



PARENT HANDBOOK

Holy Family School has been a Lewis-Clark Valley tradition since 1921. We warmly welcome you and your child. Our goal is to provide your child with a safe faith filled education. Our faculty is committed to excellence and hope to make this the best school year possible. As your child's first and foremost teacher we will work together to give your child a successful educational learning experience.

WITHIN THIS HANDBOOK

Faculty Message	Weapons
Non Discrimination Policy	Drugs
Message from our Pastor	Searches
Mission	Parent Grievance Procedure
Philosophy	Crisis
Student Learning Expectations (SLE)	Tuition Information
School Schedule	Bus Information
Admittance	Hot Lunch
Christian Behavior	Medical/Health
Discipline	Immunizations
Specific Guidelines for School Behavior	No Nit
Normal Disciplinary Action	Pets at School
Attendance	Eye/Ears/Weight
Absences	Accidents
Tardiness	Student Insurance
Withdrawal From School/Early Dismissal	School Activities
Early Release/In-service Days	Volunteers
Communication	School Advisory Council
Media Release Form	Extended Care
Cell Phones	Field Trip Permission Forms
Dress Code	Special Services
Birthday Policy	Snacks
Grading Policy	Lost and Found
Homework	Personal Possessions
Computer lab/Internet	Parish Information
Bad Language	School Calendar
Bullying / Harassment	History
	Asbestos Statement

FAITH-BASED ACADEMIC EXCELLENCE



FACULTY MESSAGE

Dear Families,

Welcome to the new school year! Our entire faculty and staff welcome returning families and all new families. It is our wish that you see educating your children as a joint mission with Holy Family Catholic School.

In this handbook, we hope to share traditional beliefs as well as give you guidelines. With Jesus as our model, we hope to bring about harmony in our mission to educate our students academically, physically, socially, emotionally, and spiritually.

Sincerely,

Holy Family Catholic School Faculty
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NON DISCRIMINATION POLICY Holy Family Catholic School adheres to Non-Discrimination Policy 511.1 of the School Policies and Administrative Regulations required by the Diocesan School Advisory Board, Spokane, WA.

Holy Family Catholic School and Preschool/Extended Care will admit students of any race, color, gender, and nationality origin to all rights, privileges, programs and activities of Holy Family School.

Holy Family Catholic School does not discriminate on the basis of race, color, gender, nationality or ethnic origin administration of educational policies and administered programs.

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PASTOR MESSAGE

Holy Family Parish is a family, and one of the things a family does is educate its children. All of us are called upon to realize the needs which we as the family of this local church our responsibilities to build the future. A Catholic school education is a pearl of great price.

A Catholic education is a challenging education. High standards, strong motivation, effective discipline and an atmosphere of caring combine to foster excellence, and a high quality of student performance.

The Catholic school advantage is reflected in the philosophy that permeates the total education program and the lives of the faculty and students. This philosophy challenges students to improve the world by sharing Gospel values and living Christ's message of salvation. Our students grow to understand the roots of their faith and their responsibilities as Christians.

Holy Family School recognizes the parents and family as the primary educators of their children and joins with them to form a loving community of shared visions. Every child shares in an educational environment filled with love and concern - a community joining together to help create a better world.

Your child's Catholic education is worth the cost. It is money wisely spent. Your child's tuition is an investment which pays a lifelong dividend. Holy Family School represents affordable excellence; there is an emphasis on efficiency and accountability. Tuition cost is often supplemented by the parish, so our Catholic community shares the cost of education. A Catholic school education not only is the responsibility of individual families, but of our entire Catholic community.

I encourage you to browse our website www.holyfamilyclarkston.com to see the many advantages of a Catholic education and to learn about the success of Catholic schools. I invite you to visit our school to see Gospel values of faith, compassion and truth throughout the teaching and learning that occur.

FR. Root

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MISSION

Holy Family Catholic School is a faith-filled community dedicated to the moral development of students who live to serve Christ. Our staff and parents strive to educate the whole child in academic excellence, a deep appreciation of the Catholic faith, spiritual growth and nurture socially responsible members of society in a safe learning environment.

PHILOSOPHY

Our community at Holy Family Catholic School believes that children need to articulate their faith through continuous learning by participation in the educational process. Our community and programs lend themselves to accomplish these values by educating the whole child—spiritually, intellectually, physically, socially, and emotionally—to enable them to become members of society willing to give of themselves in service to God and community. It is in the tradition of our founders that we continue to give our students lifelong skills. "Teach them what they need for life."

Our community shares the responsibility of educating our children with parents who we recognize as the primary educators. We are a community of professionals dedicated to shaping students by providing both teacher and student-centered learning opportunities. As members of our Catholic society, our students will become socially responsible by demonstrating self-discipline, cooperation, and good citizenship. Students will gain an appreciation, recognition and respect for the cultural diversity among individuals.

