please give these items to your child's teacher for distribution.

### **Promotion/Retention Policy**

Very few decisions we make about children are more important than recommendations to promote or to retain a student. Most students will be able to follow the school's regular program of sequential learning objectives. If the student successfully achieves the program's objectives, the student progresses to the next grade.

Testing, diagnosis, and actual performance, however, sometimes indicate that some students would benefit from the repetition of the school year. Therefore, the decision to retain a student presupposes that, although the school has done everything to help the student achieve success, the student has not made satisfactory progress. The decision of the principal is final regarding promotion and retention.

### **Release of Student to Police**

Police and other government officials are required to directly deal with the principal in requesting an interview with a student. Generally, no police office should be given access to a child without parental permission unless, (a) there is an arrest warrant, (b) the parent is the subject of an investigation of abuse or neglect, or (c) there is an ongoing situation that poses an immediate danger of causing significant harm.

If a police office is given access to a student and no parent/guardian is available, the child should be accompanied by the Principal/Vice Principal. That individual is not there to assist the police, but to ensure that the child is being treated appropriately by the police.

## Report Cards

There are three reporting periods designated as trimesters. Parent-teacher conferences are held in November and optional conferences are held in February. Parents or teachers may opt for a conference at the end of the first, second, or third trimesters. Parents are to contact teachers by phone, email or written note for an appointment, either before or after school, to conference at any other time during the school year. Report cards cannot be given if financial obligations have not been met by the family or before the assigned date.

## Request for Faculty to Complete Consultant Forms

Parents requesting faculty to complete consultation forms for medical, counseling or other professionals must first complete a release form. Release forms are available on request in the school office. All forms completed by faculty will be sent directly to the professional listed on the release forms. Forms will not be given to parents to hand carry to the professional.

## School Day Schedule

### Pre-Kindergarten Schedule

- 8:00 a.m. Students line up in Parish Hall under adult supervision.  
Students arriving before 8:00 must attend morning  
Extended Care. **Students may not be on the school  
grounds before 8:00 a.m. unless enrolled in morning  
Extended Care.**
- 8:20 Tardy bell
- 8:23 Prayer
- 10:45 Recess Pre-K
- 11:00 Class resumes for Pre-K
- 12:00 Lunch for Pre-K
- 12:35 Recess for Pre-K
- 1:05 Class resumes for Pre-K
- 3:00 School dismissal

### Kindergarten – Grade 4 Schedule

- 8:00 a.m. Students line up in Parish Hall under adult supervision.  
Students arriving before 8:00 must attend morning  
Extended Care. **Students may not be on the school  
grounds before 8:00 a.m. unless enrolled in morning  
Extended Care.**
- 8:20 Tardy Bell
- 8:23 Prayer
- 10:00 Recess K-3
- 10:15 Classes resume K-3
- 11:35 Lunch followed by recess for grades K-4
- 12:05 Recess K-4
- 12:35 Classes resume grades K-4
- 2:00 Recess K-3
- 2:10 Classes resume K-3

3:00 School dismissal

#### Grades 5-8 Schedule

8:00 a.m. Students line up in Parish Hall under adult supervision.  
Students arriving before 8:00 must attend morning  
Extended Care. **Students may not be on the school  
grounds before 8:00 a.m. unless enrolled in morning  
Extended Care.**

8:20 Tardy bell  
8:23 Prayer  
8:35 1st Period  
9:25 2<sup>nd</sup> Period  
10:15 3<sup>rd</sup> Period  
11:05 4<sup>th</sup> Period  
11:55 Lunch for grades 5-8  
12:15 Recess  
12:30 5<sup>th</sup> Period  
1:20 6<sup>th</sup> Period  
2:10 7<sup>th</sup> Period  
2:55 Home Room  
3:00 School dismissal

#### School Records

Student grades are defined as follows:

##### Pre Kindergarten through Grade 3

4 = Exceeds Standard  
3 = Meeting Standard  
2 = Approaching Standard  
1 = Below Standard  
N/A Not Assessed at this time

##### Grades 4-8

+ = Excellent; exceeds expectations  
√+ = Above average; exceeds expectations most of the time  
√ = Satisfactory; generally meets expectations  
√- = Needs improvement, occasionally meets expectations  
- = Below average, generally does not meet expectations  
-  
95-100% = Meeting Standard (Accomplished)  
85-94% = Meeting Standard (Proficient)  
70-84% = Approaching Standard (Effective)  
0-69% = Below Standard (Needs improvement)

Parents wishing to view student records must notify the principal in writing and allow at least 48 hours advance notice.

