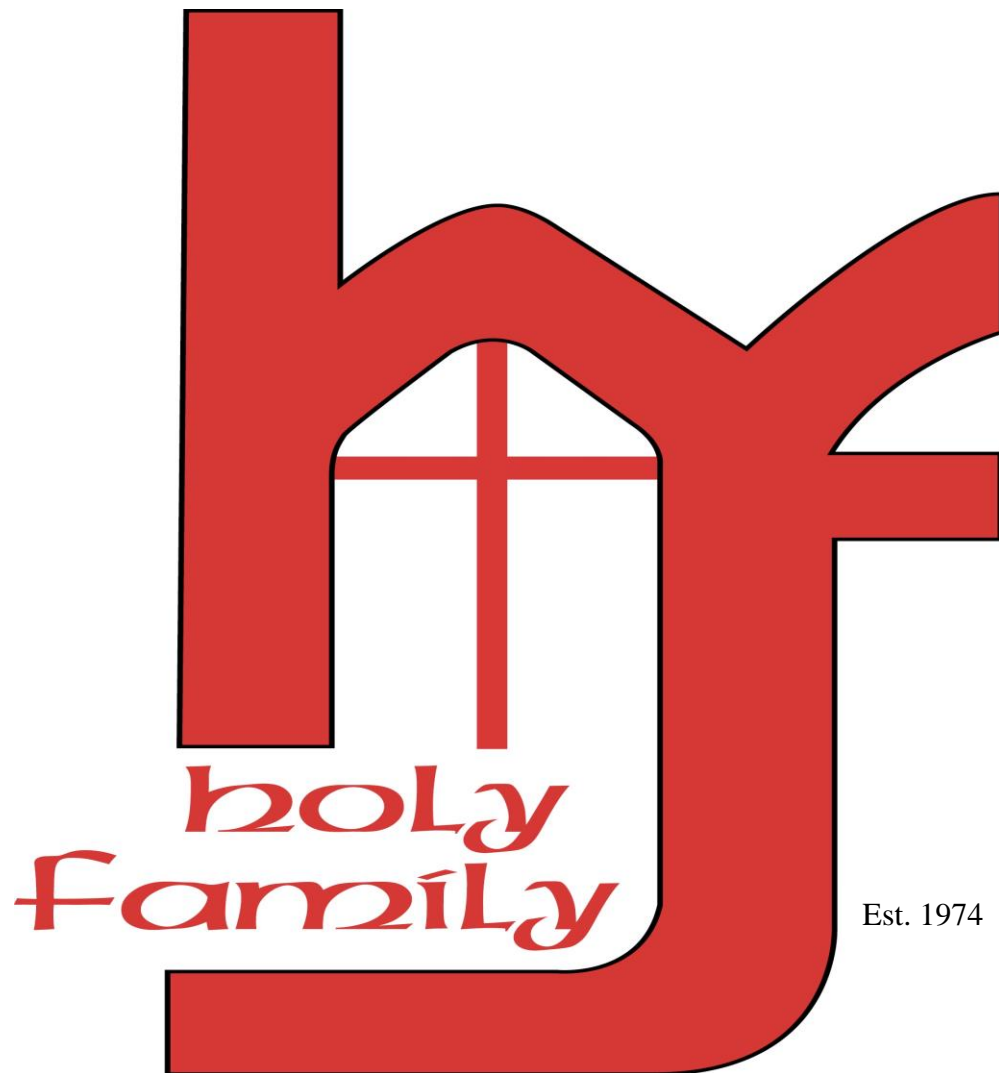


Holy Family School

Parent-Student Handbook



"Enter to learn, go forth to serve. All are welcome."

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MISSION STATEMENT

Holy Family School provides the highest quality academic and spiritual education rooted in the traditions of the Roman Catholic Church. “Enter to learn, go forth to serve. All are welcome.”

PHILOSOPHY AND VISION STATEMENT

Holy Family School, in partnership with parents, provides students the opportunity to strive for excellence while developing intellectually, spiritually, socially, and, physically through a challenging academic program in a nurturing Catholic environment.

Emphasis is placed on supporting the development of each student to his or her full potential, while nurturing a commitment to lifelong learning. Through an engaging and challenging curriculum, instructional strategies are geared to meet the needs of diverse learners. Acknowledging that parents are the first educators of their children, the Holy Family School staff, students and parents will work together to create a caring, respectful and supportive environment where students will achieve and succeed.

- ◆ Students will learn in a safe learning environment.
- ◆ Students will be challenged by an academically rigorous curriculum.
- ◆ Students will become lifelong learners and be able to adapt in a rapidly changing world.
- ◆ Students will interact in a spirit of cooperation and collaboration.
- ◆ Students will develop a well-formed moral and social conscience.
- ◆ Students will contribute to the enrichment of society and will participate in the traditions of the Catholic Church, including love and service to others.

SCHOOLWIDE LEARNING EXPECTATIONS – Holy Family School students are:

A. Inspired by Christ to...

- Serve others.
- Participate in liturgical services.
- Know fundamental Catholic Doctrine.
- Pray daily to build a relationship with God.
- Demonstrate respect of self, others and creation.
- Incorporate Christian values and self-discipline to make responsible decisions.

B. Diligent, lifelong learners who...

- Utilize the creative arts.
- Use technology as a tool for learning.
- Communicate effectively orally and in writing.
- Show critical thinking and problem solving skills.
- Are actively engaged and apply good study habits.
- Establish goals to strive for excellence in all subject areas.

C. Respectful citizens of a global community who...

- Peacefully resolve disputes.
- Identify and celebrate diversity.
- Show commitment to personal well-being.

- Recognize and defend the rights of all people.
- Encourage an inclusive and collaborative community.
- Utilize Catholic social teachings in practicing democratic principles.

NON-DISCRIMINATION POLICY

Holy Family School admits students of any gender, race, color, or national or ethnic origin to all the rights, privileges, programs, or activities generally accorded or made available to all the students at the school. It does not discriminate on the basis of race, color, national, and/or ethnic origin in administration of its educational policies, admission policies, scholarship and loan programs and athletic or other school administered programs.

ADMINISTRATIVE POLICY

Holy Family School is a non-profit corporation which operates a private, independent Catholic school for the benefit of the community. Holy Family School is approved by the Archbishop of Seattle as a Catholic school and is affiliated with Sacred Heart of Jesus Parish in Lacey (WA), though the financial responsibility of the school rests with the corporation and not the local parish. The administrative policy of Holy Family School is as follows:

- The Board of Directors establishes the mission, broad governing policies, and is responsible for the financial affairs and strategic planning of the school.
- The Principal supports and implements Board policy, oversees all human resources and personnel actions of the paid staff, supervises the academic and administrative operations of the school and remains directly responsible to the Board of Directors.
- The teachers provide instruction to the students and are directly responsible to the Principal.
- With the exception of the Comptroller, the non-certified personnel are directly responsible to the Principal. The Comptroller works in support of the Principal and is directly responsible to the Board of Directors.
- Volunteers are responsible to the guidance and supervision of the Principal

ADMISSIONS POLICY

All are welcome. New registration packets will be available via the school office no later than April of each year. However, admission to the school is not automatic. Every applicant, from Preschool to Grade 8, may be required to take an assessment test. Perspective families may be required to first meet with the Principal. When deemed appropriate, students may have to pass an entrance test to be accepted (this is required for entrance to pre-kindergarten and kindergarten).

