



HOLY FAMILY BILINGUAL CATHOLIC SCHOOL

FAMILY HANDBOOK 2025-2026



We are one family, rich in culture, united by our faith!
¡Somos una familia, rica en cultura, unida por nuestra fe!

With God's love, we cultivate a vibrant community through an empowering Spanish two-way immersion program in which students become innovative thinkers, compassionate leaders, and disciples of Christ.

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MESSAGE FROM THE PRINCIPAL

Dear Parents and Students,

¡Bienvenidos! Welcome to Holy Family Bilingual Catholic School! In choosing Holy Family, you have demonstrated a commitment to the values and philosophy of a dual language Catholic education. The Parent/Student Handbook reflects the policies of Holy Family for the 2024-2025 school year as a member of the Archdiocese of Seattle Catholic Schools.

The Holy Family Bilingual Catholic School Handbook is available online and hard copies are available in the school's main office. All school families must read this document carefully and have a signed handbook agreement form on file. By signing this agreement form, you and your student(s) agree to abide by the policies of Holy Family Bilingual Catholic School during the 2024-2025 school year.

The faculty and staff of Holy Family Bilingual Catholic School look forward to working with you to promote academic excellence, sociocultural competence, biliteracy and spiritual development in the context of the teachings of the Catholic Church. Together let us pray that God, who has begun this good work in us, may carry it through to completion. God bless you.

In Faith,

Rachel Garcia
Principal

2024-2025 SCHOOL FACULTY AND STAFF

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HOLY FAMILY BILINGUAL CATHOLIC SCHOOL INFORMATION

SCHOOL LOCATION

Holy Family Bilingual Catholic School is a Preschool through 8th grade Catholic school. It is located at 9615 20th Ave. SW, Seattle, WA 98106.

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.

SCHOOL-WIDE LEARNING EXPECTATIONS

Holy Family Bilingual Catholic School--Schoolwide Learning Expectations

A student of Holy Family will be . . .

1. Christian Disciple who . . .

- . . . practices their Catholic faith with courage and dignity. (March)
- . . . is Christ-like in their words and actions. (February)
- . . . serves their community. (November)

2. Active learner who . . .

- . . . communicates effectively in English and Spanish. (January)
- . . . demonstrates a foundation in academic excellence. (May)
- . . . thinks critically. (April)

3. Global Citizen who . . .

- . . . respects diversity. (September)
- . . . seeks to understand and solve problems. (October)
- . . . takes responsibility for their actions. (June)

HISTORY OF SCHOOL

Holy Family School opened its doors in 1927 with 110 students and 5 Sisters of Providence as teachers. In 1955 the school was massively overcrowded with 736 students! Over the years, school enrollment has ebbed and flowed with the economy and with changes in the Catholic population. We currently serve around 200 students at Holy Family Bilingual School. At Holy Family, we have a rich history of serving and celebrating immigrant populations. In the early days of our school, families attending were mostly of Irish, Italian and German descent. Over time, the parish community has changed to reflect a larger AAPI population and the Latino population has grown immensely over recent years. This demographic is reflected in our school population, though we are very diverse and have students who speak 3 and 4 languages and whose families come from different parts of the world. Due to a majority of Spanish-speaking families in our parish and an increase in Spanish-speaking families in our school, we became a bilingual school in the year 2012. We are the only Catholic bilingual school in Seattle. Our dual language program starts at 2 years old with full Spanish immersion. We add an incremental amount of English instruction every year until our program is 50/50 Spanish/English starting in third grade. Our school went through a significant remodel in 2021 through a Shea Homes grant. This included new flooring, windows, and a new kitchen.

ARCHDIOCESE OF SEATTLE

The ministries of the Archdiocese of Seattle continue the work of evangelization to encounter Christ, who calls and sends missionary disciples, and who himself provides lifelong formation and nourishment in the Church.

OFFICE FOR CATHOLIC SCHOOLS

In the spirit of communion, solidarity, and subsidiarity, the Office for Catholic Schools provides high quality professional development, resources, and best practices to expand the evangelizing mission of our Archdiocese.

HOLY FAMILY PARISH

Through the Mass and sacraments, religious education, our Bilingual Grade School and other lay ministries, we strive to form faithful disciples of Jesus Christ. Worship, devotions, and religious education are offered in English and Spanish, and our diverse family also includes members of Filipino, Vietnamese, and Cambodian heritage.

HOLY FAMILY BILINGUAL CATHOLIC SCHOOL

Mission Statement: We are one family, rich in culture, united by our faith.