### **Search and Seizure**

The Principal and/or his/her designee may search student desks, cubbies, shelves and personal belongings, including, but not limited to, handbags, briefcases, purses, backpacks, clothing and other items in a student's possession. The local police, using drug detecting dogs, may be invited into the school on a random basis to search lockers as a proactive, preventative measure.

### **Seatbelts and Booster Seats – for all School Events**

Holy Family School policy requires all passengers in private vehicles to follow the Washington State Child Restraint Law. Children less than eight years old must be restrained in child restraint systems, unless the child is four feet nine inches or taller. A child who is eight years old or older, or four feet nine inches or taller, must be properly restrained either with the motor vehicle's safety belt or an appropriately fitting child restraint system. Children under thirteen years old must be transported in rear seats where it is practical to do so.

### **Security**

All gates will be closed and locked at 8:45 a.m. daily and will remain locked during the remainder of the day. In the event you need to pick up your student(s) during the school day, please come to the gate located on 17<sup>th</sup> Street and ring the bell. You will be asked to announce yourself and then will be admitted in through the intercom system. At 2:45pm the gates will be opened for carpool.

### **Tardy Policy**

Research shows a direct correlation between student attendance and academic achievement. That means that students need to be on time for school, be in school, and not pulled out early unless absolutely necessary. We cannot help your child to learn if they are not here. Bringing students late and taking them out early not only interrupts their learning but it is disruptive to all the students in their class. Teachers prepare students in the beginning of the day for the day's learning activities. The end of the day is just as important for reinforcing the learning, preparing students for the next day, and homework.

Being late to school devalues the importance of the school experience. Some might say it is disrespectful to teachers and students who are ready to start the day. Another consideration is the Catholic high schools look at attendance and tardy as part of their admission process. When you apply for a waiver to a public high school, they too ask for that information. Please keep in mind that you have a window of 8:00am – 8:30am to drop your child off. Thank you for your support in this matter. I know how much you care for your child's academic success as well as their peers.

When the tardiness become chronic or disruptive to the classroom morning routine:

- First point of contact will be between teacher and parent
- Second point of contact will be between principal and parent
- Third point of contact will be teacher/principal consequence

## **Theft**

Any student involved in a theft must be suspended from a single class or from a full schedule of classes for a period of up to ten (10) school days with possible loss of credits for a trimester. The student will be required to replace or pay for the stolen item(s). Proper legal authorities may be contacted.

## **Toys**

We ask the student refrain from bring toys to school. Toys can be lost or broken while at school. Fidget toys may not be brought to school unless Holy Family School receives a written signed note from the student's doctor saying this device should be used during school hours.

## **Uniform Policy**

### **Purpose of Uniform Policy**

Holy Family School maintains a strong tradition of school uniforms that reflect school pride and appropriate regard for personal appearance. Holy Family School also seeks to establish an environment where children are known for who they are inside, rather than for the appearance they project on the outside. Failure to cooperate with the uniform policy will result in disciplinary action being taken. Uniforms also provide a tangible means of allowing teachers and staff to instantly identify outsiders who may or may not belong on the school grounds.

We expect all parents and students to support and comply with this policy. Time spent by school faculty addressing school uniform compliance is time taken away from teaching. Therefore, out of fairness to others in our school community, parents are asked to carefully supervise what their children wear to school. Questions concerning specific aspects of this policy should be addressed to the principal before sending students to school.

At Holy Family School we wear uniforms because:

- They represent our Catholic school image.
- They discourage differences brought about by various income levels, thus eliminating unnecessary peer pressure and allowing the attention of the students to be directed towards academics.
- They assure that the dress standards of the school emphasize neatness.
- They promote an image of pride both at and away from school and help create a positive climate of discipline and responsibility
- They promote an attitude of moderation and modesty.