Admissions Guidelines

- Preferences shall be given to Catholics, pre-registered returning students, and pre-registered siblings of returning students.
- The age for pre-kindergarten students is four (4) years of age on or before August 31st.
- The age for kindergarten students is five (5) years of age on or before August 31st.

- The age for first grade students is six (6) years of age on or before August 31st.
- All students must comply with current WA immunization and health requirements prior to enrollment.
- The Principal may review a student's continued eligibility for enrollment in the school.

Admissions: Additional Considerations

1. Baptismal record, First Communion record, the latest report card and standardized test results must be submitted with the completed application paper before a family is considered for acceptance. Proof of citizenship may be required, if applicable.
2. Immunization requirements as determined by the State of Washington must be complete.
 - A. Students transferring from another WA school have two (2) weeks to provide a copy of the official school record of immunizations.
 - B. Students entering a WA school for the first time must have proof of all required immunizations before entering class. (This is state law.)
3. Priority in student enrollment acceptance will be accorded as follows:
 - A. Catholic students
 - B. Members of the Archdiocesan faith community
 - C. Non-registered Catholics
 - D. Transferring non-students from other Catholic schools
 - E. Transferring Catholics from public schools
 - F. Non-Catholics
4. New students are accepted for a semester probationary period. This probationary period may be extended by the Principal.
5. No person will be admitted as a student unless that person and his/her parent(s) or guardian(s) support the school's philosophy and agree to abide by the educational policies of the school and the religious guidelines of the Archdiocese of Seattle.
6. Non-Admission Due To Previous Year Account Delinquency: Unforeseen hardship can happen to anyone. If such should strike your family, please inform the principal so special circumstances can be taken into account. This will help us assist you in making whatever sort of temporary financial arrangements that may be necessary.

However, under no regular circumstances will a family with a delinquent account status (e.g. tuition owed, volunteer commitment hours not accounted for, etc.) from the previous year be allowed to re-enter Holy Family School for the following year. Accounts must be current prior to the start of the new school year.

REGISTRATION AND TUITION

Registration and Tuition fees will be set by the Board of the Directors by March 01st of each year, for the subsequent school year. Registration packets containing fees and appropriate payment options will go out to families by April of each year.

- Registration fees are non-refundable and may not be “rolled over” into a family’s monthly payment. Students are not considered enrolled until all fees and all records are received.
- Registration and tuition payments can be made by cash, check or money order.
- Monthly tuition payments are due by the 15th of each month. Late payments and NSF checks will be assessed a \$30 fee, per month, and may be submitted for collection after two months of non-payment. (Note: Unless ‘unusual circumstances’ are communicated to the principal, whereby special temporary financial arrangements may be considered.)
- Report Cards or transfer of records information will not be made available to any family that has not completely fulfilled their financial obligations (e.g. tuition, volunteer hours, etc.).

Tuition Refunds

Refunds will be issued for voluntary and involuntary withdrawals that occur within 30 days of a student’s first day of school.

Voluntary withdrawals (‘family choice’) that occur 30 or more days from a student’s first day of school will not be issued a refund for monies paid--nor will the family be released from the tuition obligation outlined within their tuition contract.

Involuntary withdrawals (‘school choice’) that occur 30 or more days from a student’s first day of school will be issued a refund for any payments made beyond the current number of days the student was enrolled.

Tuition Reduction / Recruitment Incentive Option

In addition to our regular, ongoing first year Sacred Heart Parishioner and Military Discount programs Holy Family School is pleased to offer the following incentives.

- A. **25% Reduction** in tuition if a returning family successfully recruits a new K-8 family/student to enroll in Holy Family School. The 30% discount applies only so long as the newly recruited student(s) remain enrolled, and only for the first year.

Tuition reduction options are unlimited. For example, if your family recruits two new families to Holy Family School a 50% total tuition rate discount would apply.

The per pupil cost of providing a high quality education to each child here at Holy Family School is over \$7,000 per year. Thus, in order to make up the difference between our tuition rates and the actual per pupil cost, each family is also required to participate in the family volunteer commitment hours requirement – or pay a fee in lieu of such participation.

ACADEMICS

Guidelines For Curriculum

Curriculum represents the scope and sequentially ordered learning experiences which a school provides for its students. The complete curriculum includes the development of Catholic values and attitudes, as well as the attainment of knowledge and skills necessary for the student's spiritual, moral, intellectual, social and physical development. The curricular standards at Holy Family School are commensurate with, or exceed the State of Washington's grade level benchmarks. Students at Holy Family School consistently perform well above average on standardized achievement tests, including the MAP test (Measure of Academic Progress).

The Whole Child

We strive to build a relationship with your child as a learner and an individual. The minds, bodies, and souls of children at our school are nurtured in a loving and structured community oriented environment. Students at Holy Family School receive daily instruction in the Catholic faith in order to guide their spiritual journey. We are focused on achieving great things academically, while also promoting social, emotional, and spiritual growth. The discipline and behavior strategies we use will encourage learners to be respectful, thoughtful Christian members of our community.

Homework

Homework is relevant and directly related to instruction presented. It is assigned to reinforce the material taught and to foster habits of independent study and creativity. It is not used as punishment.

The amount of homework a student may have on any given day will vary depending on the nature of the assignment, the amount of work the child completes in school that day, and the speed at which the student is able to complete his/her work at home. Holy Family School offers the following guidelines for homework time, which a student should spend on nightly assignments.

Kindergarten = 10-15 Minutes	Grades 3-4 = 30-40 Minutes	Grades 7-8 =
Grades 1-2 = 20-30 Minutes	Grades 5-6 = 45-60 Minutes	60-90 Minutes

Written homework is normally not assigned over the weekend or over holidays. However, there may be exceptions to this general policy with respect to special projects. Parents are strongly encouraged to foster systematic home study habits in their children through the provision of a regular homework time, appropriate study space, lighting, and a proper, positive environment free from distractions. If a child is not doing well in school, does not bring work home, or if he/she seems to be consistently overloaded with work, please contact the teacher to set up a conference.

Make-Up Work

Missed student work can be picked up by a family member, or brought home with your child when he/she returns to school. Your child will be given as many days extra as he/she was absent to complete and return the missed work. However, instruction occurs during the day so please try to limit absences. In order to minimize classroom disruptions parent requests for missing work will be followed up on after the regular school day has been completed.

Grading

Evaluation of each student is based on a teacher's professional judgment and observation, daily work, teacher prepared assignments (e.g. projects, portfolios, tests, oral drills, etc.), class participation and effort. Remember, teachers don't give grades...students earn grades.

Pre-Kindergarten, Kindergarten and 1st Grade will use a skill based grading system that helps monitor the student's development and basic curricular objectives.

2nd-8th Grade will use a standards based system. The standards are structured to meet or exceed the academic standards set forth by the State of Washington. Students are assessed on their progress towards achieving these standards.

Any questions or concerns about grades should be directed to the teacher assigning the grade. If there are still concerns, after conferencing with the teacher, the principal may be contacted.

Any parent who wishes to review their child's complete records (the cumulative file), must request this in writing to the principal. Parents who wish more frequent updates of a student's progress are asked to contact the teacher directly.