Vision Statement: With God's love, we cultivate a vibrant community through an empowering Spanish two-way immersion program in which students become innovative thinkers, compassionate leaders, and disciples of Christ.

NOTICE OF NON-DISCRIMINATORY POLICY

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

Although we do not discriminate on the basis of race, sex, sexual orientation, color, national or ethnic origin, it remains our primary purpose and mission to serve Catholic members of the parish. Under some circumstances, medically justifiable limitations may be placed on the admission/retention of students with infectious diseases and/or life threatening illnesses. Likewise, limitations may be placed on the admission/retention of students whose needs the school is unable to meet. Decisions regarding admission/retention of these students are decided on a case-by-case basis by the principal or his/her designee.

ACCREDITATION

WESTERN CATHOLIC EDUCATION ASSOCIATION

Holy Family Bilingual Catholic School is accredited by the Western Catholic Education Association. Accreditation is just one way of ensuring that the school meets acceptable environmental standards, has a valid school improvement plan, and is engaged in an on-going self-study and on-site peer evaluation process. The next Accreditation is scheduled for the 2025-26 school year.

COVENANTS

COMMUNITY COVENANT

Holy Family Bilingual Catholic School community strives to be a covenant community. The teachers and staff at Holy Family Bilingual Catholic School are committed to work in partnership with all families to live out the parent/student/teacher covenant to build a respectful and loving faith community.

Covenant implies a **sacred relationship**. The parent-student-teacher covenants help us all remember that through good times and tough times we have a commitment to each other to walk a journey of faith, trust, respect, and hope, guided by the Lord.

CATHOLIC SCHOOL TEACHER’S COVENANT

Each teacher at Holy Family Bilingual Catholic School accepts the responsibility of cooperating with parents in the spiritual, emotional, and intellectual education of their children. Each teacher further commits that his/her mission is to educate children and to form Disciples of Christ consistent with the mission and teachings of the Church. Therefore, teachers at Holy Family Bilingual Catholic School agree to:

- be a Christian role model and maintain an atmosphere which ensures each student's right to an education and personal growth.
- be respectful to the parents of their students, work towards developing good communication with them, and continue to build a trusting relationship;
- provide appropriate and challenging academic instruction;
- embrace the diversity of their students and build bridges between all cultures;
- set clear standards for behavior and be fair and consistent in discipline.

CATHOLIC SCHOOL STUDENT’S COVENANT

As a student at Holy Family Bilingual Catholic School, I am blessed to be given the opportunity to be educated spiritually and academically. Each student understands his/her parents have made this choice out of their love and concern for them. Therefore, students will:

- behave in a respectful manner toward all school and parish personnel, volunteers, and visitors.
- respect all students and treat each one with care regardless of race, gender, or other differences.
- obey all rules.
- respect school property and the personal property of other students.
- display proper manners and show common courtesy at all times.
- assume responsibility for all their actions and not make excuses.
- always do their classwork and homework without excuses or disrespect.
- be on time, ready to learn, and give their best effort.

CATHOLIC SCHOOL PARENT’S COVENANT

As the primary educator of their child, parents understand that they teach their child best by their own example of reverence, responsibility, and respect. Parents choose Holy Family Bilingual Catholic School to assist them in forming their child as a disciple of Jesus Christ, and understand and acknowledge that their own conduct and the example they set for their child can impact whether their child is allowed to remain enrolled in Holy Family Bilingual Catholic School. Parents understand that their child’s teacher is a dedicated professional who chooses to teach in a Catholic school. Therefore, parents will:

- be a Christian role model by regularly attending Sunday Mass with their children, if they are Catholic.
- promote respectful behavior in their child by setting a good example in their own speech and behavior.
- show respect for the school personnel, volunteers and visitors and teach their child to do the same.
- practice confidentiality and use appropriate communication to solve differences in a peaceful manner.
- follow the policies and procedures of the School Handbook.

CATHOLIC SCHOOL PARENT’S COVENANT (continued)

- accept and embrace the diversity at Holy Family Bilingual Catholic School.
- respect the privacy of the faculty, staff, students, and their families.
- not consume smoke or vape prescribed cannabis products on school grounds, school transportation and/or at school activities and events.

ADMISSION AND ENROLLMENT POLICIES

GENERAL INFORMATION

It is understood that Holy Family Bilingual Catholic School exists to support the parents in their role as the primary educator of their children in the Catholic faith and to educate those parish children whose families are committed to the Catholic faith and a Catholic education. It is also understood that much of a child’s faith formation and moral foundation comes from their experiences at home. All parents and legal guardians are expected to respect and support the Church’s teachings and moral authority as administered through the pastoral leader of their Catholic parish.

