



Family Handbook

2017-2018

Please sign this page and return to the school office by October 28

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MISSION STATEMENT

Holy Family Bilingual Catholic School provides diverse families a faith-filled dual language education rooted in academic excellence where students are productive global citizens.

HOLY FAMILY BILINGUAL CATHOLIC SCHOOL PHILOSOPHY

Holy Family Bilingual Catholic School is a multicultural community where families and teachers respond jointly to God's creative work for the achievement of the fourfold purpose of Catholic education: Discovering and living the Gospel, building community, learning to be of service, and participating in liturgy.

Holy Family Bilingual Catholic School is committed to fostering our community not only academically, but also socially and spiritually.

SCHOOLWIDE LEARNING EXPECTATIONS

I. Faithful Christian Disciples who:



- Practice Catholic traditions, Scripture, beliefs, history, and morals.
- Actively participate in their Catholic faith and sacramental living.
- Demonstrate a willingness and ability to serve others respectfully and selflessly.
- Represent their faith with courage, devotion, and dignity both inside and outside of their academic environment.

II. Lifelong Learners who:



- Express and demonstrate curiosity and enthusiasm for learning.
- Meet or exceed state standards in all subjects and disciplines.
- Develop independent study habits, research techniques, and technology skills to mature into critical thinkers.
- Interpret information using reflective and analytical skills.

III. Effective Communicators who:



- Express oral and written thoughts clearly, using correct grammar and language mechanics.
- Work cooperatively while listening actively and empathizing with different points of view.

- Interact appropriately with socially diverse groups and individuals.
- Value and respect peoples' freedom of speech.

IV. Responsible Students who:



- Evaluate and assess their work for strengths and for areas of improvement.
- Take ownership of their learning and behavior.
- Respect their environment and all who are present in it.
- Foster their spiritual, emotional, mental, and physical development.

V. Active Members of a Diverse Community who:



- Value the customs of their culture as well as other cultures.
- Address and resolve conflicts peacefully and with dignity.
- Serve actively in their community.
- Are aware of global issues and their effect on society.

FACULTY AND STAFF

Principal	Ms. Larkin Temme
School Office Administrator	Ms. Jesika Santillan-Zapata
Preschool/Pre-K	Mrs. Melissa Parent
K Dual Language	Mrs. Hilda Bell
1 Dual Language/Admin Team	Mrs. Marianne Bamford
2 Dual Language	Mrs. Dolly Morales Haag
3 Dual Language/Admin Team	Mrs. Pilar Sicre
4 Dual Language	Mrs. Sara Grammatica
Grade 5/Ed Tech Specialist/ Admin Team	Ms. Hope Connie Worthen
Grade 6/Upper School Math	Mr. Dennis Zook
Grade 7/Upper School Humanities	Ms. Katherine Laskey
Grade 8/Upper School Science	Ms. Chalida Workman
Music Specialist	Mr. Christopher Warren
PE Specialist	Mrs. Erika Torres
Preschool Assistant	Mrs. Herminia Santillan

HR COORDINATOR
BOOKKEEPER
BASS DIRECTOR
BASS AIDE
BASS AIDE
CUSTODIAN

Ms. Julie Mendenhall
Mrs. Monika Duncan
Mrs. Delicia Villez
Ms. Gabriela Santillan
Mr. Norman Manzala
Mr. Craig Nelson

PARISH ADMINISTRATION

PASTOR
VICAR
PARISH ADMINISTRATOR
PARISH OFFICE
ADMINISTRATOR
PARISH STEWARSHIP
PARISH MUSIC DIRECTOR

Father José Alvarez
Father Isidro Lepez
Mrs. Monica Orozco

Mrs. Vianey Valenzuela
Mr. Stephen Band

Parish Contact # 206.767.6220

HOLY FAMILY BILINGUAL CATHOLIC SCHOOL COMMISSION MEMBERS – 2016-2017

PASTOR
PRINCIPAL
PRESIDENT
VICE-PRESIDENT
SECRETARY
PARENT CLUB PRESIDENT
SCHOLARSHIP COMMITTEE
ACADEMIC COMMITTEE
DEVELOPMENT COMMITTEE
FACILITIES COMMITTEE
SCHOLARSHIP COMMITTEE

Father Horacio Yanez
Larkin Temme
Myrna Moffat
Steve Morissette
Lidia Lopez
Kelly Dawson
James Beck
Rebecca Clark
Kris Brown
James Purcell
Jackie Lloyd Evans

HOLY FAMILY BILINGUAL CATHOLIC SCHOOL PARENTS CLUB OFFICERS – 2016-2017

EXECUTIVE BOARD:

PRESIDENT
VICE-PRESIDENT
TREASURER
SECRETARY
FUNDRAISING CHAIR

Kelly Dawson
Terry Figueroa
Delfina Salinas
Mignon Benning
Amanda Aguirre

ADVISORY BOARD

SEE'S CANDY
CYO SPORTS
JOG-A-THON
BOX TOPS
AUCTION CO-CHAIRS

Delicia Villez
Vianey Valenzuela
Arian Santillan
Ielyn Rasmussen
Holly and Marcus
Rowlette

DAILY SCHEDULE

7:50 A.M. Doors Open
8:00 A.M. School begins
9:40 A.M. Recess for Grades pre-4
11:00 A.M. Dismissal for Preschool
12:00 P.M. PM Pre-Kindergarten Begins
11:30-12:05 P.M. Lunch for Grades K-4
12:05-12:30 P.M. Lunch Recess for Grades K-4
12:05-12:35 P.M. Lunch for Grades 5-8
12:35-1:00 P.M. Lunch Recess for Grades 5-8
3:00 P.M. Dismissal for All Grades

Exceptions:

12:00 P.M. Dismissal on Half Days
2:00 P.M. Dismissal on Wednesdays

ADMISSIONS POLICY

- A. Holy Family Bilingual Catholic School exists primarily to educate all children whose families are committed to the Catholic faith and education. Every child must meet the acceptable academic standards for each grade level as determined by the Principal.
- B. Holy Family Bilingual Catholic School admits qualified students of any race, color, national and ethnic origin in administration of its educational policies and scholarships. Students possessing physical or emotional disabilities will be evaluated on a case-by-case basis. Admission of students is dependent upon the results of interviewing by the Principal, testing and/or review of school records.
- C. The Principal will ensure that each new student is given a placement test to determine suitability for grade level. Normally, no more than 25 students will be accepted in each classroom for grades K-8. A waiting list will be established as soon as classes are filled. Exceptions may be made at the discretion of the Principal. Preschool and Pre-Kindergarten will be limited to 10 students in the morning, and 10 students in the afternoon.
- D. Once a student is accepted into the school and is in good standing, he/she will retain his/her eligibility for continued enrollment. As openings occur for each grade level, applications and registrations will be considered on the following priority basis:
 - 1. Students of families who have children presently enrolled in the school,

- Catholic or not.
2. Students of applying families who are registered, supporting and active members of Holy Family Bilingual Catholic School.
 3. Students of applying families who are registered in Holy Family Parish.
 4. Students of applying families who are registered in other Catholic parishes.
 5. Students of applying non-parishioner families.
- F. Final acceptance will be communicated to all new families admitted for the following school year.
- G. **A child must be 5 years of age by August 31st** for entrance to Kindergarten.
- H. **A child must be 4 years of age by August 31st** for entrance to Pre-K
- I. A child must be 3 years of age by August 31st** for entrance to Preschool

All new students must submit copies of birth certificates and immunization forms prior to the first day of school.

ACADEMIC POLICIES

ACADEMIC REQUIREMENTS FOR GRADUATION

A student must have a minimum of a 2.0 GPA and pass all core subjects (Religion, Mathematics, Language Arts, Science, and Social Studies) to graduate from the 8th Grade of Holy Family Bilingual Catholic School. In special circumstances, the Principal has the authority to allow a student to graduate with lower grades.

ACADEMIC REQUIREMENTS FOR PROMOTION TO THE NEXT GRADE LEVEL

In order to be promoted to the next grade, students must have a minimum of a 2.0 GPA and a minimum grade of (C-) in all core subjects (Religion, Language Arts, Mathematics, Science and Social Studies). Students who do not meet these requirements may meet with an Academic Board consisting of the Parents, Principal, and appropriate teachers to discuss being promoted in an Academic Probation status. The Academic Board will outline steps that the student must follow in order to remain at Holy Family Bilingual Catholic School. These steps may include, but are not limited to, summer school, tutoring, etc.

PROBATION

Probation is a status or trial period for a student whose continuing presence at Holy Family Bilingual Catholic School is in question due to academic or behavioral concerns.

ACADEMIC PROBATION

A student will be placed on academic probation when his or her overall grade point average on any trimester report card is below 2.0, or when a Religion, Language Arts, Math, Science, or Social Studies grades fall below a (C-). The Principal will determine the probation period. The student's homeroom teacher will meet with the student and his or her parents. They will develop an Academic Plan to help the student improve his or her grades. The student must follow this Academic Plan. If an improvement is not made during the probation period, the student may be asked to withdraw from Holy Family Bilingual Catholic School.

CHEATING POLICY

Holy Family Bilingual Catholic School encourages that all students do their best. However, if a student is cheating on a test or an assignment the policy states: the student cheating will receive a zero on the test or assignment, and the student allowing the cheating will also receive a zero on the test or assignment. Students involved in cheating will automatically receive an after-school detention.

CLASS SIZE

Holy Family Bilingual Catholic School provides one class for each grade level, Preschool through Eighth grade. Kindergarten through Eighth grade will accept 25 students. Preschool and Pre-Kindergarten will accept no more 12 students for the morning session and 12 students for the afternoon session without an assistant. With an assistant teacher, the amount of preschool should not exceed 18 and preK, 22. Exceptions may be made at the discretion of the Principal.

CURRICULUM

The basic curriculum is within Washington State and Archdiocesan requirements and provides the harmonious development of the students', spiritual, moral, physical, emotional and intellectual growth. Holy Family Bilingual Catholic School provides a program which includes classes in the following subjects: Religion, Reading, Math, Language Arts, Social Studies, Science, Music, Art, Physical Education, and Spanish. Extra-curricular activities include Band, Student Council, Youth Choir, Catholic Youth Organization (CYO), Flag Patrol and Safety Patrol. Curriculum objectives, under the guidelines of the Archdiocesan Board of Education, are periodically updated.

GRADING SYSTEM

Preschool - 3:

- 4= Exceeding standard
- 3= Meeting standard
- 2= Approaching standard
- 1= Below standard

O= Not assessed at this time

4- 8:

A =	94 – 100%	C+ =	77-79 %
A- =	90 – 93%	C=	74-76 %
B+ =	87 – 89 %	C- =	70-73 %
B =	84-86%	D=	64-66 %
B- =	80-83 %	F=	0-60 %

HOMEWORK

By reinforcing, enriching and building upon what is learned at school, homework can challenge students to use their new skills creatively and constructively. It can nurture self-discipline and independent study habits as well. When parents are interested and involved, homework can become a common goal, a time to work together and an opportunity to offer the individual instruction not always available at school. Parents who take an active role in the homework also let the child know that they consider the work important. *Many problems regarding homework can be avoided if parents consult with the teachers as soon as difficulties are perceived.*

Homework shall be assigned on a regular basis in relation to the development level and the needs of the students.