The grading system is as follows:

Pre-Kindergarten, Kindergarten, 1st Grade:

O	=	Outstanding / Consistently Learning
S	=	Satisfactory / Learning-Developing
I	=	Needs Improvement / Needs Additional Work
H	=	Having Difficulty -or- Not Evaluated At This Time
N	=	Not graded

Grades 2-8:

100-93%	=	A	4.0		
92-91%	=	A-	3.7		
90-88%	=	B+	3.3		
87-83%	=	B	3.0		
82-81%	=	B-	2.7	Highest Honors	4.0
80-78%	=	C+	2.3	High Honors	3.9-3.6 GPA
77-73%	=	C	2.0	Honors	3.0-3.5
72-71%	=	C-	1.7		
70-68%	=	D+	1.3		
67-63%	=	D	1.0		
62-61%	=	D-	.7		
Below 60%	=	F			

Note: Students who are evaluated as an "O" or "A" student are truly superior in all aspects of academic endeavor. Oral and written work is superior and creative and divergent thinking is evident. Work is always presented according to standards, neatness is superior, and completion of the assignment evidences usage of extra resources. Grade inflation is to be avoided as it gives false expectations to both students and parents.

Report Cards

The purpose of report cards is to alert the parents and present to them a progress report assessment of their child's achievement with respect to his/her studies. Report cards will be issued four times a year, on a quarterly basis.

Honor Roll

Behavior and character affects a student's ability to be on Honor Roll. Likewise, academic qualities are considered for Honor Roll. Therefore, to be on Honor Roll a student must have an A or B average, with A's, B's, or C's in all subjects. Any student who has sub-standard marks in either Christian behavior or academic qualities will not be on the Honor Roll at Holy Family School.

Progress Reports

Teachers in grades PreK-8 will notify parents of any significant academic or behavioral changes throughout the quarter through the use of progress reports, phone calls, written communication, and/or a conference.

Progress reports will regularly be sent home mid-quarter. Additionally, any student doing 'H' or 70% and below work will automatically have a progress report sent home by the teacher.

Promotion, Retention and Graduation

Promotion is moving to the next grade level having successfully completed the EALR course requirements in the previous grade. Retention means the student cannot move to the next grade because he or she has not successfully completed the course requirements in the current grade. Aside from academic issues, there may also be very legitimate reasons, normally developmental, where a teacher may recommend retention to ensure your child's long-term success in life. Other factors to consider are individual and group achievement scores, ability tests, achievement in skill development, social readiness, attendance, and grade placement for maximum success experience.

Teachers will alert parents of any impending failure as soon as possible. They will notify the parent or guardian, in writing, no later than the middle of the third quarter if the teacher has serious concerns. A plan of action is then created so that every effort may be extended to closely monitor and correct student deficiencies.

In all cases, because of the need to see long-term success for your child, final retention decisions reside with the principal and are based upon crucial input from parents, faculty, and others. If a parent does not agree with the school's recommendation for placement for the following year, the parent must submit their request in writing to the principal, whereby the decision may be reviewed.

No pupil should be held back when one can reasonably foresee that he/she will not benefit from retention. Ordinarily, a student should not be retained more than once while in elementary school.

Graduation – Celebration

Graduation from elementary school is marked by a simple and dignified celebration that gives recognition to the unique value of the Christian education just completed. Parents of graduating 8th grade students will be encouraged to help plan and facilitate the celebration.

Academic Honesty

The Holy Family School faculty and staff believe in academic honesty and the principle of the honor code. Students are expected to do their own homework, to test without external resources, and to submit their own original work for all assignments. Holy Family students are also expected to deny all requests to copy from their own work. Cheating, plagiarism, or doing another person's homework assignment(s) are all forms of academic dishonesty. Anyone who violates the policy of academic honesty may immediately receive a failing grade on that exam or assignment. Further, academic dishonesty may lead to other disciplinary procedures including suspension or expulsion.

DRESS CODE

While promoting a feeling of equality for all children, the student Uniform Policy of Holy Family School should be a reflection of Christian identity. The Holy Family uniform provides a sense of school identity and pride for the students. The uniform should always be neat, clean, and in good repair. Faded or torn clothing does not meet uniform requirements and should not be worn to school. Parents and students both share in the responsibility for seeing that this dress code is appropriately observed and maintained. The Holy Family School uniform is to be worn on all school days, except those designated as 'free dress' days by the principal. Final decisions regarding the school uniform rest with the principal.

The following dress code specifies expectations for each student's appearance every day, whether in uniform or not. This includes free dress days and school-sponsored events.

Girls Standard Uniform Options

Plaid Jumper or Skort for Preschool-2nd grade

Plaid: Skort or Box Pleat Skirt or Knife Pleat Skirt for 3rd-8th grade (no shorter than mid-thigh)

Jumpers and Skirts must be accompanied by bike shorts or tights.

Tights -or- Socks: White, Black, Grey or Red

Pants – Grey Dennis Uniform, Land's End or Silver DICKIES (no cargo pants)

Red colored Dennis Uniform cardigan or pullover sweater with logo or red sweater vest

White Polo Shirt with logo (Dennis Uniform or Land's End) – Short sleeves or long sleeves

Black Polo Shirt with logo (Dennis Uniform or Land's End) – Short sleeves or long sleeves

White Peter Pan collared blouse with short sleeves or long sleeves (Preschool-1st grade)

NOTE:

ALL BOYS AND

GIRLS TOPS MUST

HAVE THE HFS LOGO

Boys Standard Uniform Options

Socks: White, Black, Grey or Red

Pants – Grey DENNIS or Silver DICKIES (no cargo pants)

White Polo Shirt with logo (Dennis Uniform or Land's End) – Short sleeves or long sleeves

Black Polo Shirt with logo (Dennis Uniform or Land's End) – Short sleeves or long sleeves

Red colored Dennis Uniform cardigan or pullover sweater with logo or red sweater vest

Grey Twill Shorts (walking shorts length – no more than 3" above the knee) No denim

Boys and Girls Options – Holy Family School Sweatshirts may be worn in place of sweaters. P.E. Only – Plain red or black ‘soccer style’ shorts. Plain white, red, or black t-shirt or polo shirt.

Boys and Girls General Appearance Guidelines

Jewelry is only to be worn modestly. Wrist watches, small or stud-type earrings (one per ear, on earlobe---girls only) and single, religious necklaces are allowed. Lipstick, eye or face make-up, fake fingernails, and bright or dark fingernail polish are not acceptable. Clear or pale pink fingernail polish is acceptable (girls only). Hair is to be clean, brushed, and worn off the face and out of the eyes. Boys must be clean-shaven. No outlandish hairstyles, spiking, streaking, or head shaving is permitted. T-shirts worn under the uniform must be solid white. Hats may only be worn outdoors, during recess. No bandannas of any color. No cargo pants/shorts or pants/shorts with loops; no wide or baggy pants/shorts. No shorts below the knee or above mid-thigh length. No spaghetti-strap tops. Shirts must be tucked in whenever students are indoors. Shoes must be tied properly. Students should not draw on themselves or others; no temporary or permanent tattoos. All students should bring a coat to school, every day, during cold weather months, for outdoor use.

Footwear

Your child may wear his/her choice of closed-toe footwear. Closed-toe shoes and closed heel shoes with a heel less than two inches are acceptable. Shoes with missing laces, sandals, flip-flops, and backless footwear are not allowed. We recommend a comfortable pair of tennis shoes suitable for PE because students will be physically active outside every day, weather permitting.