### **Expectations**

- Parents are expected to help children keep the school uniform code.
- It is expected that students will be in uniforms that fit properly and are neat and clean.
- It is expected that students will be in uniforms that are in good repair.
- Shirts and blouses are to be tucked in.
- Under garments worn under the uniform shirt or blouse must be plain white.
- Uniforms must be appropriately sized and must be appropriately worn.

- No sweatshirts, large shirts, sweaters, jackets (other than uniform sweaters & uniform sweatshirts) will be worn during class time.
- All hats and hoods are to be taken off as students enter the building.
- All students shall have a sweater and will wear “full uniform” on designated days such as Mass days, prayer services, picture days, other special events and/or when instructed by the teacher.
- All uniforms, coats, book bags, backpacks, lunchboxes, etc. must be marked with the student’s name.

Students at Holy Family School are required to wear the school uniform as outlined below.

### **Full Dress Uniform**

- Boys - full uniform is a uniform sweater, uniform shorts or pants and uniform shirt.
- Girls (Gr. Pre K – 3) - full uniform is the uniform sweater, jumper, shorts, skorts, or pants, and white shirt or blouse.
- Girls in Gr. 4-8 may wear the uniform sweater, shorts, skirt or shorts, skorts (4<sup>th</sup> grade only), or pants, and white shirt or blouse.
- Shirts and blouses need to be tucked in at all times.
- The full uniform needs to be worn to school Masses, class pictures, prayer services, other special events and/or when instructed by the teacher.

**Sweaters:** The uniform sweater is navy-blue V-neck cardigan or long-sleeved or sleeveless slipover (Uniform Store-issue only)

- Each student is required to have at least one type of sweater.
- Sweaters need to be worn at Mass, Prayer Services, individual and class pictures, other special events and/or anytime instructed by the teacher.
- Uniform issued sweaters may be worn in the classroom but are not mandatory for everyday wear.
- Sweaters are part of the uniform are required to have one at school at all times. Outerwear coats are not a part of the uniform and may not be worn during class time.

**Polar Fleece:** Students may wear the Navy-blue Fleece Vest or Jacket (Uniform Store-issue only) to school as part of their uniform except on Mass days, for individual and class pictures and when instructed by the teacher.

**Coats:** Coats must not be adorned with any inappropriate logos, skulls, or gang symbols. Coats/jackets are a requirement between November and April. Coats may not be worn in the classroom. They are to be hung in the coat areas except during recess or P.E.

**Sweatshirts:** Students may wear the navy-blue HFS sweatshirt as part of their daily uniform (Uniform Store Issue Only). HFS red, white and blue or grey sweatshirts are to be worn as coats only. If your student wears a non-uniform sweatshirt in the classroom they will be asked to remove it and wear their school uniform sweater. If they do not have their school uniform sweater at school an Out of Uniform Letter to the Parent will be sent home as students are to bring their sweater to school each day. The student may then go to the office and request to borrow a sweater for the remainder of the school day.

**Shirts & Blouses:** The uniform shirt for both boys and girls is:

- Plain, white, cotton or cotton polyester, short sleeve shirt or blouse with collar
- Short or long sleeved, plain, white, cotton or cotton-polyester, polo-type knit shirt with collar and two or three buttons
- Plain, white, cotton or cotton-polyester, knit turtleneck.
- Other embellishments such as ruffles, lace, extra trim, or non-school logos are not permitted.
- Shirts and blouses must be worn tucked into pants, shorts, or skirts.

**Pants:** The uniform pants are navy-blue twill pants (Uniform Store-issue only).

**Belts:** Boys in grade 4-8 must wear belts with pants at all times. Belts will be plain black, blue, or brown in color.

**Jumpers:** Girls in Grades Pre K-3 may wear the school's plaid jumper available at the Uniform Store only. The jumper must be hemmed to the top of the knee.

**Skirts/Skorts:** Girls in Grades PK – 3 may wear the skort available at the Uniform Store only. Girls in Grades 4 – 8 may only wear the school's plaid skirt (4<sup>th</sup> grade may wear skorts) available at the Uniform Store only.