The following is the average amount of time to be spent on homework Monday through Thursday:

Kindergarten	10 - 15 Minutes
Grades 1 & 2	15 - 40 Minutes
Grades 3, 4 & 5	30 - 60 Minutes
Grades 6, 7 & 8	45 -120 Minutes

If a student consistently needs to spend more time on homework than recommended (without television and other distractions), the teacher should be notified, and adjustments will be made.

A policy of requiring extra credit work is considered within the domain of the individual teacher, and is neither required nor restricted by school policy.

Long-term projects may involve homework on the weekends. The teacher will monitor the progress of long term projects. Middle school students may periodically expect homework on the weekends. This will better prepare them for high school.

Part of the educational mission of the school is to instill a sense of responsibility and accountability in all students. It is expected that homework assignments will be completed on time and done neatly. Student work that is not handed in on

time or is incomplete should be made up the following day. Students not completing work may be kept in during recess, or have detention after school.

The following tips should help make the time spent doing homework rewarding for all:

1. Help your child see homework as a necessary and valuable activity.
2. Set up a well-supplied, comfortable and distraction free place for your child to work. (A phone and TV are generally not considered good study aids).
3. Set a homework time. It will help your child recognize it as a priority.
4. Reinforce the idea that homework is a student's personal responsibility.
5. When your child asks for help, make sure you both understand the assignment - and its purpose. Give just enough help to get the student started.
6. Assist your child in organizing all homework and necessary supplies the night before in a designated place.

HONOR ROLL

Honor roll for Grades 5-8:	3.20-3.49	= Honors
	3.50-3.74	= High Honors
	3.75-4.0	= Highest Honors

Students receiving a minus in the Christian/Social Qualities section will not make Honor Roll.

MAKE-UP WORK

In grades 4 – 8, students are held responsible for making up assignments missed through absence. When returning to school, it is the responsibility of the student to ask for assignments missed during an absence. When a child is absent from Preschool through 8th grade for an extended length of time (*more than two days*), parents should make arrangements with the teachers for work to be sent home. Parents should make arrangements to pick up work through the office. Such work may be picked up at the end of the day so that instructional time is not interrupted. It is more difficult for a middle school student to understand homework without getting the class instruction.

PARENT CONFERENCES

Mandatory, formal parent - teacher or parent – teacher- student, conferences are held during the first trimester with an optional conference at the end of the second trimester.

The home and school have a joint responsibility for a child's development. What happens to students in either place affects their total behavior. Individual parent – teacher (student) conferences are among the most satisfactory means of establishing this cooperation. Teachers are not available for conferencing before or after school unless scheduled ahead of time. Contact the school office to schedule a teacher conference. We ask that parents respect the teachers' time with their own families, and refrain from calling them at home.

PROGRESS REPORTS

Frequent communication between home and school is encouraged regarding your child's academic progress. Parents of students' grade 5-8 are encouraged to monitor grades through Alma. Additional progress reports may be sent at other times if a student is failing a subject or has shown a dramatic decrease in effort or grades. If a student is failing or in jeopardy of failing, parents must be notified to seek their help in improving the situation. It is a very good idea to keep records of progress reports you have sent, phone calls made etc.

Parents are encouraged to confer with teachers if these reports warrant their concern. Appointments should be made with the teachers concerned. To assure sufficient time, appointments should be pre-arranged. Such meetings should never be attempted during class hours or recess periods.

RELIGION

Holy Family Bilingual Catholic School exists to teach the message of Jesus Christ to its students. Therefore, Catholic religion is of primary importance in the curriculum. Christian attitudes and actions are integrated into the complete day.

Parents, rather than the school, bear the greatest influence regarding attitudes toward Mass attendance, and the parents are the primary educators of their children!- Attending Sunday Mass is expected of all Catholic school families.

1. Students attend Mass as a school once a week.
2. Religion Class- Religion is taught regularly as part of the school curriculum. Holy Family Bilingual Catholic School uses a text that is approved by the Office of Education of the Archdiocese of Seattle.
3. Sacramental Preparation -Follows Archdiocesan policy that Sacramental Preparation occurs on the parish level, supplemented by instruction in the classroom. The current norm is for First Penance and First Eucharist to be received in second grade.
4. Sacrament of Reconciliation- Reconciliation is made available to the students throughout the school year. This should not take the place of the students receiving this sacrament on their own or as a family.

Non-Catholic students are expected to attend religion classes and participate in

all school religious events to the extent that they are able to.

REPORT CARDS

Report cards are issued at the end of each trimester (12 weeks). We encourage parents to discuss these reports with their children and to work cooperatively with teachers in their efforts to help students develop to their potential. Report cards are not intended to provide a complete evaluation of a child's progress. They are tools of assessment used to measure a student's achievement and performance. A conference may be scheduled when needed to give a more complete view of a child's overall progress. If any student's work or the report card itself warrants concern, parents are encouraged to contact the teachers.

SCHOOL RECORDS

Educational Records:

Student records are available to parents and others as provided by Federal Law: Title 45, Code of Federal Regulations, Part 99: Privacy Rights of Parents and Students, passed June 17, 1976 (amended January 25, 1977). The school abides and will grant non-custodial parents the right of access to information and to unofficial copies of records, unless there is a court order to the contrary on file in the school office. The court certified custody section of the divorce decree must be filed with the Principal.

All information relating to Holy Family Bilingual Catholic School students is held in strict confidence. Parents may request to examine the student's permanent record folder and/or test results by contacting the Principal. Please make your request at least 24 hours before information is desired. The school has 5 school days to honor this request.

Student addresses, telephone numbers and class lists are also considered confidential. It is important that parents inform the school of any change in address, phone number, marital status, etc. Requests from families not to have telephone numbers given out (printed in the Parent Roster) will be honored, but this must be made known to the office during the first week of school. Please indicate on the emergency form if your phone number is unlisted.

Health Cards:

Health cards and immunization records are required for every elementary and middle school student. They are transferred to the new school at the time of a student's transfer.

Permanent Record Cards:

Permanent record cards are required for every student. This record is kept permanently at the school, photocopied at the time of a student transfer. Permanent record cards are retained at the school building indefinitely, and they

are never destroyed (Washington State Law- Private School Approved).

Attendance Records:

Student attendance is recorded daily at the beginning of the school day. Attendance records are kept permanently on file.

DISCIPLINE AND WEAPONS POLICIES

Appropriate Behavior is defined as following three basic rules to ensure **a safe environment** that **promotes learning**.

- Show respect
- Make good decisions
- Solve problems

Discipline at Holy Family Bilingual Catholic School presupposes a joint effort of both home and school. It should be considered an aspect of moral guidance and not a form of punishment. Our teachers have an obligation to educate the whole child, not only for the present, but also for the future.

The purpose of discipline is:

1. To provide a classroom situation conducive to learning.
2. To promote character training, to cultivate the virtues that insure right living, and redirect disorderly tendencies.

Discipline is based on the fundamental Christian principle of respect for the person of Jesus Christ in each individual. Should a student choose to consistently disregard these principles, parents will be involved in cooperative remedial action after the school has attempted corrective discipline. Teacher authority can be only as effective as the backing received from home. Continued refusal to support the school in its disciplinary action is destructive to the student and lead to real questions as to the justice and value of continued enrollment in Holy Family Bilingual Catholic School. For major disciplinary action, parents/guardians are contacted. Students may also be asked to call parents.

If after concerted effort on the part of the parents and school there seems to be no indication of behavior modification on the part of the student, suspension and/or expulsion will be considered.

DISCIPLINE PROCEDURE

Guidelines for effective discipline: “DISCIPLINE” means all forms of corrective action including suspension or expulsion. It shall include the right of a teacher to exclude a student under the teacher’s immediate supervision from his/her individual classroom instruction or activity area for all or any portion of the balance of the school day. It shall also mean the exclusion of a student from any

other type of activity conducted by or on behalf of Holy Family Bilingual Catholic School. It shall also include loss of recess or an after school detention.

For Grades 1 – 5, homeroom teachers will determine grade appropriate consequences for infractions of school and classroom rules. If the homeroom teacher determines the infraction is serious, the teacher will inform the Principal. The homeroom teacher and the Principal will document all serious infractions through Alma. Parents will be contacted any time a student is sent to the Principal's office for these infractions. The Principal and the teacher will determine an appropriate consequence.

For Grades 6 – 8, all Middle School teachers are responsible for the Middle School discipline procedures. Any teacher who documents an infraction of Holy Family Bilingual Catholic School rules should forward a Discipline Slip to the *homeroom teacher*. *Homeroom teachers will keep track of infractions of discipline.*

- **First infraction:** Warning by any teacher who witnesses infraction. Homeroom teacher notified.
- **Second infraction** Atonement on the Friday of that same week the infraction was documented. Parents will be contacted.
- **Third infraction:** Second atonement the following Friday. Student must have a conversation with the Principal and parents will be contacted.
- **Fourth infraction:** One day in or out of school suspension to be determined by the Principal. Parents contacted.
- **Fifth infraction and beyond** the Pastor (or his delegate), Principal, and the parents will meet to determine the appropriate course of action. The Principal will inform the parents that if these infractions do not stop, Holy Family Bilingual Catholic School will ask the student to leave.

All atonement lists are available to middle school teachers on Google Drive. The Principal will maintain a record of all serious infractions, suspensions, and expulsions. At the end of each trimester, teachers will set the number of infractions towards increased consequences back to zero for all students.

Violence of any nature will not be tolerated. Violence can manifest itself in many ways, including intimidation, or harassment, with or without weapons.

Holy Family Bilingual Catholic School strives to maintain a safe, respectful, Christian environment. Major offenses may require skipping steps and warrant immediate conference with suspension, required withdrawal or expulsion.

- Harassment/ threat of harm/ intimidation/bullying
- *Any form of electronic harassment on or off the Holy Family Bilingual Catholic School campus*
- Smoking on Parish property.
- Use or possession of illicit drugs or alcohol.

- Malicious and serious destruction of Parish property or that of another student.
- Leaving the school grounds without permission.
- Fighting/play fighting.
- Insubordination (defy school authority).
- Abusive/foul language.
- Stealing.
- Vandalism, which includes damage, destruction, or defacing school property.
- Repeated disruption of the learning environment.
- Arson.
- *Disrespectful behavior in Church*
- Forgery of documents and/or signature of parents or school **officials**.
- Conduct, whether inside or outside of school, that is detrimental to the reputation of the school.

GUM CHEWING

Gum chewing will not be tolerated on the school premises at any time. Students caught chewing gum at Holy Family Bilingual Catholic School will be given a verbal warning for their first offense. Students caught a second time will be given a 30 minute detention after school. Students caught a third time or more will be suspended for one day at a time.

ELECTRONIC DEVICES

We strongly encourage students to leave cell phones and other electronic devices at home. Should students choose to bring devices to school, they must be turned off and turned into their homeroom teachers from 8:00am until 3:00pm and during any school activity where electronic devices are not appropriate (e.g. afterschool study periods, atonement, etc.); If an electronic device is found outside of a student's backpack, the teacher will confiscate the device and give it to the Principal. In order for the Principal to return the device to the student, a parent must contact the Principal. The student will also follow the consequences that can be found above in Discipline procedures. Unauthorized use of an electronic device during the school day will be considered a major school offense and could warrant a suspension.