STUDENT LEARNING EXPECTATIONS

A Holy Family Catholic School graduate is...

A Spiritual Person Who:

- Participates in the celebration of liturgies and programs.
- Demonstrates a deep understanding of Catholic traditions and rituals.
- Shows respect for God, self and others.
- Demonstrates a spirit of service in church, school, and community.

An Intellectual Person Who:

- Demonstrates creative thinking, effective problem solving and higher level thinking skills.
- Communicates effectively through written and oral communication.
- Has a solid foundation in the basic skills.
- Demonstrates an appreciation of the fine arts.
- Uses technology as a learning tool.
- Set goals and works toward a successful outcome.

A Physical Person Who:

- Displays a positive attitude and sportsmanship through active participation in physical education activities in school and community.
- Demonstrates a respect for the human body and awareness of positive health habits.
- Utilizes the mechanics and rules of the sports activity while improving physical ability and condition.

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A Social Person Who:

Demonstrates appropriate social skills with an emphasis of respect for self, respect for others, respect for life and property through service to community.

An Emotional Person Who:

Reflects a positive self-image as a child of God.
Demonstrates a responsible decision making attitude.
Assumes responsibility for his or her own actions.
Utilizes his or her own talents to the best of their ability.

SCHOOL SCHEDULE

7:45 a.m.	Office opens
8:00 a.m.	School begins
9:45-10:00 a.m.	K-6 recess
11:00 a.m.	Pre-school dismissal
11:45-12:30	K - 2 lunch and recess
12:00-12:30	3 - 6 lunch and recess
2:40 p.m.	Grades K-6 Dismissed
3:30 p.m.	Office Closes

Students in grades K-6 who are not picked up by 2:50 p.m. will be sent to extended care unless notified by the families that they will be late picking up. The family will be billed for the time the student is in extended care.

ADMITTANCE

In compliance with Washington state policies and the Spokane Diocese, students shall be admitted to Holy Family School if by August 31st of the year of admission they have reached five years of age for Kindergarten and six years of age for 1st grade.

Students applying for entrance to Holy Family School who do not meet academic and/or conduct requirements will not be accepted. Transfer students have 5 weeks to prove that they can adjust to the behavior expectations of the school.

CHRISTIAN BEHAVIOR

Three basic rules govern the behavior of students at Holy Family School:

1. Respect for self
2. Respect for others
3. Respect of all material goods as gifts from God

The following behaviors are goals our students should strive for as members of Holy Family School:

- Speech and actions which reflect and promote the Gospel values.
- Responsibility for one's own behavior and the resulting consequences.
- Self-discipline.

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- Discovery and use of one's God-given talents.
- Regular and prompt attendance.
- Adherence to school policies and rules.
- A cooperative and respectful attitude.
- Consistent application of one's self to the learning process.

DISCIPLINE

Discipline in this Catholic school is considered an aspect of moral guidance. The purpose of discipline is to promote genuine pupil development, to increase respect for authority, to assist in the growth of self-discipline, and to provide a classroom situation conducive to learning.

Parental support is sought to maintain a total disciplinary program. To us, your children are precious and unique. We strongly believe all students must learn to behave appropriately according to the standards outlined. Misbehavior that disturbs or prevents other students from learning, and the teacher from teaching, will not be tolerated.

School personnel in self-defense, to protect other personnel or students from possible injury, or to restrain a disruptive student may use reasonable physical restraint.

At the beginning of the school year each teacher will send home a discipline policy for their classroom. The form must be signed and returned to the classroom teacher. Often a child may be involved simply because they are putting themselves in a position with which they should walk away. Those children may be involved in the punishment because it is difficult to determine the "he said, she said" situations.

It is required by law that teachers report suspicions of abuse and/or neglect to Child Protective Services.

NORMAL DISCIPLINE ACTION

Classroom teachers will use their own classroom discipline plan. If a student becomes an ongoing problem, the student will meet with the principal. The policy set by the School Advisory Council is as follows:

1st infraction: A warning and notice to parents.

2nd infraction: Parents will be called.

3rd infraction: Parents and students will be notified that this is the final warning.

4th infraction: Parents will be called at home or at work to come pick up their child and take the child home for the day.

5th infraction: The parents will be asked to keep the child home until a solution can be determined by the school, pastor, parents and student. Hopefully a child will not reach this point before something is done to rectify the problem.

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SPECIFIC GUIDELINES FOR STUDENT BEHAVIOR

GENERAL

- Profanity will not be tolerated.
- Respect for all people must be shown at all times.
- Students are liable for damage to school property.
- Students are not to bring personal items to school (electronics, cell phones) without prior approval of the teacher/principal. The school is not responsible for lost, damaged or stolen items.
- Gum is not allowed at school or on the playground.

