



HOLY + FAMILY SCHOOL

faith • citizenship • academic excellence

FAMILY HANDBOOK 2023-2024

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Letter From The Principal

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Dear HFS Parents and Students,

Welcome to Holy Family 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 empower students in global citizenship. The Parent/Student Handbook reflects the policies of Holy Family School for the 2023-2024 school year. The handbook is part of our ongoing efforts to foster a healthy partnership with parents, based upon our mutual interest in the development of students while they are enrolled at our school.

The Holy Family School Handbook is available online and hard copies are available by request in the school 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 2023-2024 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. Together let us pray that God, who has begun this good work in us, may carry it through to completion.

God Bless,
Mrs. Teresa Day
Principal

2023-2024 Faculty and Staff Directory

Principal
Administrative Assistant
Development Director
Pre-Kindergarten Lead Teacher
ECE Instructional Aide
Kindergarten Teacher
Grade 1
Grade 2
Grade 3
Grade 4
Grade 5
Grade 6 (middle school)
Grade 7 (middle school)
Grade 8 (middle school)
Librarian & Technology Teacher
Music Teacher & Band Director
Physical Education Teacher
Instructional Tutor/Aide
Extended Care Director
Extended Care Assistant

Mrs. Teresa Riggio Day
Mrs. Lorena Brock
Mrs. Gretchen Kurth
Mrs. Jessica de Jesus

Ms. Leah Eaton
Mrs. Donna Brain

Mrs. Ann Kelly
Mr. John Paiva
Mrs. Shelly Hammond
Miss Kennadi Walker
Mr. Larry Rupp
Mrs. Carri Burk
Mrs. Deborah Baldwin

Ms. Chris Earnest
Ms. Cirel Hoover
Mr. Ethan Glaze

Holy Family Parish Administration

Parish # 253-833-5130

Pastor
Deacon
Pastoral Assistant
Parish/School Bookkeeper
Parish Secretary
Children's Ministry
Youth Ministry Associate
Pastoral Care Leader
Marriage Coordinator

Fr. Roy Baroma
Richard Werner
M. Catherine Banning
Susan Hoptowit
Anthony Corpuz
Lindsay Carter
Jocelyn Arida
Pat Barr
Rosemary Busby

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.

Holy Family School Information and 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 1st-4th 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 1st-8th 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 7th and 8th 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.

Enrollment has varied frequently over the past 58 years as we continue to sustain our success as a school and parish. We look forward to many more years of offering Catholic education to Auburn and its surrounding communities.

Mission Statements

Archdiocese of Seattle

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.

Office for Catholic Schools

In the spirit of communion, solidarity, and subsidiarity, the Office for Catholic Schools provides high quality professional development, resources, and best practices to expand the evangelizing mission of our Church as we help one another form the school leaders God has designed for our time.

Holy Family School Mission Statement

Holy Family School, as part of Holy Family Parish community, educates and inspires students to grow in faith, to demonstrate academic excellence, and to model Christian citizenship.

Goal

Our goal is to develop in students a universal approach to living a faith-filled life. We work to cultivate responsible citizens, and achieve intellectual, physical, social/emotional, and creative growth.

Philosophy

Holy Family School develops students who grow intellectually, model Catholic teachings, and are dedicated to social justice. We encourage the growth of each student in a nurturing environment, recognizing their diverse gifts and talents. We support the parents, who have the fundamental

responsibility for their children’s education, as we work together to achieve goals rooted in gospel values.

School-wide Student Learning Expectations (SLEs)

Students of Holy Family Catholic School are:

Persons of deep faith who:

- ❖ 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

Engaged 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
- ❖ Accept responsibility for their actions
- ❖ Understand and accept a diverse society and work for social justice

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

Covenants

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 following standards: Archdiocesan Guidelines for Catechesis, Common Core State Standards, WA State Standards for Social Studies, Art, Music, and Library, and Next Generation Science Standards.
- 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.

Admission and Enrollment Policies

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 30th, of the school year. Kindergarten must be 5 on or before August 30th, of the school year. Those requesting enrollment into First Grade must be 6 on or before August 30th, 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 1st 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.

Admission Of Students With Learning Differences

Students with special needs shall be given the same consideration as all applicants. However, prior to admitting a student with diagnosed learning differences, Holy Family School shall make a determination as to whether it can provide an appropriate education for that child in light of the school's resources and staff/support capacity. Each child will be considered on an individual basis.

Holy Family School will consider:

1. the severity and degree of the disability;
2. the level of support needed from special services and any special equipment or related services the student may require;
3. the school's resources, such as available support personnel, class size, and accessibility of school facilities;
4. the accommodations, if any are necessary, and the school's ability to provide those accommodations;
5. the child's Student Support Plan (SSP) if one exists, and/or the school's ability to meet a current IEP or behavioral plan; and
6. Any other considerations that may apply to the particular situation.

Parents and/or the public school district in which the student resides shall be responsible for any additional special education services that a student may require.

Holy Family School will accept any child for whom an appropriate program can be designed and implemented. Each child is to be considered for admission based upon his/her emotional, academic, and physical needs; the school's ability to support the student in adhering to all health/medical requirements; and the resources available to the school in meeting those needs. Holy Family School determines continued enrollment based on these factors.

There is a limit to what schools have the capacity to do. However, Holy Family School will not discriminate against otherwise qualified individuals on the basis of disability if, with reasonable accommodations, school staff can assist a student in meeting the requirements of the school program. Holy Family School honors the following procedures in trying to serve students with special needs:

Phase 1: Identification – Identification of the specific area of concern(s), documentation of

concern, consultation with the student's family.

Phase 2: Assessment – Comprehensive assessment through the local public school or through private, professional consultants.

Phase 3: Planning and Placement – Determining the most appropriate and affirming long-term educational plan for the student. A modified plan would be created to match the needs of each individual student with on-going communication and assessment.

**For more information please contact the school principal.

Class Size

As openings occur for each grade level, students will be admitted and/or placed on the waiting list according to the following criteria: waiting list will be established when a class reaches 19 in PreKindergarten, 20 in Kindergarten 3rd grade, 22 in 3rd - 8th grades. The principal has complete discretion on exceeding class size.

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

Withdrawal

In the event students are withdrawn from school, parents are asked to follow this procedure:

1. Notify Holy Family School of the withdrawal via a note to the school office with a copy sent to the principal.
2. All financial obligations must be met before a student's education records will be released.
3. Student's records will be sent at the request of the student's new school.

Withdrawal Regarding Financial Matters

Holy Family School enters into covenants or contracts with faculty and staff and incurs financial

obligations for the entire school year. In order for Holy Family School to meet these financial obligations, when a student is enrolled, the parent/guardian assumes the obligation to pay the tuition/fees in full.

In order to receive a refund of tuition paid, the parent/guardian must advise the principal before the first day of school that the student will be withdrawing. The registration fee is non-refundable under any circumstances.

- If a student is withdrawn by the first day of school, 75% of the tuition is refundable.
- If a student is withdrawn within the first semester, families are expected to pay tuition to cover the full semester.
- If a student is withdrawn during the second semester, the full year of tuition will be paid.