All parents and guardians must also be aware of their obligation to model Christ and the Church’s teachings, and that their own conduct can impact whether a student is admitted or remains enrolled, at the discretion of Holy Family Bilingual Catholic School. Holy Family Bilingual Catholic School reserves the right to dismiss any student, or to deny re-enrollment to any student who, in the sole judgment of the principal, is not making satisfactory progress, has engaged in conduct which is detrimental to the school, or whose parent has engaged in conduct which is detrimental to the school.

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

Every student enrolled in a Level 1 Catholic School in the Archdiocese of Seattle shall be immunized against vaccine-preventable diseases caused by infectious agents in accordance with the immunization schedule adopted by the Washington State Department of Health Services. The only exception to the foregoing requirements for students in our Catholic schools is a medical exemption signed by a licensed professional (M.D., N.D., D.O., ARNP, or PA)) authorized to practice in the State of Washington, including the physician’s license number. Failure to obtain required immunizations prior to admission or to maintain required immunizations during enrollment may result in a denial of attendance.

1. Applications and registrations will be considered on the following priority basis:
 - a. Current students presently enrolled at Holy Family Bilingual Catholic School.
 - b. Students of families who have children presently enrolled in the school.
 - c. Students of families who are registered, supporting and active in Holy Family Parish. The family must be in good standing with regard to participation in and financial support of the parish in order to receive consideration for in-parish tuition, if offered.
 - d. Students of families who are registered in and supporting other Catholic parishes with first priority given to parish-subsidized families.
 - e. Baptized Catholics who are not covered by the above qualifications.
 - f. Non-Catholic students.
 - g. When the applicants are equal, the following will be taken into consideration:
 - i. Longevity in the Holy Family Parish;
 - ii. Children/siblings of alumni of Holy Family Bilingual Catholic School;

GENERAL INFORMATION (Continued)

- iii. Grandchildren of long-time parishioners; and
 - iv. Results of any interviews deemed necessary by the Principal.
 - h. As in all school policies, the final decision is made by the Principal and Pastor.
2. As openings occur for each grade level, students will be admitted and/or placed on a waiting list. A waiting list will be established when a class reaches:
- a. 14 in preschool 2
 - b. 15 in preschool 3
 - c. 17 in pre-kindergarten
 - d. 24 in kindergarten-2nd
 - e. 26 in 3rd-5th
 - f. 28 in 6th-8th
3. Holy Family Bilingual Catholic School admits qualified students of any race, sex, sexual orientation, color, national and ethnic origin, and disability and makes no distinction among such students in the administration of its educational policies and scholarships. Students possessing physical or emotional disabilities will not be denied admission solely by reason of the disability.
4. Final admission of students is dependent upon the results of an interview with the principal, Vice Principal or Early Education Director, and review of current school records. The completion of application forms, the approval of a tuition contract, a determination of available space, and a finding that the school has the ability to meet the needs of the individual student are also required.
5. Final acceptance will be submitted in writing to all new families admitted for the following school year.
6. A child must be 5 years of age for kindergarten, 4 years old for pre-kindergarten by August 31st, 3 years old for Preschool 3 class by August 31st and 2.5 years old for the Preschool 2 class immediately preceding the school year for which the student seeks to enroll. There are no exceptions made to this requirement.
7. A copy of a Baptismal certificate (if Roman Catholic), birth certificate, and immunization form MUST be submitted by all new students before school begins.
8. All new students are accepted on a probationary basis. (Please refer to the policy on Academic Trial Period). Students must meet and maintain academic standards and expectations.
9. Registration for current students will begin mid-February and for new students in mid-March.

INTERNATIONAL STUDENTS

International students who are not permanent residents of the United States will be admitted in accordance with the requirements of the United States Department of State and/or the United States Department of Homeland Security. Any foreign student who is not a permanent resident of the United States who desires to enroll in Holy Family Bilingual Catholic School must have complete legal documentation required by the United States government in order to do so.

STUDENTS WITH LEARNING DIFFERENCES

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

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

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

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

There is a limit to what schools have the capacity to do. However, Holy Family Bilingual Catholic School will not discriminate against otherwise qualified individuals on the basis of disability if, with reasonable accommodations, school staff can assist a student in meeting the requirements of the school program.