PLAYGROUND

- Students are to respect the adult on duty.
- Students are to respect the crossing guard.
- Students are not to ride bikes, scooters, and skate boards on the playground.
- Bikes must be parked and locked in the bike racks during school hours.
- Students must play in a safe manner. Fighting, pulling of clothing, games involving rough play, wrestling or tackling are not allowed.
- Students are not to throw dangerous items such as rocks, ice, bats, etc.
- Students must play in designated areas. Students must notify the adult on duty if leaving the playground to use the restroom, etc.
- Students are to line up immediately at the west side of the building when the bell rings.
- Students are not to be in the school building before and after school unless they are attending Extended Care or have special permission.
- Gravel is to be left in the graveled area. It is not to be thrown or put on the slide.

CAFETERIA, LIBRARY, HALLWAYS, BUSES

- Students are to talk softly in these areas. There is to be no boisterous or disruptive behavior in these areas.
- Students need to ask permission before leaving the lunchroom after they have eaten lunch.
- We urge students to eat their entire meal. We are not allowed to enforce food consumption.
- If a student orders a lunch before 9:00 a.m. they will be charged for that lunch whether they eat it or not.
- Bus students riding the public school buses must follow the public school district rules. Misbehavior can result in suspension.
- Students will be assessed a fee for books not returned to the library.

ATTENDANCE

Regular attendance is essential to a student's success in school and is necessary in order to achieve maximum benefit from the school program. Persistent absenteeism creates a genuine hardship for a student and time missed during the day can never truly be made up. Class time, direct instruction and interaction with peers are all integral parts of your child's education.

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ABSENCES

The school requires regular attendance. If a student is sick or unable to come to school, parents shall notify the school office between 8 a.m. and 8:30 a.m. if possible. If parents have not notified the school by 9 a.m. the school will attempt to contact parents for verification for safety reasons.

- When parents know in advance that their child(ren) will be absent for more than one day, it is the parent's responsibility to notify the teacher to make arrangements for homework.
- Please notify the school if the child has a communicable disease (i.e. measles, head lice).
- Children returning to school after an absence must have a note signed by a parent or guardian stating the reason for the absence.
- A child who is not well enough to go outdoors should be kept at home.
- A conference with parents will be arranged to deal with frequent absences of a student. We must comply with state laws; therefore, frequent absences may jeopardize advancement.
- A child is still absent even with an excused absence. A child's attendance must be recorded daily.
- If your child misses 5 days of school a month or 10 days of school for the year a Doctor's note is required.

Holy Family School follows the number of teacher-student contact days determined by the diocese and meets the 1,000 hours a year state guideline for student instruction.

PHYSICAL EDUCATION EXCUSES

Any excuse from participation in the school's physical education program must be in writing from a doctor stating the length of time the student is excused and the reason. The written excuse must be brought to the school office for the student's file. Classroom teachers will be notified.

TARDINESS

Children are to be dropped off at school between 7:45 and 8:00 a.m. unless other arrangements are made. Children arriving after 8:00 a.m. are considered tardy. After five tardies within a quarter, a conference will be arranged with parents to deal with the problem. Continual tardiness disturbs the entire class and teacher. Tardy students must check in with the office upon arrival. Hot lunch needs to be ordered before 9:00 to ensure your child will have a hot lunch as we only order the exact number of lunches requested.

WITHDRAWAL FROM SCHOOL

The following procedures must be met when withdrawing from school. Failure to meet these requirements may delay student records from being forwarded to the new school.

1. Notify the teacher and office staff of your intent to withdraw, if possible, 3 days in advance.
2. Check in all text books, library books and other materials belonging to the school.
3. Pay any outstanding bills or fines.
4. Be sure all personal belongings are gathered from the school.

FAITH-BASED ACADEMIC EXCELLENCE



EARLY DISMISSAL

A parent or guardian must notify the office before a child will be dismissed early from school or to attend an appointment during the day. It is the responsibility of the child and parent to make sure any missing work is accounted for. If anyone, other than the regular parent or guardian, is going to pick up the child, parents must send a signed written request identifying this person. Parents or other authorized adults picking up students during school hours shall identify themselves at the school office and show identification before taking the child.

EARLY RELEASE/INSERVICE DAYS

Holy Family School tries to follow the public school schedule in order to accommodate the families who have children at Lincoln and CHS. Often the public schools have in-service days. We follow the high school schedule because our students use the high school buses. On Good Friday, Holy Family students are released at noon and bus students must find alternative transportation home.

COMMUNICATION

Open and trusting communication between school and home is essential to the school's fulfillment of its purpose. A family envelope is used whenever important information is sent home. The envelopes are expected to be returned to school the following school day with the parent's signature. Seeing the signature, the school knows that the contents have reached the parents. If a family envelope is lost or ruined, the family is expected to pay \$.75 to replace it.