Extenuating circumstances regarding the withdrawal of a student will be considered pending a review by the pastor and principal.

The school reserves the right, if any tuition payment is past due, to remove the student(s) from the school. The school has the further right to refuse re-enrollment for the following school year until financial commitments have been met. No transcripts of grades or school records of any child enrolled in the school shall be provided without prior payment of tuition due to the school.

Financial Policies

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 first contact the Principal to apply for special arrangements. They may also seek counsel from our Pastor.

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 the weekly newsletter.

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 canceled by the family, this fee is non-refundable.

School Discipline and Behavioral Policies

We are committed to the development of a Christian community wherein all members, adults and children, are encouraged and supported in their growth toward fullness in the person of Christ. In an effort to make this growth a reality, the faculty and staff are dedicated to building an atmosphere conducive to this Christian development. At times, this requires positive encouragement and building of self-esteem. At other times, it demands assisting an individual or group to redirect energies toward growth.

Purpose of discipline at Holy Family School

- To provide an environment of Christian community, wherein growth and development of the person is made possible, stimulated, and encouraged.
- To provide an opportunity for the student to practice Christian ideals and attitudes.
- To assist students in the development of self-discipline, courtesy, and respect.
- To provide an atmosphere conducive to learning, wherein no one student or group of students deprives others of their right to learn.
- To promote respect and care within the student for himself/herself, for others in the school, and for members of society.

Appropriate behavior is defined as following three basic rules:

1. The students will respect self and others
2. The students will respect school and personal property
3. The students will observe classroom rules and school rules

Basic school-wide rules:

- Students are to comply with every faculty and staff directive at all times.
- Students are to use an appropriate voice when speaking.
- Students are to keep hands, feet, and other body parts to themselves.
- Students are to speak respectfully to others (no profanity or name-calling).

Discipline Policies

Effective Discipline at Holy Family School presupposes a joint effort by both home and school. To be successful, it is imperative that all students follow school policy and guidelines. School rules governing conduct and discipline are to be interpreted to ensure an optimum learning atmosphere and create a climate in which each student has the maximum opportunity to learn.

At Holy Family School we believe:

- That each student chooses their behavior and is therefore responsible for their actions, whether verbal or physical.
- That students must follow all school rules as directed by faculty and staff.
- Students are expected to exhibit the Catholic/Christian values taught at Holy Family in their behaviors.
- That students learn and grow from their mistakes

Corporal Punishment

The use of corporal punishment in any form is prohibited at Holy Family School. All school personnel exercise pastoral care in the discipline of a student, and will follow carefully articulated discipline procedures.

Disciplinary Actions

When methods of positive reinforcement, motivation, and conferencing with students have not proved successful, or when seriously disruptive conduct has taken place, other actions may be necessary; some of which are defined below. Since building a Christian community demands that each individual be given the opportunity for personal growth, infringement of these rights will result in disciplinary action.

The School Wide Discipline Plan:

Processing

After classroom warnings have been given, the student will receive a time-out or processing in the office. Students are to enter the office in absolute silence, sit as directed, and complete the required processing form. This form must be completed within 5 minutes, at which time the student will return to their classroom. Parent signatures are required on all processing forms.

Processing protocol in grades **Pre K-4:**

- | | |
|-----------------|--|
| First Offense: | Processing form sent to parents to be signed and returned to school |
| Second Offense: | Processing form sent to parents to be signed and returned to school |
| Third Offense: | Processing form sent to parents to be signed and returned to school
Assigned to after-school detention |
| Fourth Offense: | Processing form sent to parents to be signed and returned to school
Assigned to after-school detention
Parent meeting with teacher and principal |
| Fifth Offense: | <u>Severity Clause</u> – Immediate conference with parent, teacher and principal.
Individualized behavior plan established which may include any of the following action(s) <ul style="list-style-type: none"> ● In-School Suspension ● Home Suspension ● Probation ● Expulsion |

***Failure to complete the form in an appropriate manner, or if the form is not returned, a detention will result.

***Being processed twice in one week will also result in a detention.

Processing protocol in grades **5-8**:

- First Offense: Processing form sent to parents to be signed and returned to school
- Second Offense: Processing form sent to parents to be signed and returned to school
Assigned to after-school detention
- Third Offense: Processing form sent to parents to be signed and returned to school
Assigned to after-school detention
Parent meeting with teacher and principal
- Fourth Offense: Severity Clause – Immediate conference with parent, teacher and principal.
Individualized behavior plan established which may include any of the following action(s)
- In-School Suspension
 - Home Suspension
 - Probation
 - Expulsion

***Failure to complete the form in an appropriate manner, or if the form is not returned, a detention will result.

***Being processed twice in one week will also result in a detention.

After School Detention

After school detention will be held Tuesday from 3:00 PM – 3:15 PM for PreK-4th grade and 3:00 PM to 3:30 PM for 5th through 8th grade students. Students receiving after school detention are required to call home when the parent-signed detention slip is not returned. Teachers will escort students to the detention room which will be posted weekly. Students must fulfill their detention time before they can participate in an after-school club.

After school detention may result from multiple processing forms or automatically through behaviors such as, but is not limited to, the following:

- Gum chewing/spitting
- Inappropriate language
- Inappropriate Mass behavior
- Recess behavior

Other Discipline Protocols

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 as outlined below:

- Classroom disciplinary procedures have been developed for students from Pre-Kindergarten through Grade Eight by school faculty. Student expectations, as well as consequences for certain behaviors, have been developed to be age appropriate. Your child's teacher(s) will inform you of classroom policies, including disciplinary procedures, at the beginning of the school year. Please direct your questions to the classroom teacher, including the Principal on communication as needed.

- 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 or intentionally damaged; further discipline may be imposed.
- Damaged or lost textbooks, athletic equipment, school materials or property, will result in fines to reimburse the school for the current cost to replace the item(s) in new condition.
- 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 such as, but not limited to: probation, suspension, or expulsion, regardless of the student's grade or age.

When students choose to exhibit behaviors, including but not limited to those listed here, there may be: immediate removal from the class or playground to an administrator's office, a phone call to a parent/guardian, immediate or future suspension and removal from any extracurricular activity representing the school – including but not limited to field trips and athletic activities.

1. Acts which violate laws of the State of Washington, including but not limited to the following: arson, firearms, gambling, theft, possession and/or use of alcoholic beverages, tobacco products, or drugs, harassment, 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 outside of school hours.
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. Acts involving weapons, fire, fireworks, matches and violence
6. 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.
7. Forgery of documents and/or the signature of parents or school personnel.
8. Plagiarism is not acceptable, whether it is intentional or an accident, it is still prohibited at Holy Family School.
9. 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.

10. Cheating is not acceptable at Holy Family School. HFS 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 the student(s) involved in cheating will receive a failing grade on the test or assignment. An additional behavioral consequence will also be administered to all parties that are involved in the cheating incident. 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

11. Repeated and ongoing disruption of the learning environment.

12. 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.

13. 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.