WEAPONS (POSSESSION OF WEAPONS OR USE OF OBJECTS AS WEAPONS)

It is unlawful for any person to carry onto school grounds or facilities a firearm or dangerous weapon as defined by RCW 9.41.250 and RCW 9.41.280. **Students carrying a firearm, ammunition, and/or an explosive device onto school/parish premises, at school/parish sponsored activities, on school provided**

transportation, or in areas of facilities while being used by school will result in expulsion. Police will be notified.

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

Any object used to intimidate, threaten or cause bodily harm must be considered a weapon. If the principal determines that a weapon falls into the category of dangerous weapons that require expulsion, he or she shall promptly notify law enforcement and the student's parent or guardian regarding any allegation or indication of such a violation. Any knife used to threaten, intimidate or injure is treated as a dangerous weapon. Likewise, a facsimile of any weapon used to threaten, intimidate or coerce should be treated as a real weapon.

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

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

WEAPON PROCEDURES

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

Hearing Procedure for Required Withdrawal or Expulsion:

If a student has been asked to withdraw or be expelled from the school, the parents/guardians may request a hearing from the school for consideration. The request for a hearing must be made within five school days of the required withdrawal or expulsion.

If a hearing is requested, the school must be notified within five school days after the parents/ guardians have received notification of the student's required withdrawal or expulsion. If a reply is not received within this five-day period, the student and parents/ guardians are deemed to have waived a hearing and the required withdrawal or expulsion from Holy Family Bilingual Catholic School takes effect. If a hearing is requested, it is held within five schools days of such a request.

The hearing committee will consist of the Pastor or his designee, the Principal and a teacher. The Principal has the right if necessary to exclude the student from all school activities during the time of the hearing procedure. The final decision of the hearing committee will be submitted to the parents/guardians within five days of the hearing. The decision of the hearing committee is final.

Positive Reinforcement for Good Behavior

Holy Family Bilingual Catholic School encourages good behavior at all times. Good behavior is the right thing to do and encourages other students to behave properly as well. At the discretion of the homeroom teacher, Holy Family Bilingual Catholic School may offer various rewards or celebrations for students who behave in accordance with school expectations. Such rewards may include extended recess, homework passes, treats and movies. Any deviation from course curriculum or daily schedule will be approved by the Principal.

The Principal has the right to carry out or amend any aspect of the discipline policy, or any other policy warranting suspension or expulsion, such as a weapon violation.

SCHOOL POLICIES

ATTENDANCE AT SCHOOL

Holy Family school hours are 8:00 AM to 3:00 PM. Monday, Tuesday, Thursday, and Friday and 8:00 AM- 2:00 PM Wednesday. Experience has proven that students find it difficult to make up work, which they have missed because of absence from school. No amount of subsequent personal study can adequately replace the teachers' explanation and the class drill or discussion. For this reason, we ask that you make every effort to have your student in attendance. We ask that you reduce absences from class to an absolute minimum. **Parents are to call the school office before 7:45AM (206-767-6640) if a child is to be absent for any reason.**

If absence or tardiness is unavoidable and anticipated, a note indicating the date of the absence or tardiness and their reasons must be presented to the teacher in advance. Students returning to school after an absence must have a note signed by a parent or guardian explaining the reason for the absence.

ATTENDANCE POLICY

If a student is absent more than 10 days in a trimester a parent conference will occur and an attendance contract will be established. If a student is absent 30 days or more in a school year, this will be grounds for retention. Parents may elect for students to enroll in summer school to avoid retention. This will be handled by the principal in consultation with the student's teacher(s). Individual circumstances for the reason of the absence will be taken into consideration.

An absence is an absence. Students who miss school or a class because of any absence may be provided an opportunity to make-up work at the teachers' discretion. Failure to make up assignments or tests may result in an adverse effect on grades.

APPOINTMENTS

When it is necessary to have a student dismissed for a period of time during a school day, the parent or authorized person is to report to the school office. Parents are to wait in the office for their child. The secretary or Principal will summon the student from the classroom area. Teachers have been instructed to dismiss students to the main office in grades 5 – 8. The Office Administrator or the Secretary will escort all other students to the main office.

COMMUNICATION

All letters, calendars, notices, etc., will be sent through Email, classroom folders, or the given online school tracking program if it provides for this. If you do not have access to the internet or do not have email please let the office know.

Materials other than staff initiated communication may not be distributed or sent home with students without prior authorization by the Principal. School authorization does not necessarily imply endorsement of those materials.

COMMUNICATION WITH PRINCIPAL AND FACULTY

All parents are welcome to contact the Principal and faculty to ask questions, and/or make suggestions. Calls should be made through the school office. If a teacher cannot come to the phone at that time, your call will be returned. Teachers are on duty each day until 3:30 PM. As a courtesy, please call and schedule an appointment rather than just dropping in. This will ensure that the

teacher will be available to discuss your concerns.

Any difficulty involving a child with a particular teacher should always be discussed with that teacher first. If the matter is unresolved, the Principal will be available for a three-way conference. Please contact the Principal or the classroom teacher at once if you wish to issue a complaint, or if something is not understood. **Discussing the problem with other parents does not resolve the situation, and it often aggravates it.** Out of fairness to the teacher, we ask that you learn both sides of the story before forming an opinion. Open communication between home and school is very important.

EARTHQUAKES

Students have been instructed as to the proper safety precautions in the event of an EARTHQUAKE. Students will remain at school until parents come for them. If you have made arrangements, please let us know.

FIELD TRIP TRANSPORTATION POLICY

Bus transportation is the most desirable method to be utilized for any field trip, and whenever possible, this mode of transportation should be provided. However, there are times when private passenger vehicles will be used for field trips.

If a private passenger vehicle is used, then the following information must be supplied and the driver must certify this information.

- The driver must be 21 years of age or older.
- The driver must have a valid, non-probationary driver's license and no physical disability that could in any way impair his/her ability to drive the vehicle safely.
- The vehicle must have a valid and current registration and license plates.
- The vehicle must be insured for the following minimum limits:
\$100,000 per person/ \$300,000 per occurrence.
- A signed Driver Information Sheet on each vehicle must be submitted to the office prior to the field trip.
- If the driver drives any students other than his/her own child, the driver must have had a Background Check and Safe Environment Training.
- Insurance companies can, for a small fee, give you a temporary insurance upgrade for a specific trip if you do not meet the above requirements.

Each driver and/or chaperone should be given a copy of the approved itinerary including the route(s) to be followed and a summary of his/her responsibilities. There should be one adult for every ten students.

HOT LUNCH

Holy Family Bilingual Catholic School runs a hot lunch program through ***It's Personal Catering***. Purchases of lunch should be made through the company directly on designated days or to a drop box in the main office. The intent of the hot lunch program is to be a five-day a week lunch available to all students on a pre-paid basis. Hot lunch begins in September and runs through June.

INCLEMENT WEATHER

When inclement weather makes it necessary to close the school, parents will receive notice via the Holy Family Bilingual Catholic School website, message notification, KOMO and KING websites, radio station (KIRO) , and TV channels (KOMO and KING). Please, listen to early broadcasts between the hours of 6:30 AM and 8:00 AM and always look specifically for Holy Family Bilingual Catholic School. Please do not send students to school or BASS until it is confirmed that the school is open. BASS will open **30** minutes before the announced school starting time.

If it should happen that the weather turns hazardous during the school day, the parents, who are able to pick up their student(s) early, are expected to do so. For those parents who work or cannot pick up their child, the student will remain at school under BASS supervision until they can be picked up.

All missed instructional time lost due to inclement weather and school cancellation will be made up at the discretion of the principal.

INJURY OR ILLNESS

Children who are ill must be kept home until they have recovered sufficiently to return to the regular routine of school. *When a child is too sick to go outside at recess, that child is too sick to be at school.* **A student should not be in school if he/she has a fever over 100 degrees within a 24-hour period of attending school.**

In the case of a serious injury, a school staff member will call 911 and request emergency assistance. School staff will then notify the parents and the Principal. School staff will also notify parents of any head or neck injury no matter how minor the injury may seem. School staff members should treat, washes and cover all injuries. Children will not be sent home unless someone is available to care for them. When picking up a sick child, parents must sign the child out from the office. Injuries and incidents will be documented via Alma.

LITURGY

On Holy Days of Obligation, Holy Week, and Wednesdays, classes take turns planning an all school liturgy for the bilingual, 8:30 AM Mass. Parents are invited and encouraged to attend.

In order to foster the habit of daily prayer in our lives, the school day begins and ends with a prayer. We are each encouraged to use these and other opportunities to recall God's blessings and the need of God's presence everywhere.

LUNCH ROOM

The lunchroom should be a place of quiet relaxation. Students should be taught not to waste food, to eat all their lunch, to observe acceptable table manners and converse in quiet voices. Below is a list of rules to be observed while in the lunchroom. Failure to follow these rules will result in loss of recess or after school detention.

Lunch Room Rules:

- Come to the hall for lunch quietly and respectfully.
- There is absolutely no running in the hall.
- Follow directions the first time they are given.
- Use a normal conversation voice, no yelling or shouting is allowed.
- Do not throw food or objects.
- Wash your table space before being dismissed. Throw all garbage and pop cans in the proper receptacles. Sweep under your tables.

MEDICATIONS

Any student requiring any type of oral medication, including all prescription and non-prescription medicine, must have the oral medication form signed. The school will administer medication to students only when the following criteria are met:

- Necessary medications are provided by the parent/guardian and kept in the school office.
- Written request and instructions for the administration of medication at school must be provided by the parent/guardian and the family physician, dentist, physician assistant, nurse practitioner or anyone in the doctor's office who has prescription signing authority.

Only trained staff members will administer medication. This policy applies for all medications, prescription and over the counter (e.g. aspirin, Tylenol, cough drops). Parents of students with special needs should inform the school office and the student's teacher of pertinent information.

NO MEDICATION WILL BE KEPT IN THE CLASSROOM OR CARRIED BY STUDENTS AT ANY TIME UNLESS AN EXCEPTION HAS BEEN MADE BY

THE PRINCIPAL OR PHYSICIAN WITH REGARDS TO AN INHALER FOR ASTHMA.

NOTICE OF NONDISCRIMINATORY POLICY REGARDING STUDENTS

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

PARENTAL COOPERATION

Parental cooperation is essential for the welfare of students. If, in the opinion of the administration, parent behavior seriously interferes with the teaching/learning process, the school may require parents to withdraw their children.

PARKING AND TRAFFIC REGULATIONS

Please park to pick up and drop your student(s) off in the rectory parking lot. If you must wait any length of time for your student(s), please wait on the south end of the parking lot. The street in front of the school (20th Ave SW) will be used as a “loading zone” during the following times: 7:45-8:20 AM and 2:50-3:20 PM (1:50-2:20, Wednesdays). You must enter the rectory parking lot from the alley between 19th and 20th Ave SW, and exit onto 20th Ave SW **to the south**. Please do not park or pick up students in the east lot next to the church. All students and adults are required to obey traffic regulations.

In the afternoon, students in grades K-4 will be waiting in Tice Hall. Parents need to wait outside those doors until they are opened at 3:00pm. Teachers will excuse the students one by one, for the safety of the child. If a parent has not arrived by 3:10, the teachers will sign the student in to BASS. Students in grades 5-8 will be excused from their classrooms and will go directly to the parking lot. If a Middle School-aged sibling would like to pick up their younger sibling(s) from Tice Hall, prior authorization in the form of a note must be given to the younger sibling(s)' teacher(s).