Free Dress Days

On occasion the principal may designate some days as ‘Free Dress’. Students are expected to show good judgment in dress and grooming. Any appearance that causes undue attention or detracts from the educational program of the school will not be allowed. The following may not be worn on school grounds or at school activities:

Clothing with tears or holes	Boxer, Biker, or Short Shorts/Skirts
Gang-related clothing; Chains	Skater or Baggy Pants
No Midriff Tops	No Spaghetti Straps
No shirts with inappropriate language/symbols (e.g. promoting alcohol, drugs, sex, etc.)	No pants where undergarments can be seen when the shirt is lifted. Belts are encouraged.

Parents, please do not allow your child to arrive at school dressed in inappropriate clothing.

Additional Info – Student Uniforms

A. Non-Compliance

Students are to arrive at campus and leave from campus in the proper school uniform. If a student is in violation of the dress code in a manner not readily correctable, parents will be contacted and asked to correct the situation. If a student is chronically out of uniform, the parents will be called and the child will be sent home from school.

B. Uniform Acquisition

All uniform pieces, except for pants, polo shirts, socks, bike shorts and tights must be purchased from Dennis Uniforms or Land's End (except Dickies for pants). The school office can provide you with school codes and additional info regarding appropriate school uniform purchasing options.

C. Fieldtrips

Students must always wear the school uniform top on fieldtrips. If advised by their teacher, students may wear non-uniform bottoms that are within free dress day guidelines.

D. Labeling / Spare Clothing

Please be cognizant about labeling all of your children's clothing with your last name, using a pen that will create legible writing. This will assist us greatly when items come to our Lost and Found.

Spare clothing is kept on hand for emergencies only. If it is used, it is to be washed and returned the next school day. Please help ensure that your child's uniform is clean and in good repair.

STUDENT CODE OF CONDUCT – STUDENT DISCIPLINE

Students are expected to conduct themselves in a manner that would bring credit to themselves, their parents, their school, and our communities at-large. The purpose of discipline is to provide and maintain behavioral guidelines which support a positive atmosphere conducive to learning. Discipline is an aspect of moral guidance. Our school's Code of Conduct is based on the Gospel message of Jesus Christ. Families are expected to honor and support the privacy and confidentiality of all individuals in regard to matters related to student disciplinary issues and actions.

Conduct Expectations

Love God and obey His commands.

This is the most important thing you can do. (Ecclesiastes 12:13)

Be Prompt and Prepared

1. Be on time
2. Come with appropriate materials
3. Follow dress code

Be on guard, therefore, the son of Man will come when you least expect it. (Luke 12:40)

Respect Authority

1. Listen to authority
2. Follow directions promptly
3. Accept responsibility for behavior

Pay attention and you will have understanding.

What I am teaching you is good, so remember it. (Proverbs 4:2)

Respect Rights of Others

1. Use appropriate voice
2. Listen to speaker
3. Respect the opinion and point-of-view of others

Whatever you do for the least of these you do for me. (Matthew 25:40)

Respect Property

1. Respect school property
2. Be responsible for personal property

Every good gift and every perfect present comes from God. (James 1:17)

Display a Concern for Learning

1. Remain on task
2. Allow others to remain on task

If you want to be wise, keep the Lord's commandments,
And He will give you wisdom in abundance. (Sirach 1:26)

Display Appropriate Social Skills

1. Be gentle with your words and actions
2. Display courtesy
3. Implement problem-solving skills when facing disagreement, teasing, and criticism

Love your neighbor as yourself. (Matthew 22:39)

Display Positive and Productive Character

1. Be cooperative
2. Expect the best from yourself and others
3. Proceed positively

As each one has received a gift, use it to serve one another. (I Peter 4:10)

Use of Disciplinary Action

Students who lack self-discipline or who violate the rights of others can expect disciplinary action. Each offense will be dealt with on an individual basis, taking into account the age of the student, the nature of the infraction, and the severity of the case. Repeated infractions can result in more serious consequences, up to and including suspension and/or expulsion. However, there is no requirement for progressive discipline. All students are expected to follow the common student behavior expectations of all staff members at all times.

Minor Infractions

These are normal discipline problems which will be handled by the staff member on duty at the time of the problem. Classroom teachers will have a plan to handle all minor problems that occur in their classrooms. Such measures may include timeouts, one-to-one discussion, parent phone calls, etc.

Severe Behavior Problems

Severe behavior problems are unacceptable ('non-negotiable') at Holy Family School. Some examples of severe behavior are:

Bad Language	Vandalism	Stealing
Bullying/Fighting	Drugs/Alcohol/Tobacco	Weapons
Disrespect/Harassment	Repeated Minor Problems	Chronic refusal to do classwork

Note: We do not attempt to list every inappropriate behavior because we expect common sense and conscience to be a student's major guide. For example, if a student destroys another person's property, writes on the walls, leaves the playground without permission, or commits some other obvious violation of trust it will not be acceptable to say, "It wasn't listed in the handbook, therefore, I didn't know it was a rule."

Disciplinary Measures

1. Verbal Warning – 1-to-1 Discussion.
2. Assignment of logical consequence.
3. Time Out -or- Loss of Privilege – Teacher contacts parent.
4. Probation – Parent/Teacher/Principal Conference – Possible Behavior Contract.
5. Suspension.
6. Expulsion.

All severe behavior problems will be referred to the principal. The principal will provide the parent(s) with an Incident Report which will include a synopsis of events, how matters were handled, reinforcement of school expectations, and final disposition.

Suspension

Suspension, the temporary prohibition of a student's attendance at school and school-related activities, is within the jurisdiction of the principal. Any serious or chronic violation of Holy Family School's Code of Conduct is cause for suspension. Additionally, any of the reasons listed for expulsion, with mitigating circumstances, is adequate cause for suspension of a student. Suspension, ordinarily, will be limited to a maximum of five school days.

Expulsion

Expulsion is the permanent dismissal of a student from the school. Expulsion is also denoted via a student's permanent record ('Cumulative File'), indicating the date and reason for dismissal. Various serious infractions may lead to expulsion of a student from school. These include, but are not limited to, the following offenses.

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

Physical Restraint

Corporal punishment is not used as a means of addressing student behavior. However, there are times when physical restraint may be necessary to maintain the safety and order of all involved. Such an occurrence may take place anywhere on school grounds or at a school activity or event, whether or not it is held on school property. The primary objective is to prevent a student from harming him/herself, other people, or school/staff property. Washington law permits a teacher, administrator, school employee or school volunteer to use reasonable physical force upon a student when and to the extent the individual reasonably believes it necessary to protect an environment.

Search and Seizure

Lockers, desks, and personal belongings are subject to search at any time by school administration or teachers. This is for the protection of students and school employees. Lockers, desks and any other storage areas at the school remain in the possession and control of the school even though they are made available or assigned for student use.

General Conduct On School Grounds

Students are to walk, not run in the hallways. Students are to talk quietly in the halls. Bicycles are not allowed within the interior of school buildings. Skateboards and roller-blades are not allowed.

Valuables / Electronics

If students bring money or valuables for a special reason, those items should be checked in via their classroom teacher or via the school office for safekeeping. No radios, personal tape recorders, CD players, Boom Boxes, pagers or other electronic games are allowed in school. Possession or use of this type of equipment at school will result in the removal of the equipment from the student.

If your child must bring a cell phone to school (e.g. for emergency use or after school use only), please inform the teacher. Regular cell phone use, texting, etc. is not permitted during school.

Vandalism / Property Damage

Students and their parents are liable for all damage to equipment and/or school property.