14. Personal belongings such as; cell phones, iPads, iPods, tablets, earbuds, headphones, smart watches or any electronic devices, skateboards, trading cards, toys, and other personal property brought out during the school day by the student, unless directed by a faculty member(s) will be confiscated by any member of the staff and given to the Principal.
15. Students anywhere on school grounds where they are not permitted to be at that time or, leaving the school grounds without prior authorization.
16. Use of inappropriate language, imagery or derogatory terms within school assignments.
17. Possession of, or use of chewing gum on school grounds, without prior approval

Discipline Regulations

The rules of a school, governing all conduct and discipline, are in-place to insure an optimum learning atmosphere in the classroom. "Optimum learning atmosphere" shall be defined as the climate in which each student has the maximum opportunity to learn. Conduct of students that interferes with that climate should be kept at an absolute minimum as determined by the classroom teacher. Students are to comply with rules established for the governing of the school.

The principal reserves the right to waive and/or deviate from any and all disciplinary regulations for just cause at her discretion.

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.

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. Likewise, 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.

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.

Harassment/Bullying

The 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;
- Physically harms a student or damages the student’s property.
 - Has the effect of substantially interfering with a student’s education;
 - Is so severe, persistent or pervasive that it creates an intimidating or threatening educational environment; or
 - 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, a 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.

Academic Policies and Programs

Curriculum

Religion - Classes and Formation

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.

Learning standards for religion classes are provided by the Office for Catholic Schools out of the Archdiocese of Seattle. They are 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 is 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 each week on Thursday morning, at 8:30 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.

Core Academics

Holy Family School offers core content in the areas of Math, Reading, Writing, Science and Social Studies. The standard curriculum of Common Core State Standards are used for planning and instruction in math, reading, and writing. The Next Generation Science Standards are used for planning and instruction in science, and WA State Learning Standards are used for planning and

instruction for Social Studies. Learning standards for all subjects can be accessed through our school website.

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

Specialists and Enrichment

Holy Family School offers a full range of specialist and enrichment education experiences in order to teach the whole child.

Physical Education

Students participate in a standard physical education program based on WA State Learning Standards. Each grade PK-8 attends PE class twice a week.

General Music

Students in all grades participate in a general music education program based on WA State Learning Standards. Each grade PK-8 attends music class twice a week.

Library & Technology

Students in all grades have weekly visits to the HFS library. During their weekly visits they will learn about library science, and on scheduled visits they will receive instruction on technology. Students will have the option to check out books during their visits. Each grade PK-8 visits the library once a week.

Enrichment

Program enrichment is provided in the classroom, during specialist classes, and through all-school events. Often enrichment is provided by parents or outside networks through after school clubs.

Some enrichment offerings include, but are not limited to:

Choir	Field Trips
Outdoor Education	Community Resources
Field Day	Assemblies
Goal Celebrations	Beginning/Advanced Band
Science Projects	Student Leadership
Foss Science Kits	Drama/Performing Arts
Chess	Cooking
Robotics	

Assessments & Standardized Tests

Holy Family School expects students to perform to the best of their ability. Teachers evaluate student progress on a regular basis through formal and informal classroom based assessments that may include regular quizzes and tests. These assessments reflect the material covered during the semester.

In addition to classroom based assessments, Holy Family also takes part in annual standardized tests using the NCEA's Measures of Academic Progress (MAP) testing. These tests measure academic growth over time.

MAP testing is a trio of assessments that measure student knowledge in reading, language usage, and mathematics. All students in grades 1 through 8 will participate in MAP testing every year in the fall, winter, and spring. Students in kindergarten will begin testing in the winter and join the rest of the school for the spring assessments.

The faculty of Holy Family School reviews student data at regular intervals during the school year for the purpose of tracking student academic needs, to assess our academic programming, and to ensure correct placement year to year.

Library

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.

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.

Homework

Homework is part of the culture of our school. Students attending Holy Family School can expect homework throughout the year. Typically homework is used to build skill fluency, review concepts & skills, prepare for an upcoming lesson, and/or build stamina, joy, and curiosity for learning. Best practice is to see no more than “10 minutes times the grade level” per night, not including reading expectations. Here is what this can look like:

PK & K	Little to no nightly homework	5th	Up to 50 minutes
1st	Up to 10 minutes a night	6th	Up to 60 minutes
2nd	Up to 20 minutes	7th	Up to 70 minutes
3rd	Up to 30 minutes	8th	Up to 80 minutes
4th	Up to 40 minutes		

Homework is assigned at the discretion of the classroom teacher. Each teacher will inform parents regarding their homework expectations. 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 homework responsibility 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 becomes a chronic concern the teacher will ask for a family conference to create an improvement plan to be agreed upon by the parent and student.

Grading

Student grades are defined as follows:

Standards Based Grading Scale - (all grades)

- 4 MASTERY: Student displays masterful understanding of content independently, and is able to extend beyond expectations
- 3 PROFICIENT: Student displays full understanding of content independently
- 2 APPROACHING PROFICIENCY: Student displays frequent understanding of content independently, needs occasional help
- 1 LIMITED PROFICIENCY: Student displays some understanding of content independently, needs consistent help
- N/A Not Assessed this grading period

Performance Assessment Grading Scale - (all grades)

- + exceeds expectations consistently
- ✓+ exceeds expectations most of the time
- ✓ generally meets expectations
- ✓- occasionally meets expectations

- generally does not meet expectations

Traditional Grading Scale - (grades 6-8)

95-100%	MASTERY: Student displays masterful understanding of content independently, and is able to extend beyond expectations
85-94%	PROFICIENT: Student displays full understanding of content independently meeting expectations
70-84%	APPROACHING PROFICIENCY: Student displays frequent understanding of content independently, needs occasional help to meet expectations
0-69%	LIMITED PROFICIENCY: Student displays some understanding of content independently, needs consistent help to reach expectations
N/A	Not Assessed this grading period

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

Report Cards and Student Information System

There are two reporting periods designated as semesters. Teachers will keep their gradebooks through our student information system (SIS), **Alma** (<https://hfsauburn.getalma.com/>). Families will be granted access to gradebooks in the fall of each year to keep track of student growth. Grade reports will be generated at the end of each semester for all grades, and at mid-term for grades 4-8. Report cards will be withheld from families if financial obligations have not been met by the family or before the assigned date.

Parent-Teacher Conferences

Formal conferences are held twice in the year. All families are expected to attend the fall conferences offered in November. Mid-year conferences in February are scheduled at the request of either parent or teacher. Parents or teachers may opt for an informal conference as needed at mutually agreed upon times throughout the year. Parents are to contact teachers by phone, email or written note for an appointment.

School Day Schedule

Pre-Kindergarten Schedule

8:00	Students line up on the blacktop 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.
8:15	All school Morning Assembly
8:25	Class time
10:45	Recess break

11:00	Class time resumes
12:00	Lunch in the classroom
12:35	Recess break
1:05	Class time resumes
3:00 (2:00 on W)	School Dismissal

Kindergarten – Grade 4 Schedule

8:00	Students line up on the blacktop 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.
8:15	All school Morning Assembly
8:25	Class time
10:00	Recess break
10:15	Class time resumes
11:50	Lunch in the classroom
12:10	Recess break
12:40	Class time resumes
1:20	Afternoon break
1:30	Class time resumes
3:00 (2:00 on W)	School Dismissal

Grades 5-8 Schedule

8:00	Students line up on the blacktop 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.
8:15	All school Morning Assembly
8:25	Class time
10:15	Recess break
10:30	Class time resumes
12:20	Lunch in the classroom
12:40	Recess break
1:10	Class time resumes
3:00 (2:00 on W)	School Dismissal

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. Conversations with parents about the potential for retention happen at the mid-year conference. The decision of the principal is final regarding promotion and retention.