PARTIES

Prior to the day of the occasion, the principal must approve any party for a staff member or an individual student. Classroom parties will be determined at the discretion of the classroom teacher. Birthday celebrations in school should be limited and left to the discretion of each homeroom teacher. **If you want to help with your child's homeroom, you must contact the teacher**

beforehand. Please do not bring in whole cakes or liquids for birthdays as it makes it difficult for the teacher to serve these items. Invitations to parties are not to be passed out in school unless everyone is invited. Please use the mail or telephone to make these arrangements. Hurt feelings result when it is obvious that some children are not included in an invitation.

PLAYGROUND

The playground supervisor, school staff, or volunteers will supervise the playground during all recesses. Students are required to respect all playground staff and show them the courtesy they have the right to expect from the students. The teachers will also take an active roll to ensure their students will follow all playground rules.

Playground Equipment:

No hardballs or baseball bats are allowed at school on the playground. Jump ropes are to be used for jumping only and used in a manner, which will not interfere with other games, or cause harm to the student or other students. (No swinging overhead or tying someone up).

Playground rules are designed to ensure the safety of all students and provide an environment in which children can enjoy their recess/break time with classmates.

- Follow all directions given by teachers and/or parent volunteers.
- Use all playground equipment properly.
- Stay within school boundaries.
- Report any injuries to the playground supervisors.
- Be respectful to everyone at all times.
- No sitting on stairs leading up to the playground.
- Request permission from the playground supervisor before leaving the playground.

Fighting of any kind is not allowed. This includes play fighting. Fighting or play fighting will result in suspension or further disciplinary actions.

Students are not allowed to throw snowballs or ice on or around the school and parish buildings.

POLICY FOR WITHDRAWING FROM SCHOOL

In the event students are withdrawn from school, parents are asked to follow this procedure: Notify the school of the withdrawal via a note with a copy sent to the Principal, the student's teacher, and the school secretary. All financial obligations must be met before records are released. Contact the school secretary to request transfer of your records.

PROCEDURES FOR BEFORE AND AFTER SCHOOL

Before School

Students are asked not to arrive until 7:50AM. The school doors are opened at 7:50AM. Students who arrive after 8:00AM must report to the office for a tardy slip, which must be presented to the classroom teacher.

After School

In the afternoon, students in grades K-4 will be waiting in Tice Hall. Parents need to wait outside those doors until they are opened at 3:00pm. Teachers will excuse the students one by one, for the safety of the child. **If a parent has not arrived by 10 minutes after the dismissal time, the teachers will direct and sign the student of any grade in to BASS.** Students in grades 5-8 will be excused from their classrooms and will go directly to the parking lot. If a Middle School-aged sibling would like to pick up their younger sibling(s) from Tice Hall, prior authorization in the form of a note must be given to the younger sibling(s)' teacher(s).

No student is allowed to leave the school grounds during school hours without explicit written permission from his/her parent or guardian. This must be verified through the school office.

ROOM PARENTS

There is a room parent assigned to each grade. The parent will assist the teacher in preparing class parties and other activities outside the classrooms.

SAFETY PATROL

The school safety patrol is an organization of the students in grades 6 through 8. They are trained to protect the students at the intersections and in the rectory parking lot. Their service is vital to the safety of all students. They deserve everyone's respect and cooperation.

SCHOOL PROPERTY

Students are expected to show proper respect for other people's property and school property, (i.e. bathrooms, walls, textbooks, etc.) Vandalism of these items will result in the student being held responsible for restoring the proper condition of the item by either monetary payment or work time. Students will also be given a detention or suspension. Books are to be covered according to the teacher's direction. Any damage to textbooks beyond that of normal usage shall be subject to fines. Lockers and desks are property of the school and may be opened without the presence of the students who use them.

SERVICE PROJECTS

In order to achieve our purpose of being of service to the community, each student in grades 5 through 8 must provide a minimum of 15 hours of service to the school community during the school year. Each class (K-8) will be asked to engage in a class service project, including forest restoration, at least four times a year. This service component will be monitored and supervised by your homeroom teacher and/or your Student Council representative.

SKATEBOARDS/ROLLERBLADES

Students are not allowed to bring skateboards or rollerblades to school.

STUDENT COUNCIL

Holy Family Student Council follows guidelines set by the Association of Catholic Elementary School Student Councils. The purpose of the Student Council is to develop maximum participation in school activities, student pride and to encourage full cooperation with the faculty for the general welfare of the school. Various fund raising activities are sponsored by Student Council to finance some school events or activities. A faculty member functions as a moderator for the Student Council events, activities and meetings. All Student Council activities are subject to the Principal and faculty's approval. With leadership comes responsibility, and students who do not demonstrate leadership behavior in and outside of school will be removed from this position.

STUDENT RESPONSIBILITIES

Holy Family Bilingual Catholic School students are encouraged to participate in a variety of activities, which include Student Council, Safety Patrol, Catholic Youth Organization (CYO) Sports, Altar Servers, and Youth Choir.

Altar Servers

Children who are eight years old or older are encouraged to train for serving at the various liturgies.

Bicycles

Students are to walk their bikes at all times when on the school grounds and in the building. Students need a bike pass to place their bikes in the school basement.

Emergency Drills

Emergency exit drills are held once a month. Students are to walk quickly to their assigned place in ABSOLUTE SILENCE. One student from each room will be assigned to check windows and doors.

Field Trips

Parents are asked to note carefully all arrangements for field trips. Written parent request and permission is absolutely necessary for any student to participate in the field trip. Students who do not have a signed permission slip will not be allowed to go on the trip. Phone calls will not be accepted in place of the written form.

Participation in field trips is a privilege. No student has an absolute right to a field trip. Students can be denied participation if they fail to meet academic or behavioral requirements. It is understood that the school is not liable for accidents occurring on field trips.

Parent chaperones are considered volunteers and must complete the Archdiocese of Seattle *Safe Environment Training* prior to participating.

TARDINESS

It is very important for parents to bring their children to school on time. When a parent brings a student late to school, it indicates to the student that education is not important. It is a bad example for the student and diminishes the importance to being on-time in whatever he/she does in life. It is also very disruptive to the teacher and to the entire class.

The school day starts at 8:00 AM and a student is considered tardy if they are not in their classroom at 8:00 AM. All students arriving after 8:00 AM must stop in the office and receive a tardy slip to admit them into their classroom. Children should then proceed to the classroom and enter the classroom with as little disruption as possible. After a student is tardy 3 times, the student will have to serve a lunch time detention (K-4) and after school (5-8).

Excessive tardiness involving multiple lunch or after school detentions will result in a student-parent meeting with the Principal. Additional consequences such as additional Parent Volunteer Hours may be assigned to parents or Community Service Hours to middle school students at the discretion of the Principal.

TELEPHONE PRIVILEGES

The office telephone is available to students in emergency situations. A student must have staff authorization to make telephone calls from school.

TEACHER IN-SERVICE DAYS

Teacher in-service days will be announced in your school calendars. You will be notified in advance whenever it will be necessary for an early dismissal.

VACATIONS

Vacations taken when school is in session are discouraged. When students are absent from school because of vacations, parents are asked to inform the Principal and teacher in advance. **In the event a student is missing for an extended period of time due to a family trip, it is difficult and sometimes impossible for teachers to generate make-up work before a trip, therefore assignments may be available after a student's return from vacation at the teachers' discretion.**

Please remember that we are in session during Holy Week, and we highly discourage vacations during this special time of the liturgical year.

VISITORS

All persons not enrolled as students must identify themselves at the office when first entering the school building. When checking in at the office to help out in the building, you must pick up a Visitor's Pass. This identifies you as a visitor to the staff and students. We ask that you leave lunches, messages, etc., for your child(ren) at the school office rather than going to the student's classroom.

When picking up a student for a medical appointment you **MUST REPORT TO THE OFFICE** not to the classroom. Students **ARE NOT** allowed to leave the building during school time **UNLESS** a parent or designated person comes into the school and signs them out.

Items forgotten by the students are to be left in the office and the student will be directed to pick them up. Parents are not to take them to the classroom.

During school hours, the faculty room is reserved for **FACULTY USE ONLY** unless the Principal requires it for a meeting that cannot be conducted anywhere else.

VOLUNTEERS

Parent volunteers are a needed and a welcomed enrichment to Holy Family Bilingual Catholic School programs. We ask each parent to examine his/her particular interests and talents when volunteering. Information forms are sent to each family during the school year. We hope to hear from all parents. Volunteers must respect the confidentiality of all teachers, students and parents of Holy Family Bilingual Catholic School. **All volunteers must undergo a background check and complete the Safe Environment training before participating as a volunteer.**

Classroom Volunteers

It is because of the parents' interest and generosity that Holy Family Bilingual Catholic School is able to continue to provide quality classroom experiences for

your children. The teacher may depend on your presence in the classroom on a regular basis, and may plan his/her lessons with your help in mind. Children need adults who will consistently model values and actions in which are in accordance with our Catholic-Christian philosophy. The uniqueness of each child must be considered and strict confidentiality of each child's progress must be observed. If you have any questions regarding a child's progress, please discuss this only with the teacher or the Principal.

When you arrive at school:

1. Please check in at the office and obtain a visitor's nametag.
2. Let the office staff know what classroom you will be working in.

If you cannot make your scheduled classroom volunteer time, please call the school office and leave a message for the teacher so he/she can make any necessary changes in the plan for the day. The individual teacher you work with will provide you with a detailed plan for your involvement in his/her classroom. Please discuss classroom discipline procedures with the teacher so you understand the classroom rules.

Remember to record your commitment hours on the calendar and return it to the office.

Playground Volunteers

Thank you for your time and willingness to assist in supervising the playground. It is because of you that Holy Family Bilingual Catholic School's playground is a safe place for our students.

When you arrive at school:

1. Please check in the office.
2. Please sign in and get a Visitor's Pass.
3. Get a Recess Duty Pack

If you cannot make your scheduled playground volunteer time, please call the office. The playground supervisor will then notify a teacher if more help is needed on the playground. It is important that you are visible and circulate in your assigned area. To ensure the safety of the children in your care, please do not use this time to visit with other playground helpers. Most safety concerns and altercations between children can be avoided by watching facial expressions, body language and the manner in which games are played and equipment is being used.

It is always better to be able to intervene in a friendly manner before feelings or bodies are injured. If we wait, even when watching the children with our eyes, we can easily miss the clues to trouble. Things happen in a flash. It is imperative to

concentrate fully on the children. It is necessary to be not only physically present, but mentally present with the children.

In these days and times it is necessary to have the children in your sight at all times. Playing behind the portables or beyond the fence could be dangerous because the children would not be visible or not protected by a boundary. Encourage students to get involved with other students. Discourage students from wanting to stand around and visit with you. Interact positively with the students. When a student violates a rule, try a verbal reminder first. Use a respectful but firm voice. If you have any problems with a student, don't get into a verbal confrontation. Contact the supervisor.

Please let the playground supervisor know if you are having any difficulties with any student. She/he can determine if the child needs to be sent to the office. Please notify the playground supervisor immediately for physically dangerous, insubordinate or illegal (examples: drugs/weapons) behavior.