Holy Family Bilingual Catholic School honors the following procedures in trying to serve students with special needs:

Phase 1: Identification – Identification of the specific area of concern(s), documentation of concern, consultation with the student's family.

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

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

****For the complete procedural plans for serving students with special needs, please contact the principal.**

ADMISSION FOR RE-REGISTRATION

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

1. Parents must return the intent form, stating their desire to re-enroll. If this form is not returned to the school office by the designated date, the student may be removed from the class list for the next school year.
2. After review of the family's current tuition contract/covenant compliance a contract/covenant for the next school year will be offered provided that all current contract/covenant obligations have been met. This review will include current tuition payments, fundraising obligation, current active parish status (including but not limited to financial responsibility, participation in parish life, and current service hours recorded) and health/medical compliance. The contract fee is non-refundable and due with the tuition contract.
3. Non-compliance could result in a change of tuition contract status.

WITHDRAWAL OF STUDENTS

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

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

WITHDRAWAL REGARDING FINANCIAL MATTERS

In the event that a student starts school in September, but is withdrawn from school prior to the end of the school year, tuition is due and payable from July through the month in which the student is withdrawn. If a registered student fails to start school in September, tuition payments for the preceding July and August will be forfeited. A withdrawal will not be considered effective until the office receives written communication confirming the date of withdrawal. Tuition payments must be current in order for the school to release records, including 8th grade diplomas.

Extenuating circumstances regarding the withdrawal of a student will be handled on a case-by-case basis.

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

PRINCIPAL PRIVILEGE

The Principal interprets and reserves the right to amend or adjust the handbook after consultation with and approval from the pastoral leader. Parents will be notified of any changes in the handbook through the school newsletter.

RESPECT OF SCHOOL PROPERTY

Care of school property portrays a sense of pride and also strong school spirit. For this reason, all students will treat school property with care and respect. This includes being respectful of restrooms and classrooms and all that they contain.

SEARCH AND SEIZURE

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

USE OF STUDENT INFORMATION AND PICTURES

The School reserves the right to use student pictures (or video) in publications and on the school's website. Student names will not be published with pictures or video. A parent who does not wish his/her child's picture used must notify the principal in writing prior to the beginning of the school year.

USE OF SCHOOL/PARISH GROUNDS

Holy Family Bilingual Catholic School grounds are not supervised outside of school hours or school events. Please respect the dedicated space and usage of the covered play area, field, and play zones during active school hours.

SCHOOL/HOME RELATIONSHIPS

Holy Family Bilingual Catholic School believes that education is a partnership between home and school. If, in the opinion of the administration, parent behavior seriously interferes with the teaching/learning process and the Christian community, Holy Family Bilingual Catholic may require parents to withdraw their children and sever their relationship with the school.

TUITION

General Information

1. The School Commission, in consultation with the principal and pastoral leader, is responsible for setting the non-refundable registration fees as well as tuition rates.
2. All tuition contract/covenant obligations for the prior year must be paid in full to ensure a student's registration for the following school year. Tuition contract obligations for eighth graders must be paid before graduation. All report cards, mid-term reports, and school records, including eighth grade diplomas, will be withheld until all fees are current. If special arrangements are necessary, please contact the principal.

Tuition Goals

1. To try our best to make Catholic School education affordable to all who truly desire and value it for their children.
2. To foster a trusting, community relationship between the parish, the school, and the Catholic family.
3. To generate funds so the school has a solid financial base that can more effectively improve programs and services.

Holy Family Bilingual Catholic School Tuition Rates

1. In-Parish Tuition Rate
 - a. A Holy Family Bilingual Catholic In-Parish family is one who is registered in the parish prior to school registration.
 - i. If relocating to this area from another Catholic school, a letter from the former parish expressing active parish family status would be acceptable.
 - ii. If coming from another parish that does not have a school, a letter from the pastoral leader expressing active parish status would be acceptable.
 - b. A Holy Family Bilingual Catholic In-Parish family is one who has a **Stewardship Commitment Card** on file in the parish office. A bi-annual review will be shared by the parish office to verify contributions.
 - c. A Holy Family Bilingual Catholic In-Parish family is one who participates in the sacramental life of the parish by regularly attending Mass, supporting parish activities, and contributing regularly to the parish. A suggested donation for the in-parish tuition rate is \$100 a month minimum.
2. Monitoring of the Holy Family Bilingual Catholic In-Parish Tuition Rate Privilege
 - a. A Catholic family receives the gift of the “In-Parish” rate provided the criteria of being parishioners as stated in the Holy Family Bilingual Catholic Admissions and Enrollment policies and included in the registration materials is met. These criteria do not in any way stand in judgment of a person’s depth or quality of faith, but rather as

3. Holy Family Bilingual Catholic School Tuition Rates - (Continued)

objective ways of establishing a person's commitment to Holy Family Parish. So that each parent/guardian might be treated equally and fairly, the most objective means of monitoring parishioner status is through the financial giving records kept by the parish.