School Policies

Attendance

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, pink eye, lice, chicken pox, etc.) please notify the school office immediately.

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 at 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

Early Dismissal

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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".

Arrival At School

Students are supervised beginning at 8:00 a.m. on the blacktop or in the parish hall. Students are to wait calmly for assembly to begin. **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 Staff Supervisor comes to the blacktop.** 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 8:05am to join morning carpool. At 8:15 a.m. morning assembly will begin. After assembly, the staff leader will dismiss students to the classrooms in an orderly manner. Students arriving after 8:30 a.m. are to check in at the office before heading to their classroom.

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 17th 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 17th 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 before, during and after school.

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 3:10 p.m. Monday, Tuesday, Thursday, Friday and 2:10 p.m. on Wednesday will be placed in the Extended Care Program and the parents will be charged the Emergency Fee.

Uniform and Dress Code

Purpose:

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 the appearance they project on the outside. We expect all parents and students to support and comply with this policy. Failure to cooperate with the uniform policy will result in disciplinary action.

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
- Uniforms help create a positive climate of discipline and responsibility.
- They promote an attitude of moderation and modesty.
- Builds personal discipline and provides a sense proper decorum

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, clean, and in good repair.
- 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.
- 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.

Clothing and Accessories		
Sweaters	Navy Blue	<p>The uniform sweater is navy blue v-neck vest, pullover, or cardigan sweater (Uniform Store-issue only).</p> <ul style="list-style-type: none"> • Each student is required to have at least one type of sweater, students are required to have one at school at all times. • 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.
Sweatshirts	Navy Blue	<p>Students may wear the navy-blue HFS ¼ zip sweatshirt as part of their daily uniform (Uniform Store Issue Only).</p> <ul style="list-style-type: none"> • HFS blue or grey spirit wear 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. • The student may then go to the office and request to borrow a sweater for the remainder of the school day.
Coats		<ul style="list-style-type: none"> • Coats must not be adorned with any inappropriate logos, skulls, or gang symbols • Coats/jackets are recommended everyday.

		<ul style="list-style-type: none"> Coats are not a part of the uniform and will be removed while in class.
Shirts	White	<p>The uniform shirt for both boys and girls is:</p> <ul style="list-style-type: none"> Plain, white, cotton or cotton polyester, short sleeve blouse with collar Short or long sleeved, plain, white, cotton or cotton-polyester, polo 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 Undergarments worn under the uniform shirt or blouse must be plain white Shirts and blouses must be worn tucked into pants, shorts, or skirts
Pants	Navy Blue	The uniform pants are navy-blue twill pants (Uniform Store-issue only).
Belts	Brown, Black, Navy	Belts are recommended for grades 4-8, and may be brown, black or navy.
Jumpers	Lloyd Plaid	<p>Girls in Grades Pre K-3 may wear the school’s plaid jumper available at the Uniform Store only.</p> <ul style="list-style-type: none"> The jumper must be hemmed to the top of the knee.
Skirts	Lloyd Plaid	<p>Girls in Grades 4-8 may wear the school’s plaid skirt available at the Uniform Store only.</p> <ul style="list-style-type: none"> The skirt must be hemmed to the top of the knee. Shorts (bike) are to be worn under the skirt, they should not be visible below the skirt.
Skorts	Lloyd Plaid	Girls in Grades PK – 4 may wear the skort available at the Uniform Store only.
Shorts	Navy Blue	<p>Navy-blue twill walk shorts (Uniform Store-issue only) may be worn.</p> <ul style="list-style-type: none"> Shorts must be of walking length; however, they can be no more than 3 inches above the knee.
Shoes		<p>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.</p> <ul style="list-style-type: none"> Shoes must have a closed toe and heel; sandals are not permitted. No slip-on type shoes, lights, wheels, or heel/wedge higher than 1” 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.
Socks	White, Navy	<p>Socks must be worn and must be visible.</p> <ul style="list-style-type: none"> Boys may wear plain, solid white or navy, ankle or crew socks. 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.
Hats		<ul style="list-style-type: none"> 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 with the exception of certain celebrations.

Makeup	Jewelry
<p>No make-up is allowed.</p> <ul style="list-style-type: none"> Nail polish and acrylic nails are not allowed No visible tattoos are allowed 	<p>No jewelry is allowed, with the exception of:</p> <ul style="list-style-type: none"> Girls with pierced ears may have one piercing in each ear and may wear “post” type earrings only Religious jewelry may be worn under shirts Jewelry and other items that interfere with the learning environment will be removed and sent home

Hairstyles

Hair is to be well groomed.

- Boys' hair length should be above the top of the collar and around the ears.
- Hair should not cover the eyes or be a distraction to learning for the child.
- Coloring or bleaching from natural color is not permitted.
- Boys should be clean shaven.
- Extravagant styles are not allowed (shave lines, faux hawks, etc.)
- Hair accessories should complement the colors of the uniform or be neutral in relation to natural hair color
- NOTE: if hair accessories become a distraction the student will be asked to put them in their backpack

Special Days and Non-uniform Days

Free Dress

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 leggings or yoga pants
- 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.
- No messages that reinforce non productive behavior
- Jeans must be in good repair and may not be ripped, have holes or any adornments on them
- Dresses/skirts must be hemmed to the top of the knee or longer
- No short shorts or cut-offs
- Socks must cover the ankle
- All tops and dresses must cover the shoulders
- No low-cut, midriff, tank tops or spaghetti straps
- No see through lace blouses/tops
- No hats/caps are to be worn
- No boots

*Current trends and fads will be addressed as they arise. The uniform may be worn on non-uniform days.

May Crowning and Graduation

8th grade only:

- Girls are to wear appropriate dresses or skirts that would be acceptable in Church. Dresses/skirts must be hemmed to the top of the knee or longer
- No leggings
- No spaghetti straps, strapless dresses, or halter type dresses
- Shoes should be dress shoes acceptable for Church; no sneakers
- No flip flops
- Boys are to wear dress slacks, dress shirt and tie, sports coats are optional

Uniform and Dress Code Non-Compliance Process

Uniform infractions will be handled in the following manner:

Level 1	Student and teacher will have a correction conversation about being out of uniform and partner to solve the problem on-the-spot or by the next day.
Level 2	<ul style="list-style-type: none"> ● Student and teacher have another conversation about the uniform and the student is sent to the principal ● Parents will receive the "Out of Uniform" notice for a signature ● Student will be in correct uniform the next day
Level 3	<ul style="list-style-type: none"> ● Student and teacher have another conversation and the student is sent to the principal ● Student will serve detention at lunch/recess the same or on the next day ● Parents will receive phone call from the principal and another "Out of Uniform" notice

	<ul style="list-style-type: none"> ● Student will be in correct uniform the next day
Level 4	<ul style="list-style-type: none"> ● Student and teacher have another conversation and the student is sent to the principal ● Student will serve detention at lunch/recess the same or on the next day ● Parents will receive phone call from the principal, another “Out of Uniform” notice, and will be asked to come to school to speak with the principal ● Student will be in correct uniform the next day and will lose privileges to participate in any upcoming non-uniform days
<p>**Special Note for Free Dress Days:</p> <ol style="list-style-type: none"> 1. If your student arrives at school on free dress day and does not meet the dress code listed here the parent will be called to either bring a change of clothes or pick up the child. 2. Students will be asked to wear their uniform on the next Free Dress Day if this occurs more than once. 	