USE OF TECHNOLOGY

Part of the vision of Holy Family School is to educate students to become self-directed, continuous learners who represent ethical, responsible citizens prepared to meet the increasing challenges of a global, technological society. In addition, the school believes that technology should be used as a vehicle of communication, analysis, and research in light of Catholic values and moral decision-making.

Therefore, the school is committed to the integration and effective use of current and future technology to further the educational mission of the school and the Church's mission of spreading the Gospel to all people. The Bishops of the United States (USCCB) have supported the use of technology as a means of learning and evangelization.

Telecommunications, electronic information sources and networked services significantly alter the information landscape for schools by opening classrooms to a broader array of resources. Electronic information research skills are now fundamental to preparation of citizens and future employees. Thus, tech-related skills will be taught to all 1st-8th grade students.

Access to telecommunication sources will enable students to potentially explore online libraries, databases, and bulletin boards while exchanging messages with people throughout the world. The school believes that the benefits to students from access in the form of information gathering and opportunities for collaboration is a very important resource for learning.

Finally, use of school technological resources such as the computer and the Internet must be in support of education and research, and must be consistent with the educational objectives of our school's curriculum guidelines. Using school resources for Internet access is a privilege, not a right. Inappropriate use, which includes but is not limited to unauthorized transmittal or improper use of copyrighted materials or materials protected by trade secrets; transmission of threatening or obscene materials; vandalism of computer files; and/or violation of computer/network security, as determined by the school administration, can result in cancellation of tech-related privileges and may also subject the student to other disciplinary action. Vandalism is defined to include any malicious attempt to harm or destroy data of another user, the Internet or any agencies or networks connected to the Internet. The creation or uploading of "computer viruses" is expressly prohibited.

As such, all students are required to sign a technology contract that binds them to the responsibilities listed herein, accepting any disciplinary actions taken as a result of misuse.

Disclosure / Warranty

Holy Family School makes no warranties of any kind, whether implied or expressed, for the tech-based services it is providing. Holy Family School will not be responsible for any damages suffered while on this system. These damages may include but are not limited to loss of data as a result of delays, non-deliveries, or service interruptions caused by the system or student errors or omissions. Use of any information obtained via the information system is at the student's own risk. Holy Family School specifically disclaims any responsibility for the accuracy of information obtained through its technology information services.

LUNCH

Holy Family School does not currently have a lunch program. Cartons of milk are available on a daily basis. However it is necessary for parents to send your child with a sack lunch each day.

Note: We do not have school-wide ability to heat foods. Please do not send soda or candy. Healthy foods will help your child to focus on learning, maximizing their opportunities for achieving success, while also encouraging a healthy diet.

In the past, class parents have regularly organized and facilitated 'once a week' hot lunch options. Continuation of such is optional. Each class Room Parent would work with the other parents for their class to set up a rotating or regular schedule which will allow students to continue benefiting from this option. Please speak with your class's Room Parent to discuss this possibility.

HEALTH / MEDICAL

Emergency Contact Info

Please notify the office immediately of any change of address, telephone or emergency numbers on file for doctors or other health professionals. In case of illness or emergency, it is extremely important that the school be able to contact the parent, named relative or friend. In emergencies, information (such as contact or medical related information) may be released to appropriate law enforcement or medical personnel if it is necessary in the judgment of the principal or his/her designee to protect the health or safety of the student or other persons.

Medication

The school recognizes that administering of medication by the school to students and/or self-medication may be necessary when the failure to take such medication would jeopardize the health of the student or the student would not be able to attend school if medication were not made available during school hours. Consequently, students may be permitted to take non-injected prescription or non-prescription medication to school, on a temporary or regular basis under school supervision.

The parent shall make all requests, in writing, for the school to administer medication to a student. Requests must include the written instructions of the physician for the administration of a prescription medication to a student or the written instructions of the parent for the administration of a non-prescription medication to a student. A prescription label will be deemed sufficient to meet the requirements for a written prescription.

Requests shall be valid for not more than the current school year. The prescribed or non-prescribed medicine must be properly labeled and be contained in the original container.

The school reserves the right to reject a request to administer prescription or non-prescription medication when, in the judgment of the school, the administration of such medication is not feasible.

Serious Injury or Illness

All accidents which are reported to the office or a teacher will be treated (wash and cover) by the teacher or staff member. An attempt will always be made to notify parents of serious accidents or illness by the office or a staff member. It is important that we have current telephone numbers for both home and work of the parents so we can give timely and proper notification. Children will not be sent home unless an adult is available to care for them. When coming to get a sick child, parents should ask for the child at the main school office.

Communicable Diseases

In the school environment, communicable diseases or conditions may be easily transmitted from one individual to another. Among the most common school restrictable diseases or conditions are head lice (pediculosis), chicken pox, mumps and measles. Students who have restrictable diseases

or conditions must be excluded from school. Parents should notify the school immediately if their child has come into contact with, or has any contagious disease or condition, such as but not limited to any of the following: chicken pox, pink eye, measles and/or head lice. Please do not send an ill child to school. This will help prevent the spread of infectious disease to other students and staff.

Health Records / Immunizations

Students entering Holy Family School must provide a current, signed Certificate of Immunization Status form documenting either evidence of immunization or a religious and/or medical exemption waiver prior to attendance. All students must have current immunization and health records on file at school. Such documentation is required before a student will be granted full enrollment status.

SAFETY

Emergencies, earthquakes, and other natural disasters are always a possibility. In the event that such takes place Holy Family School will be making every effort to care for your child here at school. No student will be dismissed from the school unless a parent (or individual designated by a parent) comes for him/her.

No child will be allowed to leave with another person, even a relative or baby-sitter, unless we have written permission to that effect on file from a parent/guardian. All persons picking up a child who is not immediately recognized by school personnel will be required to provide picture ID. With this in mind, please make sure that your child's registration and emergency contact information is up to date with the school office.

All parents, or approved designated parties, who come for children must have them signed out at the office or in the classroom. Signs will be posted if an alternative office location is required. It will be very important for the school to know where all the children are at all times. So, please, be sure to sign them out when they leave. Teachers or other staff members will be on hand to assist parents. Please follow instructions as directed.

To the best of our ability, we are prepared to care for your children in times of critical situations. If you are not able to reach the school, we will care for your child at the school. We will be in communication with various local emergency services. We do ask for parent/guardian help in the following areas:

- A. Following an earthquake or other emergency, do not immediately drive to the school. Streets and access to the school may be cluttered with debris. The school's access route and entrance areas must remain clear for emergency vehicles.
- B. Do turn your radio to KGY 1240 AM or MIX 96.1 FM for instructions from public safety agencies. If we are able to make contact with the radio stations, we will give specific information concerning Holy Family School.

Emergency Closing / Inclement Weather

There are times, during inclement weather (snow or ice) or unforeseen power outages (due to storms), that the school may have to close for the safety of all concerned. Holy Family School follows the North Thurston School District with respect to school closures. Holy Family School will also attempt to independently notify local radio and TV stations. Normally a decision to close school is made by NTSD by 6:00a.m. Parents need to make arrangements for their children if there

should be an unexpected closure. Finally, every attempt will also be made to post delayed start or closure information on the home page of our school website www.holyfamilylacey.com.

Emergency Preparedness Drills

Holy Family School will conduct all appropriate emergency preparedness drills, monthly or quarterly, as required by the State of Washington and our local Fire Marshall. Fire drill evacuation plans are posted in every room. Teachers will regularly go over proper procedures to ensure that all students know what to do in case of an emergency.