- a. Each year, the School Commission will establish the actual cost of educating a student at Holy Family Bilingual Catholic School and apply the gift of the parish subsidy to determine the "In-Parish" rates for Catholic students.
- b. At any time, report cards, mid-term reports, transcripts and/or graduation diplomas may be held until families become current with their school financial obligations.
- c. If there is a financial challenge being incurred by a parish family, the family should notify the school directly. There is a process for applying and receiving Holy Family Bilingual Catholic scholarships and there is a deep commitment to make sure all our Catholic families have the financial support they need. Any Catholic families challenged by their stewardship commitment may make an appointment to discuss this matter privately with the principal and the pastoral leader.
- d. For returning students, family financial obligations will be assessed twice per year. Catholic families receiving the "In-Parish" rate may be moved to "Out-of-Parish" rate for failure to significantly contribute to the parish. This decision is made by the pastoral leader in accordance with the principal.

4. Non-Parish Tuition Rate

- a. A non-Parish student is one who has not been registered as a parishioner at Holy Family parish and does not receive in-parish tuition.

TUITION PAYMENT OPTIONS

Recognizing that payment of school tuition is a requirement of each family and that the need to maintain a continuous and consistent cash flow is essential to the well-managed school, the following policy applies to tuition payments:

- A. Tuition is due on or before the **first day** of every month. Should a situation arise that a payment will be late, the parent is responsible for notifying the school principal as soon as possible. In the event that a family fails to pay tuition on time, the school principal will initiate the following procedures:
 - a. If at the end of **five days** the tuition account is not current, the parent will be notified automatically of the past due amount. A late fee of \$50 will be added to the total tuition balance, and additional late fees of \$50 each month will continue to be added until the account is current.
 - b. If at the end of **seven (7) days** the past due condition continues to exist, the parent will be notified in writing by the principal that the account must be brought current.
 - c. If at the end of **ninety (90) days** the account has not been brought current, or a payment plan created with the principal, school services to the family may be immediately discontinued and the account will be referred to a collection agency.
- B. Holy Family Bilingual Catholic School reserves the right, if any tuition payment is past due, to remove the student(s) from the school. The school has the further right to refuse re-enrollment for the following school year until financial commitments have been met. Re-enrollment in the

TUITION PAYMENT OPTIONS -(Continued)

current year or enrollment for the following year will not be accepted until tuition and fees are paid in full. The school will withhold all report cards, mid-term reports, and school records, including eighth grade diplomas until all financial obligations are met. Additionally, families who have past due tuition are not eligible for tuition assistance.

- C.** Holy Family Bilingual Catholic offers four tuition options to school families:
 - a. Tuition paid in full September 1st
 - b. 2 equal payments (July and January)
 - c. 10 equal payments (September through June)
 - d. 12 equal payments (July through June)
- D.** Families that are experiencing financial difficulties should contact the principal immediately.
- E.** No charitable (goods or services) contribution shall be accepted in consideration of a student's enrollment at Holy Family Bilingual Catholic School.

TUITION CONTRACTS or COVENANTS

1. Each family signs a tuition covenant/contract, agreeing to the rights and responsibilities each has to promote the common good of the Christian community in accord with Catholic teachings, traditions and tenets as directed by the principal and pastoral leader at Holy Family Bilingual Catholic School. Volunteer hours, participation in major fundraisers, supporting the parish, and participation in sacramental life are key elements to the partnership between the school and each family. Questions or concerns about the tuition contract should be addressed to the principal or school office.
2. The person who signs the tuition covenant/contract is the person who will be held financially responsible for all obligations. If more than one person is responsible for the tuition costs and fees then both should sign the tuition contract. Any modifications occurring with the tuition contract/covenant must occur in writing and have the approval of the principal.
3. Divorced or separated parents must file a court-certified copy of the custody section of the divorce or separation decree with the school office at time of registration. The school will not be held responsible for failing to honor arrangements that have not been made known.
4. All returning families must pay a contract fee of \$325 per family. The contract fee is used toward the cost of contract processing, supplies, and activities. All contract fees are non-refundable. A \$50.00 voucher will be awarded to all families that attend the State of the School meeting in February; this voucher can be used toward the contract fee. If the contract and fee are not turned in by the designated contract date (generally two-three weeks after the State of the School meeting) the contract fee will increase to \$460.