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

Technology Usage

CellPhones & Smart Watches

Students are discouraged from bringing cellphones and/or wearing smart watches to school, but may bring them for after school usage for non-school functions.

All phones/watches are to be turned off for the duration of the school day and are to stay in student backpacks.

If there is a legitimate reason to make a phone call home, students will be assisted by a faculty or staff member to call parents using a school phone.

All phones/watches that are found in use during the school day will be sent to the office and are to be picked up by the parent at the end of the day. Additional consequences will also be assigned to students.

- Any cell phone/smart watch 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 phone/smart watch and/or cameras to take pictures in restrooms, classrooms, playground, and other school/parish facilities at any time is prohibited.
- Any cell phone/smart watch 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/smart watches 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.

Chromebooks, Tablets, and Computers

Students will be using Chromebooks and Tablets in the classroom and desktop computers in the lab. Chromebooks in grades 5-8 are purchased by families through the school and they are to travel home each night with the student and return to school again in the morning.

Online Usage Policy

- Be courteous and respectful in your messages to others.
- 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 a personal message directly to the person to whom you want to write.
- 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 and printer cartridges, 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 the chromebook or tablet.
- 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.

Parent-School Communications

Communication

Consistent communication between the school and home is an important component of a positive educational environment and is highly valued at Holy Family School. Correspondence from the school is delivered to families in several ways including email, telephone, and a weekly paper communication envelope. Important information such as weekly school and classroom newsletters, yearly and monthly calendars, school and parish flyers, SCRIP items, athletic forms, and other materials are sent via email to every family each week on Wednesday and in the Wednesday communication envelope. In order to be well-informed of academic and community news, it is essential that each family takes time to open and read the school emails and newsletters when they arrive.

Communication with Principal:

The principal is available to meet with parents as needed. Please either call or email the principal or the school office to make an appointment. In order for the principal to be fully prepared to visit with you, it is helpful to state the topic or concern when you call.

Communication with Faculty:

If a family has a question or concern regarding their child or would like to schedule a conference, they should contact the classroom teacher directly via his or her school email or by telephoning the school office. Parents are asked to refrain from engaging teachers in informal conferences in the classroom, hallway, carpool, etc., as it is unprofessional and teachers have assigned duties during these times and must remain attentive to their students and other responsibilities. When scheduled in advance, teachers are happy to meet with parents before or after school to discuss academic progress, discipline issues, or other matters.

Parents are reminded of their responsibility to support the authority of school personnel by refraining from gossip or negative commentary in the presence of their children, and to consult the faculty or staff at the school before forming a final opinion on an incident that occurred at school. Any situation involving a child and a particular teacher should be discussed with that teacher, as well as the child. Generally, when the parent, child, and teacher come together face to face and share all sides of the story, these matters can be resolved quickly and to the satisfaction of all parties.

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.

Forms

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. Other 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.

Classroom 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.

Directory

The Holy Family School Directory is provided as a courtesy for the convenience of school families and includes the student's name, grade, family members' names, addresses, phone numbers and email addresses. Please notify the school office of any changes as soon as possible so all information is current. Parents are able to opt-out of the publishing of information via our consent form used during the enrollment process. It is to be understood by families requesting this omission that they will still be contacted by phone or mail by school staff and volunteers authorized to do so. The Directory is updated annually in late September and sent to families in the form of a booklet. The Holy Family School Directory is intended solely for the use of Holy Family School families and employees to strengthen their mutual support and the education of Holy Family School students, and any other use of the information in this directory is strictly forbidden.

Electronic Communication

Whether occurring within or outside of Holy Family School, when a student's use of electronic communication, including social networking, jeopardizes the safe environment of the school, is disruptive to the school environment, or is contrary to Gospel values, the student may be subject to the full range of disciplinary consequences, including expulsion.

This policy applies to communications or images sent through emails, blogs, text messages, or website postings, whether they occur through the school's equipment or connectivity resources or through private communication, which: (1) are of a sexual nature; (2) threaten, libel, slander, malign, disparage, bully, harass, or embarrass members of the school community; or (3) cause harm to the school community.

Email Procedures

Holy Family School provides students with email accounts for the purpose of school-related communication. These accounts should be used with care. Students are not allowed to send personal information; they should not attempt to open files or follow links from unknown or untrusted origin; they should use appropriate language; and they should communicate with other students and/or the teacher for educational purposes only.

Students are expected to communicate with the same appropriate, safe, mindful, courteous conduct online as offline. Email usage may be monitored and archived. Students are not allowed to use chat features or email each other during school hours.

Social Media Expectations For Students

Engagement in social networking, gaming community, and online blogs or postings shall result in

disciplinary actions, including expulsion, if the content of the student's blogs or postings includes defamatory comments regarding the school, a person's dignity, bullying, harassment, threats, or other inappropriate comments that are contradictory to Catholic teaching. Holy Family School students and their parents must adhere to and sign the Holy Family School Student Computer and Internet Agreement.

Social Media Expectations For Parents/Guardians

Communication is a means of expressing the missionary vocation of the entire Church; today the social networks are one way to experience this call to discover the beauty of faith, the beauty of encountering Christ." (Pope Francis' Message for the 48th World Communications Day [WCD], 2014.)

Excellence in the Christian education and formation of our students demands a Christian spirit of collaboration between parents and school staff. We encourage positive social media postings that share and success of the parish and school community.

The social media policy serves to protect the Christian dignity of every student and teacher from the damaging effects of negative social media posts. Parents and guardians are to immediately bring any social media policy violations or concerns to school officials. Commenting on negative communications through social media channels only perpetuates divisiveness.

- Parents or guardians should make complaints through official school channels rather than posting complaints on social networking sites.
- School officials will not mediate social media issues between students and/or parents unless it directly involves the school.
- Parents/guardians should also ensure that their children are not using social networking/internet sites in an inappropriate manner. It is expected that parents/guardians explain to their children what is acceptable to post online.
- Once an offensive or inappropriate post is reported to the school, the originator will be contacted and it will be explained why the post is deemed inappropriate and that it needs to be taken down.

Refusal to abide by this policy will lead to appropriate measures being taken and may include legal action and/or removal of students from Holy Family School.

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.

Healthcare

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.

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.

Immunizations

Prior to entry, attendance or transfer to a Level 1 or 1b Catholic preschool through high school in the Archdiocese of Seattle, students must present proof of having had the immunizations as required by Washington State law.