- The skirt must be hemmed to the top of the knee.
- Shorts are worn under the skirt, they should not be visible below the skirt.

**Shorts:** Navy-blue twill walking shorts (Uniform Store-issue only) may be worn.

- Shorts must be of walking length; however, they can be no more than 3 inches above the knee.

**Shoes:** For student safety only Athletic/Tennis Shoes are required and must have “non-marking” soles that do not leave black marks on the school floors.

- Shoes must have a closed toe and heel; sandals are not permitted.
- No slip-on type shoes
- No boots of any kind are allowed to be worn with the uniform.
- Shoes must have laces or Velcro closures. Laces must be tied in the appropriate manner.
- No shoes with a heel/wedge higher than one inch should be worn.
- No wheels in shoes.
- No shoes with built in rotating discs
- No shoes with built in lights

**Socks:** Socks must be worn and must be visible.

- Socks must be plain, solid white or navy.
- Girls may wear plain, solid navy or white anklets, knee-highs or tights.
- Leggings are not allowed as part of the school uniform.
- Patterns, lace, and other embellishments are not permitted.

**Makeup:**

- No make-up is allowed during school hours.
- Self tanning lotion is not allowed.
- Acrylic nails are not allowed.
- No visible tattoos are allowed

**Jewelry:** Is limited to the following

- Girls with pierced ears may have one piercing in each ear and they must wear “post” type earrings.
- Boys may not wear pierced earrings.
- No facial piercing is allowed.
- No rubber band bracelets, rubber, character bracelets, character silicone bracelets or character wristbands are allowed. Wristbands for a charity or health awareness are fine as long as they are appropriate and have approval from the office. Only one approved bracelet per person per wrist is allowed.
- No ankle bracelets are allowed.
- Jewelry and other items that interfere with the learning environment will be removed and sent home.

**Hats:** Hats for warmth and scarves may not be worn in the school building. Hats worn on the playground must be worn appropriately. Baseball hats may not be worn at Holy Family School with the exception of certain celebrations.

**Hair:** Hair is to be well groomed

- Boys’ hair length should be above the top of the collar, off the ears, and above eyebrows.
- Students are not to have chemically processed hair color.
- Hair should not cover the eyes or be a distraction to the student’s learning.
- Students should be clean shaven.
- Heads are not to be shaven.
- Hair ornaments should complement the colors of the uniform and should not be a distraction to the learning environment.

**Special Days****Non-Uniform Dress:**

Occasionally the school will announce non-uniform days. The first Friday of each month will usually be non-uniform dress day. Our students radiate our SLEs especially: Show respect for God, self, and others. You can see it in the way they interact with each other and the staff; how they care for the environment through recycling; and through our student council and service projects, just to name a few. You wouldn’t want to reinforce behaviors that are not conducive to your child’s success.



- It is the parent's responsibility to send their children in appropriate attire for school. Dress on these days must be neat, modest, and appropriate for school.
- No tight fitting/spandex type, leggings, torn or ripped clothing,
- T-shirts/sweatshirts with sayings or designs, which advertise drugs, alcohol, skulls, gang symbols, or any other inappropriate subject matter or have sexual innuendos are not permitted.
- Do not purchase clothes for non-uniform days with messages that reinforce non-productive behavior. Some of the sayings are: "Not Listening", "I'm Not Deaf, I'm Just Ignoring You", "Blah Blah Blah is all I hear", "I can only please one person at a time. Today is not your day, and tomorrow doesn't look good for you either", and "Just came here for recess".
- Shirts, sweatshirts, and dresses must cover the shoulders
- Dresses/skirts must be hemmed to the top of the knee
- No mini-skirts are to be worn
- Jeans must be in good repair and may not be ripped, have holes or any adornments on them.
- Sweatpants, this includes yoga pants, or any other types of sweatpants are not allowed.
- No short shorts
- Students may not wear cut-offs
- No low-cut or midriff tops
- Tank tops/spaghetti straps are not allowed
- No see through lacey blouses/tops
- No hats/caps are to be worn.
- No boots of any kind are allowed to be worn on free dress days
- Current trends and fads will be addressed as they arise.
- The uniform may be worn on non-uniform days.