Communication is also available by emailing the school at: ssray@holyfamilyclarkston.com, or check our school website at www.holyfamilyclarkston.com for current information. Sign up on Flocknote to receive school newsletters, please text the word Kind to 84576 to get our newsletter. Weekly newsletters, church bulletins and the monthly school calendar are posted for current school activities.

MEDIA RELEASE

Holy Family School requests that each parent/guardian complete a media release form which gives the school permission to use student work, name or image for school media purposes. Media may be in the form of public newspaper, radio, television or on Holy Family School websites/facebook. Parent/guardian has the right to deny permission. Each student will receive a Media Release Form to be signed at the beginning of the new school year.

ARE STUDENTS ALLOWED TO USE THE TELEPHONE?

The office telephone is a business phone and should only be used for emergencies or issues of great importance. Students are not to use the phone to make personal arrangements (such as requesting permission to go to a friend's house after school). Students need to get permission from their teacher before using the phone. After school transportation arrangements should be discussed with your child prior to the beginning of the school day. If arrangements change, please try to notify the school before 2:30 so we have time to communicate with your student.

FAITH-BASED ACADEMIC EXCELLENCE



CELL PHONES

The staff at Holy Family School understands that parents may wish for their student to carry a cell phone to school for safety issues if the student is walking home or going to another person's place before/after school. We respect that decision. However, once the student is on Holy Family School property they are expected to turn off the device and place it in a zipped compartment in their backpack and leave it there for the remainder of the day. If a child needs to make a phone call or receive a message it will be done with permission through school phones located in each classroom or the school office.

- If a student is using a cell phone during school hours a teacher or staff person at Holy Family has the right to take the cell phone and place it in the school office.
- The cellphone will stay in the office until a parent comes to school to pick it up.
- If this continues to be a problem and the student does not cooperate other disciplinary action will be taken.

**Holy Family School is not responsible for lost or stolen items.*

DRESS CODE

Personal appearance is important to a child's self-esteem as well as their educational outlook. Standard uniform unifies our students, reminds them that their presence at Holy Family is a privilege which should be approached with pride and dignity, and projects a unified identity to the wider community. As a community, Holy Family strives to have students accept themselves and each other for who they are, not for what they wear. Uniform supervision is first and foremost the responsibility of the parents/guardians.

Please observe the following dress code:

- Polo Shirts (short or long sleeved): hunter green, navy blue.
- White collared shirt (short or long sleeved): white with school logo.
- Sweaters (button down cardigan, v-neck, crew-neck or vest): hunter green, navy blue.
- Sweatshirts: hunter green with school logo.
- Jackets: hunter green with school logo.
- Pants (girls & boys): navy blue or khaki.
- Shorts (girls & boys) May-September: navy blue or khaki.
- Skirts, Skorts & Jumpers: white plaid (Land's End).
- Dress: Ponte Knit in navy (Land's End).
- Tights & Leggings (may be worn under skirts, skorts, jumpers): navy blue, hunter green, black or cream/white.
- Shoes: tennis shoes are preferred (required for PE), shoes must be closed toed with a strap or closed heel and have no more than a 1" heel.

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Additional Information:

- White polo's or blouses (school logo not required) may be worn under sweaters, sweatshirts or jumpers.
- Makeup is not permitted.
- Sweaters and blouses must be solid colors with no embellishes.
- 4-6th grade may bring fitness clothing to change into on P.E. days.
- The Principal maintains the final discretion regarding uniform guidelines.

BIRTHDAY POLICY

If you plan to bring a treat to class for your child to share on a birthday, please contact the teacher ahead of time. The teacher will have a suggestion about appropriate times. Check to see about allergies in the classroom. Please remember the classroom is not equipped with plates, forks, cups, etc. We discourage passing out party invitations at school. Parents can request a school list of family names and numbers for you to use for this purpose. Thank you.

GRADING POLICY

KINDERGARTEN GRADING

Kindergarten has their own progress report and grading system, which focuses on basic readiness and skills.

S+	Very Good
S	Satisfactory
S-	Below Average
N	Needs Improvement

GRADE 1-2 GRADING POLICY

O	Always exceeds grade level expectation
S	Satisfactory grade level expectation were met
N	Does not meet expectations. Needs improvement in that area

Effort marks are given to accompany the grade:

1	Outstanding Effort
2	Satisfactory Effort
3	Not working to potential

These marks inform parents of how the child is working even if the skill mastery has not been achieved. The effort marks, along with the grade, enable the teacher to give the parents a clear understanding of how their child is progressing.