We will try to have outdoor recess unless it is raining very hard. If we do have indoor recess, students in K-4 will go to Tice Hall or the Gym. 5th through 8th will remain in their classroom or the library. Be sure to dress appropriately for weather. Our playground can be windy and chilly even when the sun is shining. Wear appropriate shoes. Hats, mittens, gloves, and umbrellas also come in very handy. Remember to record your commitment hours and return it to the office.

Playground Rules

Their classroom teacher has taught students these rules. Be sure you understand these rules and are prepared to be consistent in providing students with positive feedback on correct behavior and corrective feedback when a rule is broken.

1. Students will show pride in their school by keeping the building and grounds free of litter.
2. Students will settle differences peacefully. Stop/Think/Plan
3. Students will show respect for others and follow instructions given by the playground supervisors.
4. Students will not play roughly on the playground.
5. Students will stay away from puddles and mud.
6. Students will stop what they are doing when the whistle blows and need to line up to get to class quickly.
7. Students will leave rocks, sticks, pinecones and other dangerous objects alone.
8. Students will observe the school boundaries at all times.

9. Students will use only appropriate playground equipment and they will use the equipment appropriately. No hardballs or bats.
10. Students must ask permission before leaving the playground for any reason.

Consequences for Rule Infractions

- **First Infraction:** Verbal reminder with redirection.
- **Second Infraction:** 2 minute time out with playground helper.
- **Third Infraction:** Take child to playground supervisor or send for playground supervisor. If a child refuses to comply, send for playground supervisor immediately.

UNIFORM POLICIES

UNIFORM POLICY

Holy Family Bilingual Catholic School maintains a uniform policy for many reasons. Wearing a uniform establishes a sense of individual equality with respect to dress. It makes purchasing school clothing as economically feasible as possible. But most importantly, it establishes school identity and instills school pride. The school uniform must be worn at all times, with the exception of free dress days and meeting days for Scouts. While students are on the Holy Family Bilingual Catholic School campus after school, students will remain in school uniform unless they are authorized to change into play clothes, CYO uniforms, or other clothes approved by the Principal. There is no end of the school year exceptions to these policies.

GENERAL UNIFORM FOR BOYS AND GIRLS:

- Uniforms are to be neat and clean.
 - Uniforms must fit appropriately (not too tight or too loose) and be worn appropriately.
1. **Khaki pants:**
 - a. If pants do not fit appropriately at the waist, students need to wear a black or brown colored belt. Belts must fit appropriately and may not hang down; they need to be looped into the belt loops.
 - b. No Khaki leggings, jeggings or khaki-colored jeans.
 2. **White or dark green shirts:**
 - a. Short or long sleeve tailored dress shirts or plain cotton knit polo top, (must have collars) or white turtlenecks.
 - b. Large oversize shirts are not acceptable.
 - c. Shirts must have no insignias on them, except for the Holy Family Bilingual Catholic School insignia.
 - d. Shirts for all students must be tucked in at all time with the exception of preschool, pre-k and kinder.
 - e. T-shirts worn under the uniform shirt or blouse must be plain white with no logos, symbols or writing.
 3. **Shorts:**

- a. Must be Khaki color and knee length
 - b. Are allowed only August-October and March-June.
 - c. Shorts are not allowed at Mass.
- 4. Sweaters and Sweatshirts:**
- a. Must be navy blue and long-sleeved.
 - b. May not have any other signage beside “Holy Family Bilingual Catholic School”
 - c. The sweater can be cardigan or pullover with a V or round neckline.
 - d. Must be worn over an approved uniform shirt. Collar must be visible.
 - e. Navy blue sweater vests are permitted.
 - f. No hooded sweatshirts are permitted.
- 5. Shoes:**
- a. Need to be clean and appropriate for school.
 - b. Shoes must be a solid color white, navy blue or black (with the exception of preschool/preK)
 - c. Shoe laces must be white, navy or black.
 - d. Shoes that have another *minor* color (small stripe, minimal logo) will be permitted. No large logos, multicolored figures, lights, sparkles or wheels.
 - e. No open-toe shoes, sandals, rain boots or ugg-style boots or slippers.
- 6. Socks**
- a. To be worn at all times and are to be PURE *navy blue, black or white*.
 - b. Socks need to be above the ankle and visible.
 - c. **No** sports insignia allowed on the socks.

Additional Guidelines for Boys:

- 7. Hair**
- a. Must be neat, kept, out of the eyes, and cut above the collar.
 - b. Extreme hairstyles are (shaved, dyed, streaked, and multicolored, etc.) not permitted.
 - c. Boys must be clean-shaven. The Principal must approve all exceptions to this rule.
- 8. Other:**
- a. No facial piercing of any kind is allowed.
 - b. Earrings are not permitted. Religious medals and watches are allowed.
 - c. No visible tattoos are allowed.
 - d. No nail polish or makeup permitted

Additional Guidelines for Girls:

- 1. Jumpers and Skirts:**
- a. Grades Preschool through 4 may wear the Campbell plaid **jumper or skirt**.
 - b. Grades 5 through 8 wear the Campbell **skirt** or a khaki-color skirt.
 - c. Length of skirts and jumpers must no more than 2 inches above the knee.
- 2. Leggings and tights:**
- a. Black, navy blue and white leggings or tights may be worn under skirts or jumpers only.
 - b. Leggings and tights may not have visible holes.

- c. Shorts must be worn under skirts at all times unless leggings are worn.
 - d. Socks must be worn with leggings at all times
3. **Hair**
- a. Must be neatly kept
 - b. Headbands should be Campell plaid or solid green, white, or blue.
 - c. Extreme hairstyles (shaved, dyed, streaked, and multicolored, etc.) are not permitted.
4. **Other:**
- a. Excessive jewelry is not permitted.
 - b. Earrings must be stud type earrings (no dangling) and one per ear.
 - c. No facial piercings are allowed.
 - d. No visible tattoos are allowed.
 - e. No nail polish permitted (grades pre-5), pale pink or nude colors permitted (grades 6-8)
 - f. No make-up is allowed.

PE Clothes (Tuesday and Friday)

- Students in grades 5 through 8 must wear a Holy Family PE shirt during Physical Education.
- Holy Family spirit/PE shirts can be purchased from the main office for \$10
- Students must wear a solid color shorts or sweats.
- No cutoffs or khaki shorts, and must be a respectable length (no more than 3 inches above the knee)
- Appropriate shoes, athletic shoes for exercise for PE must be worn.
- PE clothes are to be brought to school in a bag. Jewelry is not to be worn to PE class.
- No leggings or yoga pants to be worn unless they are worn under shorts.

Free Dress

- Throughout the year students have the opportunity to earn free dress days.
- **Students are encouraged to dress appropriately for a Catholic school.**
- Dress on these days must be neat, modest, and appropriate for school.
- If there is a free dress on a theme or spirit day, only students dressed according to the theme will be permitted free dress.
- Students may not wear cut-offs, tank tops or spaghetti straps, mini-skirts, spandex type fashions or T-shirts with sayings or designs, which advertise rock groups, illegal substances, or any other inappropriate subject matter.
- Shirts, sweatshirts and dresses must cover the shoulders.
- Leggings and tight pants are not appropriate and must be worn under a shirt or skirt that covers the entire pelvis area.

Free dress clothes must be appropriately sized and must be appropriately worn. Students who disregard these guidelines will lose the privilege of free dress.

If there is a question concerning the appropriateness of school clothing or any issue concerning Uniform policies, the Principal will make the final determination.

In special circumstances, these uniform guidelines may need to be modified by the Principal on a case by case basis. If a parent has a special concern, the parent should contact the Principal to discuss the situation.

SHOULD A STUDENT NOT COMPLY WITH UNIFORM POLICY

If a student comes to school out of uniform, he/she should have a note of explanation. If the student comes without a note of explanation, they will receive a Uniform Notice. The uniform slip must be signed ***on the back*** by a parent and returned to school. The next time they come to school not in uniform will result in calling the parent to come get them or bring them the correct uniform. Continual failure to comply with the uniform policy will result in a conference with parents and documentation in the student file.

HOLY FAMILY BILINGUAL CATHOLIC SCHOOL TUITION POLICIES

PREAMBLE

To provide equality and fairness in offering an opportunity for a Catholic education to all our children, and to recognize the necessity for a sound tuition base to assure financial stability, accountability, and solvency in operating Holy Family Bilingual Catholic School, the School Commission adopts the following “Tuition Policy”.

TUITION AND FEES

The tuition charged for each student covers only a portion of the cost of educating that child. The parish and all of its members, including non-school families, generously support and subsidize the school, and to them we offer our sincere thanks.

There will be three tuition rates:

1. **Cost to educate:** This is for families who are not Catholic or parishioners of any Catholic parish. The tuition rate for this will be a non-subsidized amount covering 100% of the cost of educating each child.
2. **Catholic or non-contributing parishioner:** This is a baptized, Catholic family who are registered parishioners at Holy Family, but are not contributing regularly to the parish stewardship. This may also be for a family who is a contributing member of another parish. The tuition rate for this will be a partially subsidized and reduced.
3. **Active contributing parishioner:** the tuition rate for this will be a reduced parish subsidized amount. “Active Contributing Parishioner” is defined as: a registered, regularly attending member of Holy Family Parish who contributes to the support of the Parish through volunteer work and full participation in the Holy Sacrifice of the mass. One way we track attendance at mass is via the weekly “Sacrificial Offering.” You may also indicate your presence at mass by dropping into the offering a card

- indicating your presence at the mass.
4. Tuition is paid via an automatic third party payment system called FACTS Management Each family is required to sign up for this payment plan when they register their child for school. There is a yearly fee (currently \$50) paid directly to FACTS.
 5. Families can choose to pay full tuition in one payment or they will be billed monthly through automatic payments on FACTS.
 6. Alternative tuition payment plans other than full tuition or monthly FACTS payments will be strongly discouraged and must be approved and signed by the Principal and families before the start of the school year.

The tuition rates and school fees are to be established yearly by the School Commission. Tuition and Commitment Contracts must be signed at the time of registration. Registration fees are non-refundable.

The tuition is paid in twelve (12) equal monthly payments beginning with the month of July preceding the new school year and ending with the following June. For families that register after June 15, tuition will be paid in ten (10) equal payments beginning in September.

Tuition refunds for transferring students will be pro-rated for partial months attended. Incoming student's tuition will be pro-rated on a ten-month basis.

TUITION PLAN

In the spring prior to the new school year, school staff will provide parents with information regarding the tuition payment policy, including available payment options, length of payment period and effective starting date. *If a family has difficulty in meeting its financial commitment, arrangements with the Principal should be made. It is the obligation of the family to initiate this.*

PARISH COMMITMENT

School families are expected to support the parish through mass attendance, volunteer work, prayers, and, hopefully, financial donations.

SCHOOL PARENT COMMITMENT

In following our Lord's call that we not only give of our treasure, but also of our time and our talents, the Holy Family Bilingual Catholic School Commission has established a required Commitment Program for **ALL** school families. The time commitment for the 2016-2017 school year as set by the School Commission is:

- 40 hours for grades K-8, of which 4 hours shall be devoted to the school auction or major fund-raising event.
- For single parent families, and half-day preschool or pre-K the total hours

required is 20, 2 of which shall be devoted to the school auction or major fund-raising event.

The entire parish generously supports the school community; therefore, we feel it is only fitting and proper that the school community lends its support to the parish. In requiring all school families to donate a specific amount of time each month, it is our hope that a greater sense of community and involvement will be felt by all.