TUITION ASSISTANCE

Fulcrum Foundation Tuition Assistance

The [Fulcrum](#) Tuition Assistance Grant program is designed for families and students currently enrolled or applying for the next school year in any Catholic school in the Archdiocese of Seattle. A family must apply each year through FACTS Grant and Aid Assessment to qualify for a grant. All awards are made based on financial need.

Holy Family Bilingual Catholic School Financial Aid

Local financial assistance can be requested by any current school family through the FACTS system. However, families must first apply for the annual Archdiocese of Seattle Tuition Assistance Grant funded by the Fulcrum Foundation (See above). The confidential form is processed by the school administration and awardees are based on financial need only. Each new school year, the applicant must reapply for the Fulcrum Tuition Assistance Grant. Any special circumstances will be handled confidentially by the Principal and the Scholarship Committee.

Holy Family Bilingual Catholic School families who belong to Holy Family Parish receive first consideration for assistance. Families will receive notification from the Scholarship Committee regarding their tuition assistance award.

Some neighboring parishes give financial assistance to their registered families. Families are expected to complete the Fulcrum "Tuition Assistance Application" or request and submit it to their pastoral leader for his signature. When it is signed, it should be returned to the school along with the completed contract/covenant.

Emergency Financial Aid

Life status changes occur and Holy Family Bilingual Catholic School tries to respond to the situation. If a current school family has experienced a life status change, the family may submit in writing an emergency scholarship request. If any funds are available, the principal will work with the Scholarship Committee to assess the need and respond accordingly.

REGISTRATION AND FEES

New Student Registration Fees:

1. Families of new students must pay a registration fee per family to secure the student's placement at Holy Family Bilingual Catholic School. After mid-April, the registration fee will increase. All registration fees are non-refundable. This registration fee is due with the Holy Family Bilingual Catholic School New Student Registration Application.
2. Registration begins mid-March for new families.

REGISTRATION AND FEES - (Continued)

Re-registration is held each year in February for families currently enrolled at Holy Family Bilingual Catholic School. The registration process is complete when the school has received:

1. Holy Family Bilingual Catholic School Tuition Contract along with the contract fee.
2. Holy Family Bilingual Catholic School New Student Registration Application along with the new student registration fee.
3. Applications for parish assistance and scholarship applications if applying .
4. Records: Baptismal and birth certificates, immunization, health records, and transcripts from any previous school.

Additional School Fees:

Beyond registration and tuition, there are several additional fees that may be charged:

1. Classroom supplies/Tech fee- the cost of materials to be consumed within the classroom.
2. Eighth Grade Graduation Fee—This covers the cost of graduation and other 8th grade expenses. For full details please refer to Graduation Policies.
3. 5th Grade Camp Fee—For full details please refer to 5th Grade Camp Policy.
4. 5th Grade Band Fee
5. BASS fees
6. Sports/After-School Activities
7. Field Trips—Prices vary due to field trip destination and costs.

FUNDRAISING

Each school family will be required to participate in fundraising.

Auction

The auction is Holy Family Bilingual Catholic School's largest fundraiser. It is an annual dinner gala with a silent and live auction dedicated to support the full mission of the school and is held each year. The Development Director and a team of volunteers work throughout the year to create a special evening celebrating and financing the gift of Catholic education. Per the tuition contract, families donate, "procure" items for the auction, or they can buy out. Buy-out money is used by the HFBCS Parent Club procurement team to purchase quality items for the auction. (Please see HFBCS Parent Club Financial Policies for additional information).

Annual Fund

Every family must financially support the Holy Family Bilingual Catholic School's Annual Fund, which helps with the current and future viability of the school.

SERVICE HOURS

As part of the tuition contract or covenant, each family is responsible for finding, recording, and tracking their service hours during the school year. The annual commitment hour requirement is 40 hours for a two-parent family and 20 hours for a single-parent family. Failure to fulfill the annual commitment hour requirement will result in an assessment charge of \$35 per hour due May 31st each year.

How can I fulfill my service hour commitment? Any service supporting the good works of the school and parish are counted as volunteer hours. Families may contribute up to 50% of their required volunteer hours at the parish, however **50% of those hours must be given to the school**. Ideas include, but are not limited to: room parents, working in the classroom,, take home projects, HFBCS VIVA LA GALA auction, gardening around the grounds, ministers for the Masses, serving on a commission, driving and chaperoning on fieldtrips, attending the monthly Parent Club Organization meetings and MORE!