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GRADE 3-6 GRADING SCALE

A+	100	A	99-94	A-	93-90
B+	89-87	B	86-84	B-	83-80
C+	79-77	C	76-74	C-	73-70
D+	69-67	D	66-64	D-	63-60
F	59% and below				

Effort grade are the same as Grade 1 (see above)

When assessing the child's knowledge of religion the following criteria are considered: participation in class/mass, assignments, and role modeling Christian behavior. As a result of these criteria an O, S, or N are the grades that are recorded on the report card.

O = outstanding. The student shows exemplary understanding of our faith at their age level, always participates in class discussions, and is consistently striving to model Christian behavior.

S = satisfactory. The student understands our faith and completes work with adequate knowledge, sometimes participates in class discussions, and often demonstrates good Christian behavior.

N = needs improvement. The student shows limited understanding of our faith, rarely participates in class discussions, and inadequately models the Christian behavior that is expected at Holy Family School.

The teachers at Holy Family School, to evaluate the different learning styles and levels of students, use several testing techniques. To obtain an accurate picture of each student's level of understanding, the following techniques are used:

Assignments: Allow teachers to know how the student understands the concept. Homework enables the family to know which concepts the child is learning.

Informal Teacher Observation: As teachers observe the students, they gain insight into each individual's learning.

Standardized Testing: Grades 1-6 are given the MAPS test (Measures of Academic Progress). This is the assessment tool that Holy Family School administers to the students. Teachers can measure student progress on an individual basis and as a whole class.

Journals and Note Taking: Teachers can check for student understanding of concepts and basic writing skills.

FAITH-BASED ACADEMIC EXCELLENCE



Placement tests: Assist teachers to place new students who are not working at grade level.

Pre/Post Tests: Assist teachers in identifying areas of needs and strengths.

Teacher Made Tests: Allows the teacher to identify a specific concept and the student's knowledge of a particular concept.

Textbook Tests: Tests students' knowledge of the concepts presented in the test.

*Please note: Textbooks are not used in all subjects. Often to meet grade level expectations teachers use "hands-on" learning or outside information to assist in teaching a concept. Also sometimes a teacher will skip sections of a workbook in order to align learning in other areas of the curriculum. The missed portion is made up at a later date or taught in another part of the curriculum.

HOMEWORK POLICY

Homework is a valued extension of learning beyond the classroom and an integral part of the instructional program. Homework serves the following purposes:

- To provide for assignment completion, projects and time to read.
- To develop study skills through the use of planners and folders.
- To encourage task commitment, responsibility, and self-discipline.

INTERNET ACCESS

Holy Family School is equipped with chromebooks, tablets, and computers for student's access. They are connected to the internet. Holy Family has opened internet service to students as a privilege; these services are not a right. Successful operation of the electronic system requires that all users conduct themselves in a responsible, ethical, and polite manner. The use of the schools technology must be in support of education and research and consistent with our Catholic Christian values. Use of the other organizations networks or computing resources must comply with the rules appropriate for that network.

BAD LANGUAGE

Foul language is not tolerated at our school. If your child is heard speaking in an unacceptable way he/she will be asked to discuss the problem with the principal. On the first offense there will be a warning. On the second infraction the student will be asked to call a parent and tell what was said. On the third offense, the principal will discuss the problem with all involved, including the pastor, before further action is taken. A student could be expelled.

Cursing, using profane or vulgar language, possessing or distributing lascivious literature or materials on the school premises or during school activities or property damage is considered unacceptable and disruptive actions and will require corrective measures spelled out below. In addition to serving as grounds for suspension or expulsion, students should be aware that these activities carry a potential for arrest and court action if remanded to civil proceedings.

FAITH-BASED ACADEMIC EXCELLENCE



Parents will be contacted prior to legal authorities. The consequences can be severe which could lead to arrest and/or court action if remanded to civil proceedings. This section stands as a warning to students and their parents that harassment is illegal and could lead to court action.

BULLYING, HARASSMENT, INTIMIDATION

Holy Family School is committed to a safe and faith filled environment for all students, staff, volunteers and patrons, free from harassment, intimidation or bullying. Harassment, intimidation or bullying means any intentionally written message or image, including those that are electronically transmitted, 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 an act:

- Physically harms a student or damages student 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.
- 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).

HANDGUNS/WEAPONS

In order to promote a safe learning environment, the Catholic Schools in the Diocese of Spokane prohibit the possession, use, or involvement of any weapon on school property or at school activities on or off school property. Any violation of this policy by a student constitutes grounds for suspension or expulsion. Weapons or any items used to inflict injury on any person can be viewed as a weapon. Students are not to bring to school, guns, guns that are toy look alike, knives, ninja stars, fireworks, matches, lighters, or anything else that could be considered a weapon, inflict injury or disrupt the educational process.

DRUGS

Students are not allowed to possess, use, or be under the influence of alcohol, drugs, narcotics and tobacco at any time on school property or at school functions that take place on or off school property. No paraphernalia involving the above shall be in student possession on or off school property. Such infractions shall lead to suspension or expulsion.