The time requirements will be approved by the School Commission and stated on the tuition contract. Commitment time may be given to any parish organization, such as Parents Club, CCD, choir, St. Vincent de Paul, coaching, fund-raising, etc. Involvement of family and parents is the purpose of the Parents Club. Completion of commitment hours will be monitored by the Parents Club and reported to the School Commission quarterly, reflecting the accomplishment of service agreed to in the commitment contract signed by each family.

The School Commission realizes there are many working households in our parish and that some families find it very difficult to find the time to engage in a commitment program. Therefore, a “buy out” option is offered wherein families may buy their time requirement. The “buy out” rate has been set by the School Commission at \$15.00 per hour. If a family does not fulfill its commitment time requirement, the remaining hours will be billed at the \$15.00 “buy out” rate. This amount must be paid before registration and any tuition payments will be accepted for the following year.

It is not the intent of this policy to discriminate against or work an extreme hardship on any family, single parent families in particular. Therefore, if this requirement cannot be met, arrangements may be made with the Parents Club to defer a portion of time.

FINANCIAL AID (REVISED MAY, 2015)

In the spirit of Christian charity and recognizing pastoral responsibilities, the School Commission has adopted a policy that no child shall be denied admission to Holy Family Bilingual Catholic School solely because of financial inability of families to meet tuition requirements. With that in mind, families need to be aware of the Educational Assistance Programs that are available to those qualified. Those programs are as follows:

1. Fulcrum Tuition Assistance Grant for Catholic Schools: This fund is administered solely by the Fulcrum Foundation each year and grants are awarded primarily on the basis of financial need. Each family is required to apply directly through the FACTS Grant and Aid: <https://online.factsmgt.com/aid>

2. Holy Family Bilingual Catholic School Educational Assistance: The Holy Family Bilingual Catholic School Commission administers this program and assistance is also awarded primarily on the basis of financial need. All families who request aid must apply through FACTS grant and aid unless there is a written and signed exception from the Principal and Scholarship Committee. This program can be viewed as two-fold:
 - a. Deferred tuition: Tuition payments may be deferred or restructured to meet a family's income fluctuations.
 - b. Reduced tuition: Financial aid may be granted for a portion of the tuition when a family's income does not allow for full payment.

Families who will experience financial difficulty in meeting tuition requirements and who wish to apply for assistance are asked to proceed as follows:

FULCRUM GRANTS

Families must adhere to the following deadlines for Fulcrum Grants:

October 1, 2017: Application available for 2018-2019

December 20, 2016: Applications submitted for 2018-2019

January 5, 2017: Application closed to parents.

February 1, 2107: Families notified of Fulcrum assistance

These applications must be timely filed to preserve eligibility. Holy Family School will host workshops to assist, but cannot accept or complete applications. There is a \$24.00 fee which may be refunded based on need.

HOLY FAMILY BILINGUAL CATHOLIC SCHOOL EDUCATIONAL ASSISTANCE

All families who are requesting assistance must apply through FACTS Grant and Aid by December 31, 2017. The Scholarship Committee will review applications, set-up interviews with applicants as needed and make their decision by February 15. Financial Aid from the Educational Assistance Fund will only be given out June for the upcoming year.

In addition to parent requested assistance, Holy Family Bilingual Catholic School also offers special student scholarships. Each scholarship is worth five hundred dollars toward next year's tuition. Scholarships are announced to families in the spring.

These scholarships are awarded at the Awards Assembly on the last day of school. Families are given information in the FCE or via email concerning requirements, procedures, and deadlines for these scholarships.

PROCEDURE FOR HANDLING DELINQUENCY IN PAYMENT OF TUITION

We currently use a third party tuition collection agency called FACTS

Management company; this company handles all the late payment letters and will charge a fee for any payments which are not made on time (currently \$50 per late letter they send).

1. At the end of the school year tuition must be collected or an alternate plan must be in writing and signed by the family, Principal, and Pastor.
2. All tuition payments must be current by registration time in March. Registration for the following year will not be permitted unless present tuition and fees are paid current, or special arrangements with the Principal have been made. These arrangements must be made in person, put in writing and signed by the person(s) making the request and by the Principal. Tuition must be current by year-end for all transferring or graduating students. Records for these students may be withheld in the event of non-payment. Tuition not received will be turned over to a collection agency.
3. Eighth grade families must have all tuition current in January; otherwise Holy Family Bilingual Catholic School will not send the high school recommendation. Eighth grade families must have all tuition, commitment hours and fees paid by May 15th. If not, students will not receive their diploma and may be excluded from graduation events until all financial obligations are met.
4. Should parents have difficulties paying tuition delinquencies, they will be required to meet with the Principal to decide on an appropriate payment plan. This will be signed by both parties. Should parents not comply with this, signed payment plan, they may be asked to unregister students from the school.

BEFORE AND AFTER SCHOOL SUPERVISION (BASS)

The BASS program was instituted in the 1996-97 school year and will continue as long as sufficient students are enrolled to make the program pay for itself and provide the kinds of services needed for students. This program is for the convenience of parents whose working hours start and/or end earlier or later than regular school time. Please see the BASS agreement for current rates; these charges will be added to the FACTS program and deducted from the account on file automatically (you no longer pay the school directly for BASS). *Please keep in mind that an extra charge applies for every 15 minute interval past 6pm a child is not picked up from BASS. See the BASS agreement for details.*

BASS will be open from 7:00AM-6:00PM every day school is in session with the exception of the following days for the 2017-2018 school year:
-December 8, 15, March 29, June 11—BASS will close at 12:00

Students need to bring a lunch on half days and full days. There will be an extra charge if we supply lunch.

For all rules and regulations regarding the BASS program please refer to the BASS handbook.

BY-LAWS OF THE PARENTS CLUB (Revised June 2016)

All parents or guardians of children in Holy Family Bilingual Catholic School are considered members. Meetings are open to other persons interested in the welfare of Holy Family Bilingual Catholic School. All parents are **expected** to attend and are encouraged to support activities sponsored by the Club. Meetings are held at 6:30 PM in the school hall on the third Wednesday of each month, September through May, unless otherwise specified.

By-Laws of the Holy Family Bilingual Catholic School Parents Club

Article I

Name: The name of the organization shall be “Holy Family Bilingual Catholic School Parents Club” of Holy Family Parish, Seattle, Washington.

Article II

Purpose: The purpose of the Club shall be to strengthen the partnership between the home and school by the participation in the life and activities of the school. The Club shall provide financial assistance to the school through fundraising efforts as well as participate in the school’s activities. All parents and guardians, faculty, administration, and staff members of Holy Family School are an integral part of this group. This includes but is not limited to the following:

- A. Assist the Administration in achieving the mission of our school.
- B. Promote good will and collaboration among parents, principal, priest, teachers, faculty and others to enhance the Catholic education and values of our students.
- C. Organize fundraising activities/events to benefit the School and community.
- D. Organize social activities/events for students and their families, which promote the values of a Catholic based education and a strong school community.
- E. Organize and encourage parental participation in school events, including providing volunteer services and assistance for school activities.
- F. Provide a forum to facilitate communication between parents/guardians and school administration (the Priest, Principal, and Faculty).

Article III

Authority: The authority of the Holy Family Bilingual Catholic School Parents Club is derived from the Principal and the Holy Family Bilingual Catholic School Commission. Parent Club will vote on issues as they arise, with a majority vote for approval.

Article IV

Policies:

1. To promote fund raising projects that have the approval of the Holy

- Family Bilingual Catholic School Commission
2. To volunteer time and effort on behalf of service to the school.
 3. To promote social activities of general interest.
 4. To work closely with the Principal and school faculty to promote or undertake projects for the school.

Article V

Membership: All parents or guardians of children in Holy Family Bilingual Catholic School are considered members.

Article VI

Meetings:

1. Regularly scheduled Club meetings will be held monthly September through May, unless otherwise specified.
2. The annual meeting for the election of officers shall be held in April. The nominating committee of 3 to 5 people shall make every effort to present at least two nominees for each office beginning in the month of February. Additional nominations may be made from the floor. The newly elected officers shall be installed at the close of the business meeting in May.
3. Each officer shall be elected for one year. No person shall serve as an officer in the same capacity for more than three years in succession.

Article VII

Parent Club Officers: The Parent Club shall be lead by officers, which include the President, Vice President, Treasurer, Secretary, Room parent liaison, parent-at-large, hospitality committee chair and auction co-chairs and shall hereto be referred to as the Parent Club Board. Responsibilities include attending all Club sponsored meetings and events as scheduled, overseeing all Club sponsored events and activities, including the establishment of operating budgets.

Article VIII

Duties of the Officers:

1. The President shall preside at all meetings and shall perform all other duties proper to the office and serve as liaison between the Principal and the Parents Club. The President also serves as a member of the Holy Family Bilingual Catholic School Commission.
2. The Vice-President shall preside at meetings during the absence of the president and serve as a liaison between the Auction Committee and Parents Club.
3. The Secretary shall keep a record of all meetings of the organization and of the Executive Board and shall attend to the correspondence of the organization.
4. The Treasurer shall receive all money and disburse the same in accordance with the regulations of the organization. This officer shall keep an accurate account of receipts and disbursements and report at all regular business

meetings. The treasurer's books are subject to annual audit. The Treasurer has oversight responsibility for all assets of the organization and is responsible for determining controls and procedures to ensure the safeguarding and accountability of such assets

Article IX.

Election to the Parent Club Board

A nomination form for the upcoming school year shall be sent to all school parents at least one month prior to the last Parent Club Meeting. Once the nominations are received, they shall be reviewed by the Nominating Committee, which shall include the Principal, the current Parent Club Board members and two teachers selected by the Principal. After review, the Nominating Committee and the Principal shall select the final nominees for the open Parent Club board positions.

Article X.

Meetings

There shall be a minimum of five (5) meetings of the general membership during the school year. The Parent Club Board shall conduct monthly meetings, which will include a review of the Club financial statements, a review of the minutes from prior month's meeting and current agenda items. The Principal will be invited to each meeting of the Parent Club Board. The Parent Club Board shall invite Committee Chairpersons to Parent Club board meetings as necessary. Items for the agenda will be sent to the Parent Club board as a pre-read/prep for the upcoming meeting. Monthly minutes shall be posted on School Website.

Article XI

Standing Committees: the Executive Board will designate such committees as necessary.

- a. Auction
- b. Hospitality
- c. CYO
- d. Home Room Parents
- e. Jog-a-thon
- f. See's Candy
- g. Labels for Education
- i. Used Uniforms

Article XII.

Use of Funds: All funds raised by the organization must be used for:

- (a) meeting the Parents Club Commitment to school as determined by the Principal
- (b) the support of the educational programs and activities of Holy Family School
- (c) for the operational expenses of the organization, including approved expenses for Club activities.

This policy does not exclude participation of the organization in duly authorized fund raising efforts in conjunction with other parent groups, parishes, schools or agencies of the archdiocese that further the objectives of this organization. All expenditures of funds by this organization are subject to the approval of the Priest and Principal. Families will have a choice to meet this commitment through a personal financial contribution or through fundraising efforts.

At the final general meeting of the school year, the Treasurer shall report the existence of any surplus funds (funds in excess of the Parents Club Commitment and all other previously approved expenditures) to the membership. The goal is to start each school year with a operational budget of \$10K.