Every student enrolled in a Level 1 or 1b Catholic School in the Archdiocese of Seattle shall be immunized against vaccine preventable diseases caused by infectious agents in accordance with the immunization schedule adopted by the Washington State Department of Health Services. The only exception to the foregoing requirements for students in our Catholic schools is a medical exemption signed by a licensed professional (M.D., N.D., D.O., ARNP, or PA. authorized to practice in the State of Washington, including the physicians license number

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.

Extended Care

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.

The 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.

Drop off and Pick up Procedures

Parents are expected to walk their child to the EC space

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 teachers 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 a 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, the teacher must ascertain possible injury and determine the ability of the class to evacuate to the emergency assembly area. In the event the class cannot be evacuated, post a 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 the 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 the "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 posted on our school website and social media pages along with our outgoing message on the school phone line. 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 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.

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 the playground, the teacher calls roll.
- When all students are accounted for the Principal will line the students up in the following order: 8th grade intermingled with the Pre K students, 7th grade, 1st grade, 6th grade, 2nd grade, 5th grade, 3rd grade, 4th 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 17th street heading east, 17th 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 and Shelter in Place 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: **4th 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, “**4th 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 the 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.

General Policies

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.

Athletics

Holy Family School attempts to provide year round athletics for our students. The Athletic Director works closely with local agencies to offer different sport options. Typically we offer the following sports throughout the school year:

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- FALL: soccer and cross country
- Winter: basketball and volleyball
- Spring: track and field

Additionally, parent help is always needed in the form of coaches. Stay attentive to the weekly newsletter to follow along with athletic opportunities. For questions regarding HFS Athletics, reach out to the Athletic Director at athleticdirector@hfsauburn.com.

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.

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. Students should bring their helmets in the classroom during the day.

Birthday Invitations & Celebrations

Birthday invitations may be passed out at school as long as all the students within the class are included or if all the boys are invited or all the girls.

We know that many parents like to celebrate birthdays and other occasions with special treats. Celebrations during the school day are expected to be concise and not distract from the academic

program. If you want to send in a celebration treat or item you must get permission from the teacher first. Follow these recommendations:

- Non Food items (preferred)
 - A single trinket per child is appropriate - it must be easily packaged for distribution
 - Items such as stickers, pencils, themed erasers, or other trinkets are acceptable
 - Items are to be given to the teacher at the start of the day and will be distributed at the teacher's discretion
- Treats or food
 - A single treat per child is appropriate - it must be pre-packaged and contain an ingredient label
 - Treats are to be given to the teacher at the start of the day and will be distributed at the teacher's discretion
 - Provide your own napkins
 - ➡ LUNCH CATERING IS TO BE AVOIDED

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 chaperones and 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 chaperones and drivers are greatly appreciated, however, please understand 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 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 the 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.

School Lunch

Holy family School does not offer a hot lunch program. All families must send a lunch with their child daily. All classes have a time in the morning for a snack. It is expected that children bring healthy and well balanced lunches to school. Before school starts parents are to prepare their child to open, consume, and clean up their lunches independently. Lunch is eaten in the classroom with teacher supervision.

Lunch items to avoid:

- soda, sport drinks, or other sugar fluids
- Candy or multiple desserts
- Glass bottles or containers that could shatter if dropped
- Foods that contain nuts

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. MILK FEES WILL BE POSTED TO YOUR SCHOOLADMIN LEDGER EACH QUARTER. This institution is an equal provider.

Pizza Lunch

Once a week the Parent Club offers a Pizza Lunch program for all students whose families choose to purchase. Pizza Lunch 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 Lunch 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.

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, grade, and amount. If a student does bring money to the school and misplaces it the school cannot be responsible for lost money.

All school related fees and costs will now be processed through the SchoolAdmin portal along with tuition.

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 YMCA Camp Seymour 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. 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 or liturgical prayer service.

Camp Seymour 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, there may be a significant impact on their grade for the reporting period. 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, adult 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 Seymour; 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 6th 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.

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

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.

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.

Seat Belts 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 4 years and older must ride in a car or booster seat until they are 4'9" tall. A child who is 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 main access door located on 17th 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 afternoon carpool.

Toys

We ask the student to refrain from bringing 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. Toys brought to school without permission will be confiscated if found.

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 are not expected to provide 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.

Service Hours

Each family is expected to complete 20 hours in service to our school or parish as part of their yearly contract. There are many opportunities throughout the year to complete your service hours. Hours worked by adult children and grandparents can also count toward your family hours. At the end of the year, incomplete hours will be charged to the family at a rate of \$35 per hour.

Special Policies and Information

Bylaws of Holy Family School Parent Club

Article I: Name

The name of this organization shall be the Holy Family School-Auburn Parent Club, part of Holy Family Catholic Church and the Archdiocese of Seattle (hereinafter “Parent Club”).

The Parent Club is unincorporated.

Parent Club is affiliated with Holy Family School-Auburn, which is recognized by the IRS as a tax-exempt organization. The organization is authorized to use the Holy Family Tax ID#91-0718949 upon approval of Holy Family Catholic Church.

Article II: Purpose

The Parent Club is organized for education, religious, and charitable purposes. To this end, Parent Club shall assist in the support of Holy Family School (hereinafter HFS) and to encourage the parents and guardians attending HFS in their roles as Catholic educators.

Parent Club is responsible for *enhancing* the life of our school community through: effective communication between our families and our organization through email, flyers, postings on the bulletin board and weekly school newsletter.

Parent Club will serve as a vehicle for families to meet the contractual commitments of time, talent and treasure to our school through providing adequate volunteer opportunities, well-supported and organized fundraisers/raffles and providing parent education and support.

All funds raised by the Parent Club, whether income or principal, acquired by gift, contribution or fundraising shall be accurately maintained, transparent, and devoted to said purposes.

The Parent Club is an advocate for the school.

Article III: Membership and Participation

Membership of the Parent Club shall consist of all parents and guardians of children attending HFS. The management and affairs of the Parent Club are under the direction of the Parent Club Leadership Team.

As part of the tuition contract, each family is responsible for finding, recording and tracking their service hours during the school year. The annual commitment hour requirement is 20 hours per school year with a minimum of 5 hours of service to the High Hopes Auction. Failure to fulfill the annual commitment hour requirement will result in an assessment charge of \$35 per hour due by June 1 each year.

Moreover, each family is responsible for raising money to meet the Parent Club yearly commitment of \$115,000 to the school operating budget. The commitment helps defer further tuition increases. Each family is responsible for procuring auction donations worth a minimum of \$250 or make a cash donation of \$300; selling 75 raffle tickets at \$5/each; and earning a minimum of \$275 in profit dollars through purchase of SCRIP.

No dues shall be required to become a member of the Parent Club or the Parent Club Leadership Board.

Article IV: Meetings

1. The Parent Club shall hold 4 meetings during the school year, at 6:30p on Thursdays on designated dates in-person at Holy Family School.
2. The meetings shall serve to conduct the regular business of the Parent Club, raise awareness of school issues, present informative materials, inform the members of the school's progress and achievements, communicate fundraising opportunities, and promote fellowship and spirit of unity among members.
3. The dates of the meetings shall be published on the school's monthly calendar, weekly newsletters and on the website.
4. Day, time and location of meetings subject to change with written notice to all families.
5. All Parent Club members are strongly encouraged to attend the general meetings.