FAITH-BASED ACADEMIC EXCELLENCE



SEARCH

The principal may authorize the inspection of school property, including student desks, for reasonable cause. Reasonable cause is defined:

When a person, in view of the facts of the matter, could assume that articles could be uncovered that is potentially harmful to the students, to school property or disruptive to the educational process.

PARENT'S GRIEVANCE PROCEDURE

Please do not hesitate to contact a classroom teacher if you have a question about the school or if a problem should arise. These are important years in the life of your child and cooperation between home and school is essential. Keep in mind that the Holy Family faculty and staff care sincerely about your child's success. Please follow these steps in order if a question arises.

1. Contact the classroom teacher.
2. Contact the principal for a conference
3. If no satisfaction is derived from the above steps, a statement of grievance can be submitted to the pastor of Holy Family Parish.
4. Please remember that you chose a Catholic education for your child. We have planned carefully to create an excellent curriculum and strive to keep a positive educational atmosphere.

CRISIS PLAN

Crisis preparation plans include fire drills, lockouts, lockdowns, evacuations, shelter, and earthquake drills. These plans are practiced during the school year. The IRIS communication system is in place to help notify families if there is an emergency. In the event of a crisis, parents will be contacted through the IRIS system or a personal phone call. When picking up a child, you must show proper photo ID. Each parent or guardian is responsible for picking up their own child.

TUITION INFORMATION

When you register your child/children at Holy Family School there is a registration fee, which partially covers books, supplies, and materials for classroom use. This fee is to be paid each year with the registration. Registration fees are non-refundable after the school year begins.

Yearly tuition fees are divided into 10 or 12 monthly payments. Parents have the option to pay tuition in full, set up ACH automatic deductions, or with a Visa/MC (fees apply for credit card use). If there is a difficulty in meeting your financial obligations, please contact the office or principal immediately. Along with paying tuition each family is expected to support all fundraisers, purchase SCRIP and volunteer at least 30 hours of their time.

FAITH-BASED ACADEMIC EXCELLENCE



BUS PROGRAM

Clarkston School District provides the service of transporting our private school students at a cost to each individual family. The cost is \$12.00 per student per month for riding both ways. The charge is \$6 per month if riding one way. Please call 758-8041 to ask about routes. We follow the high school schedule.

Holy Family School will invoice families in November, February, and May for this service. Holy Family is responsible for payment to the Clarkston School District. Students will not be allowed ride the bus if payments are delinquent. Holy Family School students are expected to demonstrate respectful and responsible behavior while riding on the bus.

Please notify the school promptly if you quit using the bus or change your schedule so we have correct billing information.

HOT LUNCH INFORMATION

Hot lunch is provided through the Clarkston School District. The cost of lunches will be announced at the beginning of each year. Please use the free and reduced lunch forms if your family qualifies. These numbers are helpful to the school for other state and federal programs. It is important that we get an accurate lunch count each morning. We call the Clarkston School District by 9:00 a.m. each day with our lunch count. We are sent exactly the number of meals we have ordered and we are charged for each meal ordered. Therefore, if your child has ordered a hot lunch and then you bring them a cold lunch later in the morning, we still have to pay for the hot lunch that was ordered so it is very important to get an accurate count each day.

Lunches can be purchased daily, weekly, or monthly or the school secretary can bill you if you prefer. When sending lunch money with your child, please send it in an envelope that has your child's first and last name and what the money is for.

EXAMPLE: *Jane Doe, Grade 4, \$2.85 hot lunch/\$.35 for cold milk.*

Hot lunch bills need to be paid in full each month before a student can continue participating in the hot lunch program. Holy Family is obligated to pay the Clarkston School District on a monthly basis for lunches served; therefore, your prompt payment is appreciated. If your child signs up for a hot lunch but does not eat the hot lunch you will be billed for that lunch as lunches are called into the district office by 9 am.

MEDICATION / HEALTH ISSUES

According to state law, Holy Family School may permit school personnel to dispense medication at school only when certain requirements are met:

- A medication request form must be completed for each student receiving any kind of prescription or non-prescription medication at school. It must be signed by a parent and

FAITH-BASED ACADEMIC EXCELLENCE



- physician or licensed health professional. It must be current and unexpired.
- Medication must be delivered to school by a parent/guardian.
 - Prescription medication must be in a container labeled by the physician or pharmacy.
 - Non-prescription medication must be in its original container. (Tylenol, Benadryl, etc)
 - (Please refer to the Medication Request Form in the school office for more details.)

If your child has a special health problem, (allergies, etc) please notify the child's teacher and the school office. Please keep your child home at least 24 hours after their fever has broken or if they are contagious. If a child is too sick to be outside, they should remain at home until well enough to fully participate in school activities.