PARENTS' COMMITMENT PROGRAM (Revised June 2010)

The purpose of this volunteer commitment is to allow all parents to become more involved in their children's educational environment while at the same time allowing our school to fulfill many operating functions that would otherwise require paid personnel, thereby impacting the tuition structure significantly. In other words, to provide a comparable level of service without your help, tuition would have to be increased. As you can see, your volunteer time is extremely valuable.

DOCUMENTATION OF YOUR COMMITMENT HOURS

Your hours will be recorded on a monthly calendar, which will be sent home electronically and in student folders. Each family is responsible to fill their hours in and return the calendar promptly at the beginning of the next month. Calendars will be attached to your commitment contract for July/August/September, which you will receive at registration night. Please be clear what your commitment was for; do not just write 2 hours. Also please print; it is easier for the person recording to read.

Consequences

Your commitment must be fulfilled and/or in good standing prior to registration for the upcoming school year. Also, no school records will be transferred, and/or report cards will be held at the finish of the school year until this commitment has been satisfied. Parents Club takes this stand not to penalize anyone, but rather because there is an extreme need for this commitment from parents. Remember, if problems exist or arise, contact the board. Your contract and special needs would be held confidential and must be renewed each school year.

General Comments

A school family cannot give their extra hours to another school family. If you have friends/relatives who do not have children in Holy Family Bilingual Catholic School that are doing commitment time to help you out, their hours will be accepted. It is your responsibility to make sure that they put your name along

with theirs on the sign-in sheet for functions. Be sure to sign-in and out.

Students in 6th through 8th grades are required to do so many “Student Service Hours” throughout the school year. These hours cannot be used towards family commitment time. If you are ever in question, always ask a board member.

CONSTITUTION OF THE HOLY FAMILY BILINGUAL CATHOLIC SCHOOL COMMISSION

“The Love of Christ Impels Us”
(Motto chosen for school - dedicated 8/28/27)

Approved 6/02/82
Revised 6/2000

Article I

Title: The name of this organization shall be the Holy Family Bilingual Catholic School Commission, hereafter called the School Commission.

Article II

Purpose: The purpose of the School Commission is to advise the Principal and Pastor concerning the operation and goals of Holy Family Bilingual Catholic School. The Commission will help develop and define policies and standards, which are responsive to Catholic ideals. The policies and standards adopted shall be consistent with the education policies of the Archdiocese of Seattle.

Article III

Authority: The authority of the School Commission is derived from the Principal and the Pastor.

Article IV

Purposes and Functions: The Commission is established by the Principal and Pastor/parochial minister, in accord with Archdiocesan policy, to assist him/her and the Principal in policy development and long range planning for the school. When the Commission meets as Pastor/parochial minister, Principal, and members and agrees on a policy matter, the decision is effective and binding on all. The Commission may be consulted prior to decisions being made in their areas of responsibility.

The Commission’s responsibilities are in the following areas:

- A. **Planning:**
 - 1. Establishing a mission statement for the school.
 - 2. Establishing Commission goals for the year.
 - 3. Establishing future plans for the school.
- B. **Policy Development:** Formulating policies, which give general direction for the Pastor/parochial minister and Principal.
- C. **Financing:**
 - 1. Developing plans/means to finance the school programs including tuition, development, and fund-raising.
 - 2. Allocating resources according to a budget and monitoring the budget.

The Parish Finance Council oversees an annual budget development process in response to priorities set forth by the Pastoral Council. The Pastor/parochial minister makes the final decision on the annual budget. The School Commission and the Principal have the responsibility for the effective use of the parish financial investment (subsidy) and are accountable for keeping expenditures within the budget set.

Article V

Membership:

The membership of the Parish School Commission shall consist of seven to nine members in addition to the Pastor/parochial minister and Principal.

Article VI

Nominations and Appointments:

The School Commission and Principal seek and prepare a slate of prospective commission members who meet the following criteria:

1. Commitment to Catholic education and to this school's philosophy and mission
2. Availability to attend meetings and periodic in-service programs and to participate in committee work
3. Maintain high level of integrity and confidentiality
4. Deal with situations as they relate to the good of the entire school community
5. Be a credible witness of the Catholic faith (or to one's own religion) to the school community and the other public the school serves.

Appointments:

During March, the Commission will invite eligible parishioners and other parents to vote for members to fill the elected commission positions. Potential members will meet with the current Commission. The Commission will make its decision and inform the appointees. All new members are expected to attend several School Commission or committee meetings for orientation purposes prior to beginning their term on July 1. Members who miss two consecutive Commission meetings and are unexcused will lose membership.

Article VII

Membership

Section A - Member:

The School Commission shall consist of:

1. Permanent Members: The Pastor or his delegate and Principal
2. Appointed Members:
 - a. Three to five representatives from the Holy Family Bilingual Catholic School parents.
 - b. Three to four representatives from the parish or local community

who will not have children in Holy Family Bilingual Catholic School during their term.

Section B - Eligibility:

1. The representatives from the school parents shall be parents of students of Holy Family Bilingual Catholic School.
2. The 4 representatives from the parish community shall be members of Catholic families, registered parishioners, 18 years of age and older.

Section C - Terms:

The term of an appointed member shall be three years.

Section D - Vacancies:

Vacancies of appointed members shall be filled for the balance of the term by another appointed member made by the decision of the current Commission.

Section E - Voting:

The Pastor or his delegate, the Principal and appointed members shall be voting members of the School Commission.

Ineligibility:

Those who are paid employees of the school or parish are not eligible for membership excluding Principal and Pastor.

Article VIII

Officers

In June, the Commission will decide the president, vice-president, and secretary for the next school year. The officers serve one-year renewable terms. Their duties are those ordinarily performed by such officers.

Section A- Officers: There shall be three officers:

1. The President
2. The Vice-President
3. The Secretary

Section B - Representatives: Exofficio: President of Parents Club

Section C - Functions: The functions and specific duties of each officer and representative, as well as to those of the executive director/principal, shall be defined in the School Commission by-laws.

Article IX

Meetings: The full board meets every month beginning in August. Standing committees meet at other times. Commission meetings are open to the public; there will be a provision in the operating procedures of the Commission in regards to executive session covering either personal issues or other confidential matters.

Article X

Executive Committee: The members of the executive committee are the Pastor/parochial minister, Principal, president, vice president, and secretary of the Commission.

Parent/School Organization: The school/parent organization is responsible for maintaining good communications between the home and school, for providing a vehicle through which parents can provide service to the school (for example; volunteers and fund-raising), for offering a mechanism for parent education, and for serving as a structure for political action when needed (for example; letter writing, phone calls, visits to legislators).

The Commission works closely with the officers of the parent organization in order to understand more fully parent needs and concerns. It works with parent fund-raising groups as part of coordinating the overall financing of programs for the school. It uses the communication mechanism of the parent organization to report to school families about Commission activities.

Article XI

Other Committees:

Facilities and Grounds: The functions of this committee are to assist in developing and monitoring a maintenance and improvement plan for the building and grounds.

Academics: Works to provide support and vision for all academic programs.

Scholarship: Determines financial aid and scholarship decisions

Budget: Evaluates and assists in budget oversight and projections

Development: Provides direction for funding and advancement

Article XII

Amendments: This constitution may be amended according to Archdiocesan policy.

Article XIII

Rules of Order: Ordinarily decisions regarding policy matters and other major issues are not made at the “first reading,” which is for information and clarification. The “second reading” of the policy occurs after additional consultation and clarification. At that time, the Commission begins its decision-making process.

In order to provide the best consultation, the consensus method of decision making should be used. When the Commission is unable to reach a consensus, the minutes should report the different positions and appropriate reasons.

BY-LAWS OF THE SCHOOL COMMISSION HOLY FAMILY

BILINGUAL CATHOLIC SCHOOL

Approved 12/04/82

Revised 6/2/2000

Article I

Functions and Duties of the Commission: The School Commission shall be concerned with matters as follows but will not necessarily be restricted to them exclusive:

1. Recommendation of the annual school budget to the Finance Commission. The budget shall be submitted by the administration and the Commission
2. Approval of any major fiscal matters pertaining directly to the school and its budget.
3. Review salary scale for certified and classified personnel.
4. Annual review of tuition rates for Holy Family Bilingual Catholic School.
5. Establishing committees on a standing or ad hoc basis.
6. Informing Parents Club, Parish Council, and parishioners on current matters pertaining to Holy Family Bilingual Catholic School which are part of the minutes of an open meeting.
7. To advise the school Principal and to help develop the policies and standards included in the Family Handbook.
8. To develop "Due Process" procedures for Holy Family Bilingual Catholic School personnel which are consistent with Archdiocesan regulations.

Article II

Members: Appointed members shall serve no more than two consecutive terms of three years.

Section B - Duties:

1. **The President shall:**
 - A. Preside at all regular, executive and special meetings.
 - B. Act as spokesperson for the Commission.
 - C. Appointing members to head ad hoc or special committees.
 - D. Determine that ad hoc or special committees function properly. Ensure that Commission decisions are implemented.
2. **The Vice-President shall:**
 - A. Carry out the duties of the president in the event that the latter is temporarily unable to fulfill those duties.
 - B. Monitor ad hoc and special committee meetings as directed by the chairperson.
 - C. Assist the president in implementation of Commission decisions.
3. **The Principal shall:**
 - A. Be responsible for the effective and efficient administration of the school.

- B. Be responsible for informing the Commission of current school activities and curriculum changes.
 - C. Determine that policies are being acted upon in accordance with the “Policy Handbook for Parish Schools in the Archdiocese” and “Holy Family Handbook.”
 - D. Act as liaison between the school faculty and the Commission by bringing faculty concerns to the Commission and reporting to the faculty as directed by the Commission.
 - E. Keep Commission apprised of current school budget status.
 - F. Plan Commission meeting agenda with the executive director/principal, when necessary, including items submitted by members one week in advance of the meeting.
4. The Secretary shall:
- A. Prepare and keep the official minutes of all regular, confidential, and special commission meetings.
 - B. Ensure that the minutes of a confidential session be kept separate from those of a regular meeting.
 - C. Ensure the confidentiality of the confidential session minutes.
 - D. Handle Commission correspondence as directed by the chairperson.
5. The Representative to the Parents Club shall:
- A. Attend all Parents Club executive board meetings.
 - B. Be an active, supportive member of the Parents Club Executive Board.
 - C. Counsel the Parents Club Executive Board on guidelines from the Commission.
 - D. Report the monthly Commission meeting events to the Parents Club.
 - E. Report to the Commission the findings and decisions made by the Parents Club Executive Board and/or the Parents Club.
6. The Representative to the Parish Council shall:
- A. Attend the regular monthly Parish Council meetings.
 - B. Be responsible for keeping the Parish Council current on the decisions made by the School Commission.
 - C. Report to the School Commission any information from the Parish Council that is pertinent to Holy Family Bilingual Catholic School.
7. The representative to the Finance Commission shall:
- A. Attend all regular Finance Commission meetings.
 - B. Report to the School Commission all data pertinent to the finances of Holy Family Bilingual Catholic School.

Article III

Section A - Meetings:

1. The Commission shall meet regularly on a monthly basis during the school year and as deemed necessary.
2. The Commission shall determine the time, date, and place.