ACADEMIC POLICIES

Holy Family Bilingual Catholic School exists to teach the message of Jesus Christ to its students. The curriculum taught at Holy Family Bilingual Catholic School meets Archdiocesan requirements for textbooks, materials, and time allotments for subject areas. Holy Family Bilingual Catholic School's curriculum is cross-referenced with Common Core Standards, Next Generation Science Standards, and Washington State's Essential Learning Requirements, so that it meets or exceeds current national and state standards. Holy Family Bilingual Catholic School is fully accredited through the **Western Catholic Educational Association (WCEA)**. A copy of the accreditation study and report is available on the Holy Family School [website](#) and/or school office.

CURRICULUM

The Archdiocesan curriculum guidelines are consistent with the Archdiocese of Seattle Religion Standards, State of Washington learning requirements, and the National Common Core Curriculum State Standards subject areas. We strive to offer a program which makes use of many sources of reading material, a wide variety of audio-visual and technology tools, and a multi-text approach to the content areas. Textbooks are approved by the Archdiocese of Seattle. Curricular resources at Holy Family include:

- Creative Curriculum (Preschool-Pre-K)
- EnVisions Mathematics (K-8)
- Benchmark Adelante/Advance (Dual Language Literacy K-5)
- Teachers College Reading and Writing Project (Dual Language 6-8)
- Be My Disciples (Religion K-8)
- Mystery Science (K-5)
- Kessler Science (6-8)
- Second Step (Social-Emotional Learning, Preschool-Pre-K)
- Empowering Education (Social-Emotional Learning, K-8)

Instruction

The instructional program at Holy Family Bilingual Catholic School continually strives toward implementing the best and most appropriate teaching practices. These practices include: circulating, direct instruction, coaching, guided practice, presenting, modeling, problem-based learning, hands-on experience, use of technology, incorporating learning centers, writing process/workshops, employing close reading, text and evidence questions and answers, teacher directed questions and answers, high level questioning, discussion, and observing.

Religion

The school is committed to promoting Gospel values in every aspect of school life. Besides daily instruction in the Catholic faith, Holy Family Bilingual Catholic School emphasizes daily prayer, frequent and regular worship, service projects and outreach, training and preparation for the sacraments, and Catholic Social Justice teaching. This is inclusive of the mutual respect of teachers, staff, students, and parents, and the implementation of school policies and programs, which are just.

Parents are the primary educators for the faith of their children. The school's role is to support families in this critical aspect of parenting. Families are encouraged to be active participants in their respective faith communities by regular attendance at Mass and by sharing their time, talent, and treasure. Sunday or Saturday Vigil Mass attendance is expected of all Catholic school families. Friday or daily Mass is not a substitute for Sunday or Saturday Vigil Mass attendance.

Non-Catholic Students are expected to participate in school religious experiences and to attend religion classes which are assessed as academic subjects. Non-Catholic students shall be considered an integral member of the student body, expected and required to participate in all aspects of the school program.

1. Non-Catholic students are required to attend and participate in religion classes. Teachers will be sensitive to the student's ability to understand and be respectful of his/her personal religious convictions.
2. Non-Catholic students shall be required to be present for Mass and other religious services. They are not required to actively participate in such services, but are invited and encouraged to do so to the extent they desire. In accordance with the teachings of the Catholic Church, non-Catholic students are not permitted to receive communion or other sacraments.

Non-Catholic students, like other students, are required to participate in service learning projects sponsored by the school.

Religion Class - Religion is taught regularly as part of the school curriculum, using the Standards approved by the Office of Catholic Schools of the Archdiocese of Seattle, and the United States Conference of Catholic Bishops (USCCB).

Sacrament of Penance - Opportunities to receive the Sacrament of Penance are made available to the students throughout the school year. This is not meant to take the place of the students receiving this Sacrament on their own or with their families.

Community Service - Each student and class takes part in Christian service activities throughout the year.

ACRE Test - The elementary religion curriculum will be evaluated by a uniform means of assessment, including national assessments, with oversight by the Office for Catholic Schools. Students in grades 5

(level 1) and 8 (level 2) will take the ACRE (Assessment of Children/Youth Religious Education) assessment offered by the **National Catholic Educational Association** (NCEA) in the month of April. The school will receive a group report for each ACRE leveled assessment used in the school.