IMMUNIZATIONS

Students starting in Pre-school must show proof of required inoculations. Please check with your child's doctor or health department to make sure they are current on their vaccinations. The State of Washington requires all exemptions must have a licensed health care provider sign and date a Certificate of Exemption along with a parent/guardian signature.

Required letter from the State of Washington:

Dear Parent or Guardians:

Do you want to know more about a virus that can cause cervical cancer and its vaccine?
General information on Human Papillomavirus (HPV) infection, cervical cancer, and the HPV vaccine is available on the Washington State Department of Health website at:
www.doh.wa.gov/cfh/immunize/schools.htm

A fact sheet with more detailed information on HPV disease and the vaccine is also available from the Department of Health at:
www.doh.wa.gov/cfh/Immunize/documents/hpvvaccinefactsheet.pdf.

We are required by law to inform you about the availability of information on HPV disease (RCW 28A.210.080). If you have questions about the requirements of the law, please contact your state representative or the Asotin County Health Office.

NO NIT POLICY

The Spokane Diocese has a policy that we must follow concerning head lice. If any child has head lice there is a policy in place that does not allow the child to return to school until there are no signs of the nits on the hair shafts.

PETS AT SCHOOL

Pets are allowed at school only with the permission from the classroom teacher. If a child has pet allergies please notify the teacher and the school office. Please note this information on the student emergency card.

FAITH-BASED ACADEMIC EXCELLENCE



EYES/EARS/WEIGHT SCREENING

Screening takes place in the fall of the school year. Parent volunteers who are often registered nurses perform the screening for all students.

ACCIDENTS

If a student becomes ill or is injured at school, the parents will be contacted. If no one can be reached, we will use our best judgement in deciding what care is needed. **It is the parent's responsibility to make sure your child's emergency card is always updated.**

INSURANCE

Student Accident/Sickness Insurance forms are sent home in your family envelope at the beginning of the school year. This is optional insurance and parents are responsible for submitting their own policy.

SCHOOL ACTIVITIES

LIBRARY

Our library is used by all the students and staffed by volunteers. Classes visit the library once a week and allowed to check out two books. Please help your child learn to be responsible for their books and help them return them promptly. You will be billed for missing books. You will also be billed for lost textbooks.

MUSIC AND BAND

Holy Family School has a music teacher who offers music instruction to all students and an optional band program for grades 4-6. A musical program is produced twice a year. Often our upper classes are invited to entertain at special functions during the year. Performance and participation is considered when calculating grades.

MASS

Mass is celebrated by the children on a weekly basis. Usually the third week is the "Birthday Mass" in which birthdays for that month are acknowledged. (Summer birthdays are added during the school year.) After the Birthday Mass, brunch is served at the parish hall for the children celebrating their birthday month. Parents and parish members are urged to attend if possible. Parent volunteers are in charge of the brunch. The class who is responsible for the mass asks their parents to contribute brunch items.

BUSINESS/EDUCATION PARTNERS

Holy Family School has partnered with Tri State Hospital as our Business/Education Partner. During the year, we do activities to support one another, which allow business to understand education and education to understand more about how a business operates.

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FUNDRAISERS

Each parent or guardian is required to assist the school in all fundraisers. Tuition remains low because our parents work to keep it that way. Some of our fundraisers are:

- **QSP Magazine/Gift Drive** *September/October*
- **SCRIP** is an ongoing fundraiser. *These are gift certificates for major stores. Each family is strongly encouraged to purchase SCRIP on a monthly basis.*
- **Holy Family Parish Bazaar Raffle & Turkey Dinner** *October*
- **Poinsettia Sale** *November*
- **Love the Wine You're With** *Wine/Brew Tasting & Raffle in February*
- **Book Fair** *In connection with Knights Sausage Dinner in February*
- **Auction** *This is our major project and expect 100% of our families to participate*
- **Fun Run**
- Smaller sales may take place for special projects.

We also collect:

- General Mills box tops for education
- Printer cartridges/cell phones

VOLUNTEERS

Another way each family is expected to support the school is by volunteering your time and talents to the school. Each parent is asked to volunteer a minimum of 30 hours per year. There is always a need for volunteers to help at the school. By volunteering your time and talents, it will help keep the cost down to the school for services otherwise hired out. If you are a scholarship recipient, your volunteer hours help defer the cost difference in tuition assistance and need to be taken seriously. Volunteers work in the library, lunchrooms, and wherever needed.

Please note: All volunteers must read and sign a Code of Conduct. Anyone driving for field trips must provide the office with a copy of their insurance policy along with a copy of their driver's license. Anyone driving will also need to take an Online Defensive Driving Course. The school will provide the first aid kits for each vehicle. Volunteers who help in the lunchroom are encouraged to get a food handler's license.