### **Graduation Dress/May Crowning Guidelines 8<sup>th</sup> Graders Only**

- Girls are to wear appropriate dresses or skirts that would be acceptable in Church. The hem of the dress/skirts must be hemmed to the top of the knee.
- No mini-skirts
- No leggings
- No spaghetti straps or strapless dresses, no halter type dresses and no prom type dresses.
- Shoes should be acceptable for Church; young ladies will need to wear them all day
- No flip flops
- Boys are to wear dress slacks, dress shirt and a tie
- Sports coats/optional
- Shoes need to be dress shoes, no sneakers/athletic shoes please

**Violations of the Dress Code:** Violations of the dress code will be dealt with in the following manner:

- Students will be given a warning to wear the proper uniform the next day
- Students in Grades PK - 8

1. Will receive an Out of Uniform Notification to be signed by their parents for the first warning.
  2. Upon receiving a second Out of Uniform notification the student will serve detention at lunch/break time.
  3. Upon receiving a third Out of Uniform Notification the student will wear his or her uniform on the next Non Uniform Day and serve lunch/break detention.
- If a student wears inappropriate clothing on a Non-Uniform Day he or she will be asked to wear his or her uniform on the next Non-Uniform Day.

### **Physical Education Outfit**

- Students not having athletic type shoes may be asked to sit-out the class, as safety measures must be observed and will be issued a Out of Uniform Letter to the Parent.
- Uniforms are considered appropriate for P.E. classes.
- Girls wearing skirts on P.E. days should have shorts underneath their skirts.

### **Vacations During School Time**

Parents are asked to avoid deviating from the school calendar or daily instructional schedule for the convenience of family vacations. Unscheduled days off from school for family vacations cause students to miss valuable instruction for which teachers will not provide a special studies program. Teachers will not normally give out work in advance due to a vacation. Parents and students will need to assume responsibility for completing all missed class work and homework.

Parents and students most likely will need to devote additional time to assure that students understand the content taught during the absence due to a vacation. In most cases, absences due to family vacations are not considered excused. Parents should make every effort not to plan appointments or vacations during the time students are taking the standardized tests.

### **Volunteers**

All those volunteering to work in the school and/or parish must complete the Safe Environment program and continue to be current for each year after taking the initial class. By mandate of the Archdiocese, this must be completed before any volunteer assignment can be fulfilled.

### **Weapons**

It is unlawful for any person to carry onto school grounds or facilities a firearm or dangerous weapon as defined by RCW 9.41.250 and RCW 9.41.280. Students carrying a firearm, ammunition, and/or an explosive device onto school/parish premises, at school/parish sponsored activities, on school provided transportation, or in areas of facilities while being used by school will result in expulsion. Police will be notified.

The law provides an allowance for licensed persons to possess firearms within 1000 feet of a school, and state law allows those licensed to carry a concealed pistol to possess a firearm on school grounds while picking up or dropping off a student. WA State law prohibits loaded firearms inside school facilities except for security and law enforcement.

Any object used to intimidate, threaten, or cause bodily harm must be considered a weapon. If the principal determines that an object falls into the category of dangerous weapons that require

expulsion, he or she shall promptly notify law enforcement and the student's parent or guardian regarding any allegation or indication of such a violation. Any knife used to threaten, intimidate or injure is treated as a dangerous weapon. Like, wise, a facsimile of any weapon used to threaten, intimidate or coerce should be treated as a real weapon.

Any fireworks, such as M-80s and other high-powered fireworks, should be considered dangerous weapons as they are capable of causing grave bodily harm and are basically small bombs. The fire marshal will be notified in addition to a police referral.

Any weapons will be confiscated and disposed of in an appropriate manner as deemed by the administration. The administration will call the police first then parents or guardians will be called.

### **Weapon Procedures**

Carrying or possessing a firearm on school premises is a gross misdemeanor and that student may be guilty of a felony assault. Police referral for criminal charges is required.