3. All regular meetings shall be open to the Parish at large and the Parents Club members.
4. Confidential sessions-the meeting notes will not be made public.

Section B - Quorum: A simple majority of the voting members of the Commission shall be required for a quorum.

Section C - Meeting Procedure:

1. All meetings shall follow “Roberts’ Rules of Order, Revised.”
2. The right to address the Commission shall be limited to those who submit a request for permission to address the School Commission at least 24 hours prior to the meeting.
3. An agenda shall be prepared one-week prior to the regular meeting. All votes shall be hand voted unless any Commission member requests a secret ballot.

CRITERIA FOR ADMITTANCE TO THE EXCEPTIONAL LEARNERS PROGRAM

Policy 1201.0

1. Anyone in math or reading scoring below the 25% tile on the CTBS will be observed for entrance into the program.
2. Teacher recommendation, with back-up materials (i.e. Lack of progress in Chapter test or quiz given by teacher).
3. Recommendation and/or consent of parents.
4. Possible recommendation by an outside agency.
5. Results of a diagnostic test given by a Learning Disabilities teacher.

OUTDOOR EDUCATION FOR CAMP WASKOWITZ

Policy 1210.1 (Revised May 2003)

The Camp Waskowitz Outdoor Education Program is a part of the 5th grade curriculum. **It is not an optional situation as it reflects directly upon grades and encompasses every subject.** The only excused absence from Camp is illness with a doctor’s written note recommending that the student avoid outdoor activities. A student who misses Camp due to an illness is responsible for making up missed work. The student’s family must make arrangements for the student not to be at school during Camp week if the student does not attend Camp.

Payment for this important educational experience is the responsibility of the parents of 5th grade children, and they are urged to hold approved fund-raisers to meet this obligation. Otherwise they must pay the entire amount individually. The fundraisers are an opportunity for 5th grade students and parents to work

together for a common good. If the 5th grade parents choose to fundraise then everyone must participate in the fundraisers. If you choose not to participate in the fundraising then you must pay the entire Camp fee up front.

Parents are to consult with the Parents Club Board to plan the fund-raisers. The Parents Club Board must approve the fund-raisers.

All proceeds from the 5th grade fundraising efforts must be deposited in the Parents Club bank account and earmarked for Camp. If funding efforts fall short, 5th grade parents are responsible for making up the difference. If in the event that the total cost of Camp is met through fundraisers any funds raised above that will be contributed to the Holy Family Bilingual Catholic School Camp Waskowitz Fund as a gift for next year's 5th grade families.

ADMISSION OF STUDENTS WITH INFECTIOUS DISEASES (POLICY 1416)

The Holy Family Bilingual Catholic School considers infectious diseases and/or life threatening diseases as a medical condition and considers it as a disability. Holy Family Bilingual Catholic School does not discriminate on the basis of disabling conditions. However, there may be some student with infectious diseases and/or life threatening illnesses when it is medically justifiable. The cases for admission will be dealt with on a case-by-case basis. In the case of students infected with the HIV virus (AIDS), admission may be restricted if the conditions described below exist:

1. Students who lack control of their body secretions and are not toilet trained.
2. Students who have non-coverable oozing lesions.
3. Students who display physically aggressive behavior such as biting or a history of harming others.

Management Plan for AIDS in School:

- A. The aim of this management plan is to allow Holy Family Bilingual Catholic School to continue to serve with compassion, justice, and concern for all; those who are infected with the HIV virus and those who are not. The proposed plan should adopt a pastoral team approach whenever such occasion arises. The identity of the infected person (student or teacher) as well as all health and other pertinent records shall be kept confidential. The number of people who are aware of the student's/teacher's condition should be kept at a minimum.

The team will include the following:

1. The Principal
2. The Pastor
3. Student's parent or legal guardian
4. The infected person's physician
5. A person with expertise in AIDS and approved by the

Holy Family Bilingual Catholic School Commission

- B. The Superintendent of Schools will be informed when such a consultation is to take place and will be apprised of the results. All medical, legal and educational decisions shall be made in writing. In each case the risk and benefits to both the student/teacher and others in the setting should be weighed. If there are disagreements about the results, the final decision rests with the Superintendent of Schools.
- C. Students infected with the HIV virus should be allowed to attend school and participate in all activities in an unrestricted manner. However, students could be restricted from school for reasons of the infection if the following exceptional conditions are evident:
 - 1. Students who lack control of their body secretions and are not toilet trained.
 - 2. Students who have uncontrollable oozing lesions.
 - 3. Students who display physically aggressive behavior such as biting or a history of harming others.

A student may be placed in home study pending team review.

The hygienic practices of an HIV infected child may improve as the student matures, or they may deteriorate as the student's condition changes. For these reasons the need for a restricted or unrestricted environment should be reevaluated regularly if necessary. The school should provide facilities for the student to access the classroom (i.e. wheelchair accessibility.)

Appropriate Arrangement: A student identified as HIV infected who is excluded from attending school shall be provided with information regarding appropriate programs at the proper grade level.

Education: Holy Family Bilingual Catholic School will annually submit a timeline of the planned instruction on the HIV infection. This instruction for parents, students, and other personnel is to be based on modified NCEA Curriculum entitled "AIDS A Catholic Educational Approach" which has been approved by the Archdiocese.

If a student or employee is identified as having AIDS, the following plan will be adopted:

- 1. Team approach regarding placement of student/teacher as described above.
- 2. Repeat parent session if the first session has insufficient participation. Even if the information/education sessions have been held earlier prior to the occurrence of AIDS in the school, it is essential to repeat them.
- 3. Effective communication with parents (including a repeat of AIDS education with parents, teachers, school personnel, and students if

- deemed necessary). Parents' session should include both an invitation and some information about the parent session. This letter should be from whom ever would be the most effective invitee to this session - Principal, Pastor, local school board president. Education of teachers and other school personnel, volunteers, custodians, etc., and students should also take place.
4. Special communication from the Pastor to the school community in the form of a pastoral letter could follow. A call to compassion could be emphasized in the letter, informing the school community about the presence of the teachers/student with AIDS.
 5. Consult Archdiocesan legal and insurance personnel as soon as possible.
 6. Importance of being proactive and provide education cannot be over-emphasized.

HARRASSMENT POLICY

GENERAL STATEMENT OF POLICY

Holy Family Bilingual Catholic School, as part of the greater Catholic Archdiocese, is committed to a positive and productive community environment free of harassment and bullying. It is the explicit policy of Holy Family Bilingual Catholic School to prohibit harassment, bullying, or intimidation whether committed by student, staff member, volunteer, and/or parent. Holy Family Bilingual Catholic School will respond to allegations of harassment and bullying seriously, and will review and investigate such matters in a professional and timely manner.

Holy Family Bilingual Catholic School is committed to an environment that is free of harassment and bullying whether intentional or not, while in school/parish buildings or on school/parish property, or when being transported to and from school-sponsored activities. In addition, online harassment via social media will not be tolerated.

Holy Family Bilingual Catholic School prohibits retaliation against any student, staff member, volunteer, and/or parent who has testified, assisted, or participated in the investigation report. Retaliation includes, but is not limited to, any form of intimidation, reprisal or adverse pressure. Retaliation is itself a violation of the Federal Civil Rights Act of 1964, as amended, 42 U.S.C. @ 2000e, et. seq., and RCW of Washington 49.60.210 prohibiting discrimination.

DEFINITION OF HARRASMENT

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

A. Verbal Harassment: derogatory comments, jokes or slurs; belligerent or threatening words between individuals; offensive, negative remarks concerning an individual's gender, physical abilities, race, creed and/or physical appearance.

B. Physical Harassment: unwanted deliberate touching, pinching, bruising, or patting. Any deliberate attempts to impede or block one's movement (e.g. assaults of any nature) with normal activities will be regarded as harassment.

C. Visual Harassment: derogatory, demeaning or inflammatory posters, cartoons, written words, drawings, novelties, and both body and facial gestures.

D. Sexual Harassment: sexually suggestive remarks, gestures or jokes.

Moreover, any other unsolicited verbal or physical conduct of a sexual nature (e.g. sexual assault, etc.) will be regarded as harassment.

E. Online Harassment: emailing, texting, tweeting, or posting indecent and/or demeaning writings, cartoons, or pictures via social media.

F. Bullying: unwanted, aggressive behavior among school-aged children that involves a real or perceived power imbalance. The behavior is repeated over a period of time.

There are three types of bullying:

Verbal bullying involves saying or writing mean things.

Social bullying, sometimes referred to as relational bullying, involves hurting someone's reputation or relationships.

Physical bullying involves hurting a person's body or possessions.

Cyberbullying is bullying that takes place using electronic technology. Electronic technology includes devices and equipment such as cell phones, computers, and tablets as well as communication tools including social media sites, text messages, tweets, chat, and websites.

All allegations of harassment and bullying will be taken seriously and promptly investigated. The allegation should be made to faculty, staff, and/or principal. Once an allegation of harassment and or bullying has been reported, the principal under the discretion of the pastor will adhere to Archdiocesan policy and follow through on the investigation of the allegation.

Prevention

All Archdiocesan employees, volunteers, and school parents are required to attend the Safe Environment classes which provide training on harassment and intimidation including:

- Definitions of harassment and intimidation, and overview relevant state and
- Federal laws.
- Identification of harassing behaviors by students and/or staff.
- Age-specific prevention, communication and coping techniques.

In addition, students are provided an age appropriate level of instruction on what is or is not allowed between them and other students as well as between them and adults.

RESPONSIBILITIES

It is the responsibility of the Principal to see that every staff member and student is informed of this policy and of the Catholic values which provide the framework for this policy. It is essential that all Holy Family Bilingual Catholic School parents are aware of this policy. Educational opportunities will be provided throughout the school year for parents through the combined efforts of the School Commission and the Parents Club.

REPORTING PROCEDURE

Any person within the Holy Family Bilingual Catholic School community, who believes that harassment or intimidation has occurred by any student, faculty/staff, or volunteer, must report the complaint, as follows:

- Issues involving students may be reported to the teacher and Principal
- Issues involving faculty or staff should be directed to the Principal
- Issues involving the Principal should be brought to the attention of the Pastor.

All such complaints will be thoroughly investigated. Depending on the level of harassment or intimidation, a student may be advised of ways to informally resolve the problem on their own. If that is unsuccessful, the Principal and/or teacher will discuss the alleged harasser and the complainant. An informal resolution may be proposed. If the proposal resolution is accepted, a record of the complaint and the resolution will be documented and maintained. A follow-up conversation will take place with both individuals involved to ensure that the problem has been in fact resolved. If there is a strong degree of harassment, the Principal will initiate an immediate and formal investigation into the harassment charge.

CORRECTIVE ACTION

Where appropriate, and at the discretion of the Principal, the consequences of the violation of this policy may result in any of the following: education assignment designed to increase awareness and sensitivity to the issue of harassment or intimidation; assignment to educate in the areas of impulse control and anger

management; administrative family conference; referral to an outside counseling agency; detention; suspension or expulsion. Any serious and strong degree of harassment cases will be referred to police or other enforcement agency.

FAMILY HANDBOOK SIGNATURE PAGE

I have read the family handbook and I understand and agree to abide by everything specified therein.

Parent/Guardian Name (print)

Signature:

Date:

Student Name (print)

Signature: *if applicable*

Date:

This is due to the main office by Friday, October 28