SCHOOL ADVISORY COUNCIL (SAC)

There are nine positions on the committee. These people assist the principal and pastor in advising them of school concerns, repairs, funding, etc. They serve for a three-year term.

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EXTENDED CARE

Extended Care after school program is available for those that need it. This service is provided for our Pre-school to 6th grade students. The program involves exercise, games, cooking, art, computer skills and more. Extended care operates only on school days. Accounts must be kept current or your child will not be admitted the following month. Please be prompt when picking up your children. An additional fee will be charged for late pick-ups after 5:30.

FIELD TRIP PERMISSION FORMS

Often students are taken on educational field trips to enhance learning. The insurance carrier for the Diocese of Spokane requires that permission slips be completed for EACH trip. These permission slips must be filled out and returned to the teacher in order for your child to attend.

The permissions slips will be with the teacher at each field trip and would be given to the proper authorities if medical attention is needed. The information is almost always the same but the insurance company requires the most current information such as medications, medical conditions, etc. in which the school may not be aware. Children who do not have a permission slip will not be allowed to go to the activity and will remain at school with assigned work to do. Students may be denied participation if they fail to meet academic or behavioral requirements.

**Drivers need to bring a copy of their insurance policy & drivers' license before driving and take an Online Defensive Driving Course.*

SPECIAL SERVICES PROGRAMS

TITLE READING & MATH & SPECIAL SERVICES

Students who qualify are able to attend special services provided by the Clarkston School District.

SPEECH

A speech specialist is available to assist students with speech and hearing problems through the Clarkston School District.

SNACKS

Each teacher will notify parents of the classroom snack procedure. Children are asked to bring nutritious snacks. Healthy snacks with foods low in sugar are a good choice with the exception of a birthday celebration.

Pre-school age children are asked to bring store bought, healthy snacks to be in compliance with state requirements. This includes birthday treats.

The afterschool daycare program receives snacks from the Clarkston School District.

FAITH-BASED ACADEMIC EXCELLENCE

1002 Chestnut Street; Clarkston, WA 99403 | (509) 758-6621 | holyfamilyclarkston.com



LOST AND FOUND

PLEASE MARK your children's items clearly with their first and last names. This includes lunch boxes/bags. Unmarked items are left for a few days on the bench outside the school office and set out at morning assembly for students to view before they are given away to a local charity.

PERSONAL POSSESSIONS

We discourage students from bringing personal items to school unless the smaller students are having "show and tell." Disappointments can be avoided by leaving favorite items or money at home. Again, the school will not be responsible for lost items.

PARISH INFORMATION

We encourage families to attend mass as a family. Modeling these behaviors is great for your children! The parish supports our school by paying a monthly subsidy. We hope that you will give to your parish when possible. For more information about the Parish call (509) 758-6102.

First Reconciliation, First Communion and Confirmation occur in second grade. Our second grade teacher and the parish DRE coordinate these sacraments in the winter and spring.

SCHOOL CALENDAR

We try to follow the Clarkston School District calendar as closely as possible because some families have children at Lincoln and/or CHS. Please note differences. Our school uses the Clarkston High School buses so we start earlier and end earlier than the other elementary schools. A monthly calendar with the hot lunch menu on the back is sent out each month in the family envelope.

HISTORY

In 1913, the Diocese of Spokane was formed and Bishop Augustus Schimmer became its leader. He established Holy Family Parish in Clarkston on May 24, 1915. Father T.X. Stemper was appointed the first resident pastor. The Jesuits had a 50-year involvement with Holy Family Parish, which ended with Fr. Stemper's assignment.

In 1921, Holy Family School opened in the original church building with 70 students. The Sisters of Notre Dame formed a community and became the teaching staff. Their involvement ended in 1982.

The school was built in 1937 at the cost of \$10,000. The parish purchased a barracks from Farragut Naval Base in northern Idaho. Farmers transported the building on farm trucks and then resurrected the building on the permanent site. It is now a gym, cafeteria, library, classroom and teachers' room.

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ASBESTOS STATEMENT

To all students, parents, guardians and staff:

In the past years, asbestos in many forms has been used in most school buildings in a large variety of building materials. Although asbestos has been determined to be a health hazard, it is not a hazard as long as it is well maintained and the fibers do not become airborne.

Your school has an asbestos plan book that outlines where asbestos material, if any, is located, the condition of that material and what actions are being taken to repair any damaged material.

The most recent inspection has confirmed the presence of small amounts of asbestos material which is maintained in good condition and located in mostly isolated areas that are restricted to students; therefore, it should present no health risk to the students or other persons using the school buildings.

The asbestos plan book is located at Holy Family School and available for review in the office.

**All children are admitted to Holy Family School regardless of race or religion. This handbook is subject to change as needed. Families will be notified in bulletins.*