Article V: Parent Club Composition & Roles

Leadership Team

- a. President
- b. Vice-President
- c. Communication Chair
- d. Treasurer
- e. Room Parent Coordinator
- f. Fundraising Chair

Advisory Members/Chairs/Committees

- a. School Principal
- b. Staff Representative
- c. Oktoberfest
- d. Hawks Helping Others
- e. Yearbook
- f. Daddy Daughter Dance
- g. Family Day at the Rainiers
- h. Spring Social
- i. Pancake Breakfast
- j. Trick-or-Trunk
- k. Marketing
- l. Welcome Wagon

- m. Uniform Exchange
- n. Book Fair Coordinator
- o. Christmas Program Milk and Cookies Reception
- p. Staff Appreciation
- q. Field Day Lunch Coordinator

Ad Hoc Members

- a. SCRIP Coordinator
- b. Auction Chair
- c. Athletic Director

Duties of Parent Club Leadership Team

1. Duties of the Leadership Team include, but are not limited to, the following:
 - a. Setting the agenda for the Parent Club meetings.
 - b. Making recommendations for and implementing raffle/fundraisers, budget and future goals of the Parent Club.
 - c. Planning and orchestrating social events for families, staff and students.
 - d. Ensuring that information and opportunities are available for all Parent Club members to actively participate.
2. President
 - a. Preside at all meetings of the Leadership Team and the Parent Club.
 - b. Oversee the recruitment of Parent Club Leadership Team members, Advisory Members and encourage all parent/guardian involvement.
 - c. Serve as ex-officio member on all committees and oversee coordination of projects taken on by the Parent Club.
 - d. Call any special meetings and manage correspondence as required.
 - e. Be responsible for carrying out the progress of the organization and be the official spokesperson of the Parent Club.
 - f. Work with school administration and parish staff on calendaring all Parent Club meetings and events.
3. Vice-President
 - a. Perform duties in the absence of the president.
 - b. Perform duties as assigned by the president.
4. Communication Chair
 - a. Prepare true and accurate minutes of both the Leadership meetings and general Parent Club meetings. Provide approved minutes for posting on the school website.
 - b. Maintain Parent Club bulletin board in parish breezeway.
 - c. Communicate to families the activities and events of the Parent Club.
 - d. Work with Advisory Chairs/Committees on important events that need to be communicated.
5. Treasurer
 - a. Maintain financial records by keeping a true and accurate record of Parent Club revenues, expenses and balances.
 - b. Provide a reconciled report at each Parent Club meeting and a quarterly report to the School Commission.
 - c. Upon demand of receipts or prior authorization, prepare check requests for Parent Club expenses.
 - d. Work with Advisory Chairs/Committees to ensure correct procedures are being followed regarding Parent Club events/fundraising, including deposits of revenues.
 - e. Prepare a yearly Parent Club budget.

6. Room Parent Coordinator
 - a. Oversee recruitment of Room Parents for each grade level
 - b. Support and guide room parents throughout the school year including holiday parties.
 - i. Halloween
 - ii. ChristmasValentine's Day
 - c. Manage and organize room parents and other volunteers for Field Day Luncheon.
7. Fundraising Chair
 - a. Oversee acquisition and distribution of fundraising materials to each family.
 - b. Accurately record all sales.
 - c. Verify monies received in the fundraiser.
 - d. Coordinate sale opportunities with the parish for after mass and church events.
 - e. Provide regular raffle updates to families.
 - f. Solicit volunteers as needed to assist in the execution of the raffle.

Duties of Advisory Members/Chairs/Committees

1. School Principal
 - a. Communicate the school's progress, needs and significant matters to the Parent Club.
 - b. Provide guidance to the Parent Club.
 - c. Assist in the implementation of Parent Club projects.
2. Staff Representative
 - a. Act as a liaison between the Parent Club and the staff.
3. Oktoberfest
 - a. Plan and organize the event.
 - b. Promote and advertise the event.
 - c. Solicit volunteers to run games, music, serve dinner, sell tickets and welcome guests.
 - d. Transfer monies to Parent Club treasurer.
4. Hawks Helping Others (Purpose: to encourage giving time and talent beyond our Holy Family Community)
 - a. Promote and advertise community service opportunities including:
 - i. School Activities
 - ii. Parish Events/Committees
 - iii. Local events
 - b. Provide guidance to parents looking to complete service hours.
 - c. Provide guidance to students looking to complete community service hours.
 - d. Organize opportunities to give back to other organizations: toy drives, clothing drives, personal hygiene drives etc.
5. Yearbook
 - a. Develop a yearbook theme.
 - b. Solicit volunteers to form a yearbook committee.
 - c. Assemble, edit and have the yearbook published.
 - d. Organize a yearbook cover design contest.
 - e. Organize sale and distribution of yearbooks.
6. Daddy Daughter Dance
 - a. Plan and organize the event.
 - b. Promote and advertise the event.
 - c. Solicit volunteers to decorate, run games/raffles, music, serve snacks, sell tickets and welcome guests.
 - d. Transfer monies to Parent Club treasurer.
7. Family Day at the Rainiers

- a. Plan and organize the event.
 - b. Promote and advertise event.
 - c. Work with Rainiers to order tickets.
 - d. Sell and distribute tickets.
 - e. Transfer monies to Parent Club treasurer.
8. Spring Family Social
- a. Plan and organize the event.
 - b. Promote and advertise the event.
 - c. Solicit volunteers to run games, music, serve dinner, sell tickets and welcome guests.
 - d. Transfer monies to Parent Club treasurer.
9. Pancake Breakfast
- a. Plan and organize the event.
 - b. Promote and advertise the event.
 - c. Solicit volunteers to cook and serve breakfast and set-up/clean-up.
10. Trick-or-Trunk
- a. Plan and organize the event in coordination with the Parish Children's Ministries.
 - b. Promote and advertise the event.
 - c. Solicit volunteers to run games, decorate trunks and donate candy.
11. Marketing
- a. Work under the direction of the Development Director to plan and organize ways to advertise our school throughout the community:
 - i. Auburn Santa Parade
 - ii. Auburn Kids' Day
 - iii. Local Farmers Markets
 - iv. Publications
 - v. Mailings
 - vi. Other media
 - b. Solicit volunteers to work at community events with the goal to increase knowledge of the Catholic School system and potentially increase enrollment.
 - c. Oversee sale and organize the sale of Spirit Wear and HFS logo items.
 - d. Transfer monies to Parent Club treasurer.
12. Welcome Wagon
- a. Plan and organize a gathering of new families at the beginning of each school year.
 - b. Establish a mentor program with a Veteran family to a new family.
 - c. Promote fellowship and welcoming of new families.
13. Uniform Exchange
- a. Promote and advertise the used uniform exchange program including in-person exchange events:
 - i. Back to School
 - ii. Winter
 - iii. Spring
 - iv. End of School
 - b. Collect, organize and inventory donated articles.
14. Book Fair Coordinator
- a. Plan and organize the event.
 - b. Promote and advertise the event.
 - c. Solicit volunteers for the event.
 - d. Transfer monies to Parent Club Treasurer.
15. Christmas Program Milk and Cookies Reception

- a. Plan and organize the event.
 - b. Promote and advertise the event.
 - c. Solicit volunteers to garner cookies, set-up/clean-up, and decorate the event.
16. Staff Appreciation
- a. Create and distribute teacher start-up certificates at the beginning of each school year.
 - b. Plan and organize Staff Appreciation luncheons each trimester.
 - i. Solicit volunteers for the events.
 - ii. Organize meals, set-up and clean-up of events.
 - c. Organize Staff Appreciation day events during Catholic Schools Week.