Visitors / Volunteers

All visitors must first check in via the school office. All parent volunteers, including fieldtrip chaperones, must first have attended a Called to Protect Safe Environment training session and have successfully completed a background check prior to being allowed interaction with students.

Weapons

Ordinarily, any student in possession of a weapon (real or imitation) will face disciplinary consequences up to and including expulsion from school. Any student found to be in possession of a weapon---defined as but not limited to a firearm, a knife or pocket knife, mace/tear gas/pepper mace, a club, bludgeon or similar deadly, dangerous or destructive instrument---will be removed from class and sent to the principal's office. Parents and local law enforcement will be contacted.

Drugs and Alcohol

Ordinarily, any student in possession, use or sale of drugs, alcohol, or any controlled substance or material represented as a controlled material will face disciplinary consequences up to and including expulsion from school. The student will be removed from class and sent to the principal's office. Parents and local law enforcement will be contacted.

Emergency Disclosure of Information

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

PERSONAL PROPERTY ACCOUNTABILITY

Personal Possessions

Personal possessions such as stereos, portable radios, CD players, cell phones, pagers, I-Pods or hand-held computer games are not allowed at school, except by special permission by the principal for special events. These items are too easily damaged, lost, or distracting. If students have such items at school, they will be confiscated and held in the office until a parent comes to retrieve them.

Lost and Found

All uniform articles, hats, gloves, lunch boxes and books should be clearly marked with the name and grade of the student. Lost and found articles may be reclaimed from the box in the Extended Care Room.

Bicycles

Bicycles are allowed only as a means of transportation to and from school. Bicycles should be

locked while stored behind the school near the main office window. No bicycles may be ridden on the walkways at any time, or on school grounds at all after 4:00p.m.

Laser Pointers / Skates / Skateboards / Rollerblades

Prohibited – Due to safety concerns none of these items are allowed on school grounds at any time.

RECESS

Since we assume that all children will go outdoors for recess, as the weather permits, it is important that they dress warmly. Please do not request that your child be kept indoors. Usually, if children are not well enough to play outside with the others, they are not well enough to come to school. It is recommended by the health department that a student who has been ill should not return to school until his/her temperature has been normal for 24 hours.

Playground Expectations

While on the playground, the following student expectations will be in effect.

- A. Exhibit respectful behavior toward other students, teachers, parents, and other adults.
- B. Use appropriate language.
- C. Walk on the sidewalk.
- D. Remember that the parking lot areas are off limits.
- E. Remain on the school grounds at all times.
- F. Line up quietly and promptly when the bell rings.
- G. Hold balls and other athletic equipment when in line
- H. Swearing, spitting, pushing, shoving, bullying, intimidating, harassing, wrestling and fighting are unacceptable behaviors and strictly prohibited.
- I. Stop playing when the whistle blows. Remember, the staff member on duty has the final word.
- J. Do not throw any objects at another person.
- K. Respect the rights of others to play in a safe, friendly environment.
- L. All students must be accepted and allowed to play in organized games. There are to be no exclusive games or groups.
- M. Ask a staff member on duty first for permission to leave the area (e.g. go to the bathroom).
- N. Use common sense.

PARENTS

Parental Witness Statement

The Church through the ages has consistently called parents to understand and appreciate their

special dignity as God's instruments of love to their children. The Church in recent years, in official teachings and proclamations, has given even greater prominence to the importance of this truth. The Second Vatican Council in its "Decree to the Apostate of the Laity" stressed the importance of the parents providing the first experience of their faith to their children.

"They (Christian husbands and wives) are the first to communicate the faith to their children and to educate them; by work and example they train their offspring for the Christian and apostolic life." Paragraph #11, November 18, 1965

The Council Fathers even more emphatically expressed the irreplaceable role of the parents in communicating the Faith to their children in the Declaration on Christian Education.

"Since parents have conferred life on their children, they have a most solemn obligation to educate their offspring. Hence, parents must be acknowledged as the first and foremost educators of their children." Paragraph #3, October 28, 1965

Parent Prayer of Enrollment

It is with complete awareness of the Catholic Church's vision of my vocation as parent, that I enroll my child in Holy Family School. In taking this step, I acknowledge and accept my privilege and responsibility to be the primary religious educator of my child. I understand the Catholic school is the way in which the Church seeks to share and assist me in my vocation. However, I know no matter how clearly words are spoken, until my child sees these values and beliefs make a difference in my life, they will have little effect. Faith will only be part of my child's life if it can be seen to mold and shape the way we live as a family. I believe that the Catholic school can help deepen, enrich, and reinforce a faith that my child experiences at home. I accept my own witness as essential to the religious development and growth of my child.

Classroom Interruptions

Visits to classrooms are welcome and encouraged at Holy Family School. During the school day, visitors are asked to take care not to disrupt the classroom learning. Thus, please arrange with the classroom teacher(s) at least 24 hours prior to the visit.

Complaint / Issue Resolution

Concerns regarding individual school staff members should first be directed to that staff member. If the issue is not resolved, the parent should then address it with the principal. Then, as necessary, the principal may schedule a parent-teacher-principal conference.

Parental Code of Conduct

Adults within the Holy Family School community are responsible role models whose actions are consistent with Christian values. Our goal is to create and maintain a positive, cooperative atmosphere within the school community. This Code of Conduct applies to all Holy Family School community members.

Code of Conduct

- Holy Family School adults should be committed to the education of the children.
- Holy Family School adults should be cooperative and committed to school goals.
- Holy Family School adults should be respectful and self-disciplined.

- Holy Family School adults should separate personal desires from what is in the best interest of the school community.
- Holy Family School adults should treat one another honestly and politely, respecting the diversity of persons and opinions within our community.
- Holy Family School adults should seek peaceful resolution of disputes.

If resolution of a conflict fails, adults within the school community are bound by the decisions of the Principal and the Board of Directors.

Family Cooperation / Removal of Students Resulting from Parental Attitude

Under normal circumstances a student should not be deprived of a Catholic education on grounds relating to the attitude of the parents. Nevertheless, a situation may arise in which the uncooperative or destructive attitude of parents so diminishes the effectiveness of the school that the family may be asked to withdraw from the school.

Parent Association – Purpose

The overall purpose of the Parent Association is to facilitate, encourage and ensure ongoing community building by providing activities, fundraising events and service to the school. The PA is a vehicle that supports communication between home and school, offering a mechanism for parent volunteerism under the guidance and direction of the school principal.

Parent Association – Membership

All parents or guardians of students enrolled in Holy Family School are automatically members of the Parent Association. The Parent Association is accountable to the principal who must approve all officers, adoption of all resolutions, by-laws and all planned social and fundraising events. School teachers and staff members are encouraged to liaise with the Parent Association, working together in support of the needs of the school community. However, the PA does not represent school employees and no employee may serve in an official Parent Association officer capacity.

Parent Association – Finances

Monies raised by the Parent Association via approved fundraising efforts will be deposited with the school. The school business manager will designate a separate budget line item to manage and account for PA monies. Parent Association funds will be disbursed in support of future PA events under the guidance and approval of the principal.

Parent Association – Function

The primary function for the Parent Association includes the following areas.