1. Emergency expulsion shall be immediately implemented and the student should be warned not to trespass on school property while the principal's investigation is ongoing. The police should be asked for a copy of the police report and, if available, the police report number should be noted in the Notice of Expulsion.
2. The principal shall carry out whatever investigation is necessary, including taking statements from witnesses. As in any case of expulsion, the accused should have an opportunity to respond to the charges before the final disposition of the case is announced.
3. If the facts support the charges, the principal will send a formal Notice of Expulsion to the student and his/her family. Again, the student should be reminded that the "no trespassing" order is in effect.
4. In cases that result in expulsion, the student has the right of appeal. The process of appeal is outlined in the school handbook. During the appeal process, the accused must honor the "no trespassing" order.
5. As specified in the Federal Gun Free Schools Act of 1994, the principal may modify the expulsion requirement on a case-by-case basis.

### **RIGHT TO AMEND**

The principal reserves the right to amend this handbook. Parents will be promptly notified if changes are made.



**Carpool Route  
to be used  
both before  
and after school.**

Entrance N.W. Gate  
At 14<sup>th</sup> S.E. & C St.

Blacktop Area  
No Parking

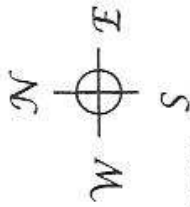
All children must be  
dropped off  
and picked up here

M o d u l a r  
B u i l d i n g

M o d u l a r  
B u i l d i n g

School

Parish  
Center  
former  
Convent



Do  
Not  
Turn  
Here

Parish Hall

Church

Parish  
Offices  
former  
Rectory

17<sup>th</sup> Street S.E. Exit

No child may be dropped off or picked up here.



**ARCHDIOCESE OF SEATTLE  
AUTHORIZATION FOR ADMINISTRATION OF ORAL MEDICATION AT SCHOOL**

Student Name: \_\_\_\_\_ Birth Date: \_\_\_\_\_

School: \_\_\_\_\_ Grade: \_\_\_\_\_

**THIS PORTION TO BE COMPLETED BY THE PHYSICIAN/DENTIST**

<i>Name of Medication</i>	<i>Dosage</i>	<i>Methods of Administration</i>	<i>Time of day to be taken</i>
_____	_____	_____	_____

If given pm specify the length of time between doses \_\_\_\_\_

Inhalers: \_\_\_\_\_  
*Indicate if student must carry on his/her person*

Possible side effects of medication \_\_\_\_\_

Emergency procedure in case of serious side effects \_\_\_\_\_

I request and authorize that the above-named student be administered the above- identified oral medication in accordance with the instructions indicated above from \_\_\_\_\_ to \_\_\_\_\_ (not to exceed current school year) as there exists a valid health reason, which makes administration of the medication advisable during school hours.

\_\_\_\_\_  
*Date of Signature*

\_\_\_\_\_  
*Physician/Dentist Signature*

Phone: \_\_\_\_\_

Name: \_\_\_\_\_  
*Print or Type*

*Please Note: If samples of medication are to be given, they must be labeled with the name of the student, dosage, and time to be given.*

**THIS PORTION TO BE COMPLETED BY THE PARENT/GUARDIAN**

I request/authorize the school to administer medication to the above identified student in accordance with the doctor's instructions for the period from \_\_\_\_\_ to \_\_\_\_\_ (not to exceed current school year). I understand that every effort will be made by school staff to administer the medication in a timely manner.

Permission to carry inhaler

\_\_\_\_\_  
*Date of Signature*

\_\_\_\_\_  
*Parent/guardian Signature*

Phone: \_\_\_\_\_

*Home*

*Work*

e-mail: \_\_\_\_\_



ARCHDIOCESE OF SEATTLE

FIELD TRIP

Parental/Guardian Consent Form and Liability Waiver

Participant's Name: \_\_\_\_\_ Birth Date: \_\_\_\_\_

Parent/Guardian's Name: \_\_\_\_\_

Home Address: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_

E-Mail: \_\_\_\_\_

I, (Parent/Guardian) \_\_\_\_\_, grant permission for my child, (Child's Name) \_\_\_\_\_, to participate in this school-sponsored event that requires transportation to a location away from the school site. This activity will take place under the guidance and direction of school employees and/or volunteers from \_\_\_\_\_ (Name of School)

A brief description of the activity follows:

Type of event: \_\_\_\_\_

Location of event: \_\_\_\_\_

Individual(s) in charge: \_\_\_\_\_

Estimated time of departure: \_\_\_\_\_ return: \_\_\_\_\_

Mode of transportation to and from event: \_\_\_\_\_

As required by Washington State Law, effective July 1, 2007, any child less than 8 years of age or 4' 9" tall (whichever comes first) traveling in a private vehicle must be restrained in an approved booster seat with a lap and shoulder belt. It is the responsibility of the driver to assure that all children under the age of sixteen are traveling in the proper restraint system.