Article VI: Parent Club Leadership Team Selection and Removal

- 1. Vacancy in the office of President shall be filled by the Vice President.
- 2. For all other vacancies, recruitment for open Parent Club Leadership Team positions shall begin in June.
- 3. The vacant positions, duties, and their respective terms shall be announced via the Wednesday newsletter and flyers.
- 4. Eligible volunteers shall be appointed by the seated Leadership Team at time of appointments.
- 5. Leadership Team Members may be removed by the principal for not abiding by school's policies and procedures and/or not fulfilling duties as outlined.

Article VII: Parent Club Advisory Chairs/Committees

- 1. The needed positions and duties shall be announced via the Wednesday newsletter and flyers.
- 2. These positions are purely voluntary and sign-ups will be held via online form.
- 3. Advisory Chairs/Committees may be overseen by school/parish staff; Parent Club Leadership or other volunteers.

Article VIII: Parent Club Revenue, Budget and Expenses

- 1. Parent Club Revenue
 - a. All funds raised by the Parent Club (whether income, principal, gift, contribution or otherwise) shall be recorded by the treasurer.
 - b. No part of the Parent Club revenue shall insure to the benefit of an individual member or a private party except solely for reasonable compensation for services actually rendered or goods actually sold.
- 2. Budget
 - a. The Parent Club Leadership Team shall tally the total funds raised during the current school year and establish an annual budget prior to the end of the current school year for the next school year.
 - b. The annual budget shall be presented to all families at the first Parent Club meeting of the school year.
 - c. Any extraordinary expenses, outside the finalized budget, shall be approved by the principal and Leadership team.
- 3. Expense Reimbursement
 - a. The treasurer shall prepare check or cash requests for reimbursement for the Parent Club in a timely manner.
 - b. All reimbursement requests for Parent Club expenses must be submitted to the treasure via reimbursement request form within two weeks of expense or event.

Article IX: Amendments to By-Laws

1. Minor Changes
 - a. Minor changes, including but not limited to typographical errors, grammatical errors, clarifying clauses, changes/deletion of Advisory Chairs/Committees, substitution of fundraising events, changes due to contractual changes and the like, shall be made upon approval of the Leadership Team.
 - b. Upon Leadership Team approval, the revised by-laws shall supersede the prior by-laws.
 - c. The school administration shall facilitate the inclusion of the new by-laws in the school records.

Article X: Compulsory Review

1. The Parent Club Leadership Team shall review the by-laws every three years or when a change in our School Principal occurs to determine if changes are warranted.
2. Such determination shall be noted and recorded in the meeting minutes.

Bylaws For Holy Family School Commission

The Catholic school is an expression of the educational mission of the parish. The parish school commission serves as an advisory body in support of the ministry for the good of the school community. The pastor is responsible to the Archbishop for the administration of the total parish, including the parish school. The principal serves as the chief administrator of the parish school and is responsible to the pastor.

Article I. The name of this body shall be Holy Family School Commission.

Article II. Purposes and Functions

The commission is established by the pastor, in accord with archdiocesan policy, to assist the pastor and principal in policy development and long-range planning for the school. When the commission meets with pastor, principal and members and agree on a policy matter, the decision is effective and binding on all. The commission will be consulted prior to decisions being made in its areas of responsibility. The commission responsibilities are in the following areas:

A. Planning Establishing a mission statement for the school

- Establishing commission goals for the school
- Establishing future plans for the school

B. Policy Development

- Recommending policies that give general direction for the school to the pastor and principal.

C. Finance, which includes

- Developing a plan and means to finance school programs, including tuition, development and fundraising;
- Allocating resources according to the budget; Monitoring the budget.

D. Public Relations, which includes

- Communication with various public groups or interested persons about the school; Listening to the needs and concerns of the school community through appropriate forums set up for this purpose

- Recruiting students
- Promoting the school to the parish and parents.

E. Evaluation, which includes

- Determining whether commission goals and plans are being met
- Evaluating the commission's own effectiveness.

Article III. Membership

The membership of the parish school commission shall consist of seven to nine members in addition to the pastor and principal. Members ordinarily serve for three years, renewable once and staggered so that council membership can rotate.

Nominations and Selection

A committee of the school commission would seek and prepare a slate of prospective commission members by nomination either by self or others.

The nominees would meet the following criteria:

- Interest in and commitment to Catholic education and to this school's philosophy and mission
- Availability to attend meetings and periodic in-service programs and to participate in committee work
- Maintain high level of integrity and confidentiality
- Deal with situations as they relate to the good of the entire school community,
- Be a credible witness of the Catholic faith to the school community and the other publics the school serves. (A non-catholic parent of child/ren enrolled in the school may be a member of the commission.)

Ineligibility

A person currently employed by the parish or parish school or a close relative or in-law of or living in the same household as a parish or school employee.

Selection

Whatever method(s) a pastor uses to choose commission members of parish commissions should be used to determine new membership. The process should promote a sense of ownership throughout the school and parish community. The selection of new members should begin in February.

Selections should be made by March or April and new members should attend several school commission meetings for orientation purposes prior to beginning their term on July 1st. The school commission should participate in a public commissioning service in September.

Article IV. Officers

The commission should select members to serve in the positions of chairperson, vice-chairperson and secretary. The officers are selected by the commission and serve one-year renewable terms. The duties are those ordinarily performed by such officers. The above officers, pastor and principal form the executive committee. The executive committee may be called to meet and make decisions if necessary in the absence of a full commission meeting.

Article V. Meetings

The chairperson and principal should meet to plan the agenda for the commission meetings and the agenda and written committee reports should be available to members at least one week prior to regularly scheduled commission meetings. The school commission meets every month beginning in August. Standing committees meet at other times. If commission meetings are open to the public, there should be a provision in the operating procedures of the commission in regard to executive sessions covering either personnel issues or other confidential matters. (A commission could meet every other month with standing committees meeting in the other month.) A member who is absent from two regular meetings of the School Commission during one academic year (August through and including June) shall, unless excused by action of the School Commission, cease to be a member.

Article VI. Standing and Ad Hoc Committees

- Standing Committees will be named and a chairperson delegated. The committees will address the current and future needs of the school and may include the following:
- Annual Operating Plan and Budget Budget Oversight
- Tuition and Parish support rates
- Major Capital Projects
- Public Relations and Development
- Selection of new principal
- Long-range plans
- Review of school policies and procedures
- Maintenance and Operation of the school facilities
- Representative to Parish Council, Finance Council and/or Parent Club
- Development and Endowments
- Alumni Relations

RIGHT TO AMEND

The principal reserves the right to amend this handbook.

Parents will be promptly notified if changes are made.