- Auction Volunteerism
- Fundraising (with Principal pre-approval and guidance)
- Social Events (E.g. Back-To-School Picnic, End-of-School Year Picnic, etc.)
- Teacher Appreciation
- Uniform Exchange / Used Uniform Sales

- Outreach / School Advocacy
- Hospitality
- Physical Repairs / New Projects
- Community Building
- Volunteers – (E.g. Room Parent Designees, Field Trip Chaperones, etc.)

Parent Association – Meetings

The Parent Association shall meet monthly throughout the school year at a date and time determined by the PA officers and in collaboration with the principal. The PA President may call special meetings as needed, with the approval of the principal. Robert’s Rules of Order shall apply.

Volunteers

Holy Family School encourages and requires volunteerism in order to promote an active and cooperative partnership between parents and the school. We believe that family involvement is essential for helping to provide students with opportunities to achieve success. Parent participation also helps to foster a caring, community-building atmosphere where the time and talent of every family is valued and drawn upon.

Volunteers serving in the school will support and model the moral teachings of the Catholic Church and function faithfully within the mission, goals and philosophy of Holy Family School. Volunteers work in a collaborative role with others ministering to the development of the children and the school as an educational institution. Volunteers are asked to recognize confidentiality as a living principle and respect the dignity of those with whom they work and come into contact with.

Safe Environment / Called to Protect Training and Background Checks

For any and all volunteer services that involve children, Holy Family School requires that all volunteers undergo a background check and complete a Safe Environment/Called to Protect training session before being allowed to interact with our students.

The Called to Protect safe environment training program was developed by the Church to help educate families, staff members and volunteers about the dangers of child abuse. This program is mandatory for all volunteers. "Protecting God's Children" is every parent's responsibility. Detecting the warning signs, being aware of who our children are around and preventing any possible incidents lies in the hands of the parents and professional educators. Our objective is to do all we can to help ensure a safe school environment. How can we protect our special gifts if we can't recognize the warning signs?

Called to Protect training seminars contain sensitive materials. Please do not bring your children with you when attending one of these sessions. If you have any questions, comments or concerns regarding the Called to Protect program please contact the school office. Training sessions will be offered on-site, at Holy Family School, during the first month of each new school year.

Commitment Hours

Commitment hours are defined as the hours a parent/guardian volunteers to support his/her child's education at Holy Family School. A minimum of 30 commitment hours per family per school year

is required of each family with a full-time student attending Holy Family School (20 hours for half day Pre-K families, 10 hours for Preschool families). Please check with your child's teacher, the school newsletter, the Parent's Association, or call the school office for opportunities to fulfill your commitment hours. Every month with your billing statement there will be a statement reflecting the amount of commitment hours that you still need to do. There are commitment hour forms available outside the office to fill out. For those with time available during the day, some examples of commitment hours might be playground duty during lunch, field trip chaperone times with your child's class, classroom help, etc. For working parents with limited day time available, some examples of commitment hours might be shopping for items for a school event, participating in an evening phone tree to remind parents of an upcoming school event, assisting in one of the major school fundraisers or even a grounds project on a weekend. Commitment hours are not to be counted when attending Board Meetings. Attendance at PA and/or Auction meetings does count toward a family's commitment hours obligation. Only participation in activities approved by the Principal or the Board shall be counted toward the commitment hours requirement.

Parents who do not fulfill their commitment hours for the year will be required to compensate the school at a rate of \$25.00 per hour. Commitment hours not completed will be billed on your June billing statement with payment due upon receipt. This will ensure timely mailing of your child's report card. Failure to complete the annual 30 commitment hours or to compensate the school for those commitment hours can jeopardize acceptance of your family's application for renewal of enrollment for the following school year.

Shared Giving

The Shared Giving program requires all families to contribute \$225 net profit to Holy Family School. A statement is sent home in the mail every month reflecting your balance. Families have a variety of options and may participate in some of the school fundraising opportunities, including Scrip, Christmas Wreath Sales, pre-sale raffle tickets for our annual auction, etc. Scrip for grocery stores such as Safeway is always available in the school office and orders are placed every other week for a variety of other merchants.

Reporting Suspected Child Abuse

Washington's Mandatory Reporting Law provides that all persons having responsibility for the care of children are obligated to report suspected child abuse and neglect. Amongst others, the law specifically names school personnel, parent volunteers, counselors or any other persons having responsibility for the care or treatment of children. Any form of non-accidental injury, physical abuse, sexual assault, molestation or exploitation, inadequate supervision, improper/inadequate medical care or physical neglect that constitutes a potential health hazard, and circumstances suggestive of emotional abuse or neglect must be reported. Reports of suspected abuse or neglect can be made to either Child Protective Services or to the local law enforcement agency. Reports should always be made immediately. Reports can be made 24 hours per day, 7 days a week. Washington law provides immunity from civil and/or criminal liability for any person reporting the abuse, whether the abuse was established or not. Remember, we are reporters, not investigators.

Parent / Teacher Conferences

Parent/Teacher Conferences are excellent opportunities for the parent(s) and the teacher to exchange information about the student, to review the student's progress against grade-level standards, and to form a joint plan-of-action to determine what will be done at school and at home to help a student who is having difficulty meeting grade-level requirements.

Fall and Spring parent/teacher conference dates are detailed on the current year school calendar. Please make every possible effort to attend your child's conference. Conferences can also be scheduled any other time of the year on an as-needed basis, as requested by the parent or teacher.

Weekly Communication – Thursday School Newsletter

Every Thursday your child will bring home their family manila folder. This folder may include graded schoolwork, permission slips, updates regarding calendared events, etc. Please remember to review your family's weekly manila folder for important information. If you do not receive your family's folder please question your child and contact their teacher. This folder is an important, regular source of class and school information. A school newsletter will also be e-mailed out to all families every Thursday. Please review and discuss with your child the weekly contents of the family manila folder and school newsletter. By working together we will all stay informed.

FIELD TRIPS

Class visits to places of cultural or educational significance give enrichment to the lessons of the classroom. Fieldtrips are privileges that are offered to the students and the participation in such trips can be denied if students fail to meet academic or behavioral expectations.

A field trip requires parental permission. Permission slips will be sent home to parents at least three school days prior to the fieldtrip. The permission slip will detail specifics about the outing, including the mode of transportation to be used. Parents must sign and return the permission slip, indicating their consent, prior to their child being allowed to attend the proposed fieldtrip.

All parent chaperones and drivers must be at least 21 years of age and must provide a copy of their driver's license and proof of insurance. All parent chaperones and drivers must have a volunteer background check on file with the office and must previously have attended a Safe Environment training session. Additionally, all rules that apply at school for adults and children apply during the fieldtrip (e.g. no smoking, no alcohol, seatbelts must be worn, etc.).

Chaperones are entrusted with the safety and well-being of the students in their care. On school-related activities they act as supervisors in the same capacity as would a teacher or the child's own parent. Students are expected to respect a chaperone's authority and comply with that person's requests. If a student's behavior disrupts the group's enjoyment of the activity or challenges the authority of the chaperone, the chaperone and the teacher may determine that the student's behavior is inappropriate and choose one of the following actions:

- A. Exclude the student from participation in the activity by restricting the student to a given area for a specified time period while providing reasonable supervision.
- B. Notify the student's parent by telephone and report the disruptive behavior and, if necessary, request that the parent pick up the student.

Ordinarily, the number of chaperones is determined by the number of drivers required for an outing. Any difficulty encountered in disciplining a student must be reported to the school principal by the teacher in charge. As a chaperone of Holy Family School, the following conditions are expected.