As parent and/or legal guardian, I remain legally responsible for any personal actions taken by the above named minor participant.

I agree on behalf of myself, my child named herein, or our heirs, successors and assigns, to hold harmless and defend (Name of School) \_\_\_\_\_, its officers, directors and agents, and the Corporation of the Catholic Archbishop of Seattle, chaperons, or representatives associated with the event, from any and all actions, claims, demands, damages, costs, expenses and all consequential damage arising from or in connection with my child attending the event or in connection with any illness or injury or cost of medical treatment in connection therewith, and I agree to compensate the school, its officers, directors and agents, and the Corporation of the Catholic Archbishop of Seattle, Chaperons, or representatives associated with the event for reasonable attorney's fees and expenses arising therewith.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Medical Matters:**

I hereby warrant that to the best of my knowledge, my child is in good health, and I assume all responsibility for the health of my child.

**Emergency Medical Treatment:**

In the event of an emergency, I hereby give permission to transport my child to a hospital for emergency medical or surgical treatment. I wish to be advised prior to any further treatment by the hospital or doctor. In the event of an emergency and you are unable to reach me at the above numbers, contact:

Name: \_\_\_\_\_

Relationship: \_\_\_\_\_ Phone : \_\_\_\_\_

Family Doctor: \_\_\_\_\_ Phone : \_\_\_\_\_

Family Health Plan Carrier: \_\_\_\_\_ Policy #: \_\_\_\_\_

**Specific Medical Information:** The school will take reasonable care to see that the following information will be held in confidence:

Allergic reactions (medications, foods, plants, insects, etc.): \_\_\_\_\_

Immunizations—Date of last tetanus/diphtheria immunization: \_\_\_\_\_

Does child have a medically prescribed diet? \_\_\_\_\_

Any physical limitations? \_\_\_\_\_

Is child subject to chronic homesickness, emotional reactions to new situations, sleepwalking, bedwetting, fainting? \_\_\_\_\_

Has child recently been exposed to contagious disease or conditions, such as mumps, measles, chickenpox, etc.? If so, date and disease or condition: \_\_\_\_\_

You should be aware of these special medical conditions of my child:



ARCHDIOCESE OF SEATTLE  
EXTENDED FIELD TRIP

**Parent/Guardian Consent Form and Liability Waiver**

Participant's Name: \_\_\_\_\_ Birth Date: \_\_\_\_\_

Parent/Guardian's Name: \_\_\_\_\_

Home Address: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_

E-Mail: \_\_\_\_\_

I, (Parent/Guardian) \_\_\_\_\_, grant permission for my child,  
(Child's Name) \_\_\_\_\_, to participate in this school-sponsored  
event that requires transportation to a location away from the school site. This activity will take place under the guid-  
ance and direction of school employees and/or volunteers from \_\_\_\_\_  
(Name of School)

A brief description of the activity follows:

Type of event: \_\_\_\_\_

Location of event: \_\_\_\_\_

Individual(s) in charge: \_\_\_\_\_

Estimated time of departure: \_\_\_\_\_ return: \_\_\_\_\_

Mode of transportation to and from event: \_\_\_\_\_

As required by Washington State Law, effective July 1, 2007, any child less than 8 years of age or 4' 9" tall (whichever comes first) traveling in a private vehicle must be restrained in an approved booster seat with a lap and shoulder belt. It is the responsibility of the driver to assure that all children under the age of sixteen are traveling in the proper restraint system.

As parent and/or legal guardian, I remain legally responsible for any personal actions taken by the above named minor participant.

I agree on behalf of myself, my child named herein, or our heirs, successors and assigns, to hold harmless and defend (Name of School) \_\_\_\_\_, its officers, directors and agents, and the Corporation of the Catholic Archbishop of Seattle, chaperons, or representatives associated with the event, from any and all actions, claims, demands, damages, costs, expenses and all consequential damage arising from or in connection with my child attending the event or in connection with any illness or injury or cost of medical treatment in connection therewith, and I agree to compensate the school, its officers, directors and agents, and the Corporation of the Catholic Archbishop of Seattle, Chaperons, or representatives associated with the event for reasonable attorney's fees and expenses arising therewith.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

I hereby warrant that to the best of my knowledge, my child is in good health, and I assume all responsibility for the health of my child.

**Emergency Medical Treatment:**

In the event of an emergency, I hereby give permission to transport my child to a hospital for emergency medical or surgical treatment. I wish to be advised prior to any further treatment by the hospital or doctor. In the event of an emergency and you are unable to reach me at the above numbers, contact:

Name: \_\_\_\_\_

Relationship: \_\_\_\_\_ Phone : \_\_\_\_\_

Family Doctor: \_\_\_\_\_ Phone : \_\_\_\_\_

Family Health Plan Carrier: \_\_\_\_\_ Policy #: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Other Medical Treatment:**

In the event it comes to the attention of the school, its officers, directors and agents and the Seattle Archdiocese, chaperones, or representatives associated with the event that my child becomes ill with symptoms such as headache, vomiting, sore throat, fever, diarrhea, I want to be called collect (with phone charges reversed to myself).

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Medications:**

My child is taking medication at present. My child will bring all such medications necessary in well-labeled containers, and deliver them to the teacher in charge. Names of medications and concise directions for seeing that the child takes such medications, including dosage and frequency of dosage are as follows:

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**No medication of any type whether prescription or non-prescription, may be administered to my child unless the situation is life-threatening and emergency treatment is required.**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**I hereby grant permission for non-prescription medication such as aspirin, throat lozeng cough syrup, to be given to my child, if deemed appropriate.**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Specific Medical Information:**

*(The school will take reasonable care to see that the following information will be held in confidence)*

Allergic reactions (medications, foods, plants, insects, etc.): \_\_\_\_\_

Immunizations: date of last tetanus/diphtheria immunization: \_\_\_\_\_

Does child have a medically prescribed diet? \_\_\_\_\_

Any physical limitations? \_\_\_\_\_

Is child subject to chronic homesickness, emotional reactions to new situations, sleepwalking, bedwetting, fainting? \_\_\_\_\_

Has child recently been exposed to contagious disease or conditions, such as mumps, measles, chickenpox, etc.? If so, date and disease or condition: \_\_\_\_\_

You should be aware of these special medical conditions of my child:

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**ARCHDIOCESE OF SEATTLE**  
**FIELD TRIP: DRIVER INFORMATION SHEET**  
*(This form will be on file in the school office)*

**I. Driver:**

Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip Code: \_\_\_\_\_ Phone #: \_\_\_\_\_

Driver's License #: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

**II. Vehicle that will be used:**

Name of Owner: \_\_\_\_\_ Model of Vehicle: \_\_\_\_\_

Address of Owner: \_\_\_\_\_ Make of Vehicle: \_\_\_\_\_

City, State, Zip Code: \_\_\_\_\_ Year of Vehicle: \_\_\_\_\_

License Plate #: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

Registration Expiration Date: \_\_\_\_\_

If more than one vehicle is to be used, the afore-mentioned information must be provided for each vehicle.

**III. Insurance information:**

Insurance Company: \_\_\_\_\_

Policy Number: \_\_\_\_\_

Policy Expiration Date: \_\_\_\_\_

Liability Limits of Policy:\*

\* Please note: The minimal, required liability limit for privately owned vehicles is \$100,000/\$300,000

**IV. Insurance information:**

I certify that the information given on this form is true and correct to the best of my knowledge. I understand that as a volunteer driver, I must be 21 years of age or older, possess a valid driver's license, have the proper and current license and vehicle registration, and have the required insurance coverage in effect on any vehicle used to transport students.

\_\_\_\_\_  
 (Signature) (Date)

Reference: Procedure 2.50, Item B