- A. Students will not be left unattended. Chaperones will provide reasonable supervision.
- B. Students will travel in assigned vehicles, wearing their seatbelts, and be dismissed by the teacher/chaperone after arriving back on school grounds.

- C. Possession or use of tobacco, alcohol or drugs is prohibited.
- D. Physical force as a form of discipline is prohibited.
- E. In the event of an emergency, the chaperone will utilize the best possible judgment in administering first aid, contacting emergency services and the principal as appropriate.
- F. The time served, as driver/chaperone will count towards the commitment hours required.

STUDENT MATTERS

Attendance

All students are expected to be on time, rested and prepared, ready to attend school, through the last day of the school year. Parents/Guardians are expected to call in a student absence by 8:45a.m. to the school office (491-7060), the day of the absence. Parents are asked to reserve family vacations and holiday times to those dates when school is not in session. If it is necessary for a student to be absent more than one week, administrative approval is required. Please make every effort to schedule appointments for your child after regular school hours. Missing instructional time, whether through absence or tardiness, should be avoided whenever possible, thus helping to insure that your child is able to remain current with all of their academics.

Tardies and Absences Policy

Student attendance will be reviewed each month. All absences or tardies not pre-approved by the school or accompanied by a note or receipt from the doctor, dentist, etc. will be considered unexcused. However, not all doctors give notices. In that case the parent note is sufficient for a doctor or dental appointment. This absence is considered a medical absence and is not recorded on the report card. All absences or tardies will be documented via a student's permanent record. The parents of students with more than two unexcused absences or tardies per quarter will receive a letter informing them of the problem and asking them to meet with administration. If the problem persists and no solution can be reached, an alternative placement for school may be recommended.

Student Records

Parents have a right (unless prohibited by the courts in a custody agreement) to the timely inspection of the educational records of their child during regular school hours. The right to inspect and review student cumulative educational records and the release of or access to such records, other information or instructional materials is governed by federal law in the Family Educational Rights and Privacy Act, Title 20, United States Code, sections 1232g and 1232h, and federal regulations issued pursuant to such act.

The principal of Holy Family School will permit the release of information relating to students, to parents and/or legal guardians, in accordance with the following procedures.

- Written statement of the parent or guardian's request for review of student records.
- Legal proof of the parent or guardian's relationship to the child.
- An appointment to meet with the appropriate school personnel at a time mutually convenient for the purpose of the record review.
- If the cumulative file of a student contains information on more than one student

(e.g. behavior incident reports) the parents are limited to specific information regarding their child only.

Student Cell Phones

Student cell phones are strongly discouraged. If your child must bring a cell phone to school (e.g. for emergency use or after school use only), please inform the teacher. We will keep the phone in a special drawer or cabinet to protect from misplacement and classroom distraction. Regular cell phone use, texting, etc. is not permitted during school.

Forgotten Items

To prevent classroom disruptions and encourage student responsibility, items dropped off during the day, with the exception of lunch, will not be delivered to the student until a subsequent recess or lunch break occurs. We do not contact parents for forgotten homework, supplies, etc. since interruptions cause loss of classroom continuity.

MISCELLANEOUS

Fundraising

Holy Family School relies on fundraising sources to help subsidize school operating expenses. As represented within our Registration and Enrollment materials, tuition and fees alone do not cover the actual per pupil cost of educating our students. Thus, to make up the difference, while also seeking to keep tuition costs reasonable, each family needs to participate in school fundraisers such as our Scrip program and our Annual Auction. Please consult our enrollment and registration materials for additional details.

Supervision of Students

School day supervision of students begins at 8:00a.m. and concludes at 3:30p.m. (12:00p.m. on half days). Extended care opportunities do exist from 6:30a.m.-8:00a.m. and from 3:30p.m. to 6:00p.m. Students who are not picked up by 3:30p.m. (who are not seeking additional, pre-approved after school help from an individual teacher) will have their parent contacted. Parents wishing to have their child participate in the before or after school extended care time periods should inform and contract with the school office for such services in advance. Families must comply with this policy in order to ensure proper student supervision. Parents should not assume – and the school cannot accept such liability – that students can be left at school prior to 8:00a.m. or after 3:30p.m. with the expectation of staff supervision. Please consult with your child's teacher or the school office if, on a few occasions, special arrangements need to be made.

Pictures

Each family is required to have a photo release form on file in the school office. Individual and class pictures will be taken on campus. Students are required to wear school uniforms for pictures taken in the fall. A second picture-taking session may be scheduled in the spring whereby students will be allowed to wear Free Dress that is appropriate to school.

Class Parties and Birthdays

Classroom holiday parties will be coordinated by the teacher and the head room parent for the class. The teacher must pre-approve all refreshments and entertainment planned.

Birthdays will be recognized by the teacher according to their individual classroom procedures. Unless everyone in the class is invited, party invitations may not be handed out at school. Birthday parties should take place away from school property. Students should not bring items for after-school parties to school (this includes such things as presents, slumber party items, etc.) unless all students within the class have been invited and teacher pre-approval has been given. Family initiated lunchtime celebrations (e.g. pizza parties) are also not permitted unless all students within the class are able to participate and teacher pre-approval has been given.

Telephone Usage

Telephones in the classrooms are designated ‘staff only’ for necessary communication. If deemed necessary students may use the office phone with permission from a staff member. Phone calls to students will not be accepted. Messages other than those of an “emergency” nature will be given to students at the end of the day, thus minimizing potential disruptions to classroom instruction.

Lockdown

For reasons of safety a lockdown may occur. Classroom doors are to be locked until notification of “all clear” is received from the Principal. Students must remain in the classroom during a lockdown situation. Teachers who have cell phones are to turn them on for emergency contact. Lockdown procedures are learned and practiced accordingly, in conjunction with our emergency preparedness program. No one---staff member, parent/guardian, volunteer, etc. – should attempt to open or breach a secured classroom or school-based facility until given the “all clear” by the principal, who will coordinate with local law enforcement to determine when it is safe to do so.

Mailings / Publications

The Principal and the Board of Directors Chairperson speaks for the school. The Principal/Board Chair will make all appropriate statements to the press or any organization interested in the events, policies, or practices of the school. In addition, any letter or document sent to parents, community members, or others interested parties must first be cleared by the Principal.

Parent / Student Handbook Acknowledgement

I/We _____ (Parent/Guardian) have read the parent and student directives contained herein, within the Holy Family School Parent-Student Handbook and I/We agree to follow and uphold all school policies while our child[ren] are enrolled at Holy Family School.

Further, I have read and discussed with my child[ren] this Parent/Student Handbook, highlighting the student directives contained herein. I understand these policies and I agree to help my child[ren] understand and follow them. Finally, I understand that failure to adhere to the guidelines contained within the Holy Family School Parent-Student Handbook may result in disciplinary action.

Student's Printed Name

Student's Printed Name

Parent/Guardian Signature Date

Parent/Guardian Signature Date

NOTE: This handbook will be reviewed and possibly revised, at least annually, by the Principal and the Board of Directors in our efforts to keep parents and students clearly informed of school policies and procedures. It is the intent of Holy Family School staff to abide by all Federal and State laws. The Principal and the Board of Directors has the right to amend, at any time, this living document. Revisions that are made during the school year will be communicated as they are made, to all parents, guardians, staff members and students.

Federal Tax Identification Number 91-0973981