Mass - Holy Family Bilingual Catholic School is foremost a Catholic School. We are committed to the spiritual development of our students. In pursuit of this goal, the school community gathers every Friday for the celebration of the Eucharist. The school Mass is not a substitute for the obligation of each Catholic to attend Sunday Mass.

Prayer - In order to foster the habit of daily prayer in our lives, the school day begins and ends with prayer. Students are each encouraged to use these and other opportunities to ask forgiveness, give thanks, and praise and recall God's blessings.

Academic Subjects

English Language Arts - The English/language arts curriculum is aligned with the Common Core State Standards for all grade levels. Students are taught a variety of skills and strategies in learning to read, including decoding, comprehension, fluency, and vocabulary development. Writing classes are based developmentally on the fundamentals of grammar, usage, spelling, and mechanics, as well as writing a variety of forms for different audiences and different purposes, including argument writing, informative/explanatory writing, and narrative writing. Benchmark Adelante and Benchmark Advance are the curriculum we currently use in grades K-5 in Spanish and English literacy. The Teachers College Reading and Writing Project is used in grades 6-8.

Mathematics - The math curriculum is aligned with the Common Core State Standards for all grade levels. The program emphasizes individual student abilities, and students can be placed in higher-level math classes. The math program also emphasizes basic math facts, hands-on activities, and an online visual-spatial technology program for grades K-5. Our math curriculum is EnVision, which is taught in Spanish K-4 and in English 5-8.

Social Studies/History - In social studies, PreK through 3rd grade students learn about communities, geography, and map skills. In 4th and 7th grade the focus is Washington State history. In 5th and 8th grade the focus is United States history and geography. In 6th grade the focus is world history and Ancient Civilizations.

Science – Science is taught at all grade levels incorporating the Next Generation Science Standards and the content domains of physical, life and earth/space sciences. STEM (Science, Technology, Engineering & Math) activities that include engineering design are also infused into the curriculum. Mystery Science is our curriculum in grades K-5 and is taught in Spanish. Middle School Science classes utilize the Kessler Science curriculum.

Music – Music education is aligned with Washington State standards. Students learn musical notation and theory along with learning to play instruments and sing chorally.

Physical Education - Physical education is aligned with the Washington State standards. Students work on coordination, movement, and physical activities. The 6th through 8th grade curriculum also includes team-based activities.

Technology - Students are introduced to major operating systems that may include Windows, IOS/Apple, and Google. Technology components include keyboarding, documentation, visual presentations, and other curriculum-aligned projects.

Students are preparing for a world in which technology literacy is an important part of their future educational and vocational careers. Technology allows students to develop their learning styles and explore more creative ways to demonstrate their mastery of skills, concepts, and information. Technology is a tool by which teachers can reach each student at his or her own level, pace, and interest to enhance their lifelong learning process. This is an integral part of the educational program at Holy Family Bilingual Catholic School.

Students accept the responsibilities and guidelines outlined in the agreements they sign each year for the use of all Holy Family Bilingual Catholic School electronic devices. Any damage to any electronic device through improper use will be the responsibility of the student and their parents. Internet access is available to students for educational purposes only. Holy Family Bilingual Catholic School staff has taken precautions to restrict access to inappropriate information and students are not to use the Internet without a teacher present.

Library Skills – Students visit the school library once per week and Pre-K through 8th grade students are given the opportunity to check out books to read for growth in reading and academic skills, as well as for enjoyment.

Art - Art instruction takes place in Pre-K through 8th grade and is led by a Smart with Art curriculum and instructor.

Personal Safety - Holy Family Bilingual Catholic School uses an Archdiocesan required safety program in Pre-K through 8th grade. The current program is the *Circle of Grace* program by Virtus.

Band Program – Band is obligatory for all fifth grade students and is optional for middle school students. Band students meet twice per week and have opportunities to perform throughout the year. There is a fee of \$150 associated with band for middle school students. Students who participate in band must either purchase or rent instruments at the cost of the family.

Choir Program - Middle school choir is an option for students grades 6-8. Students meet after school once per week and prepare for Mass and school concerts.

Assessment

Holy Family Bilingual Catholic School teachers use a variety of methods and types of assessments to monitor and ensure student learning. Students are assessed informally through observing, listening, asking questions, discussion, and requiring written responses to ensure the students understand a concept or skill. Students are also assessed through formal assessment, which include, but are not limited to, portfolios, written tests, oral tests, performance tasks, and projects. Report cards are sent home three times a year, at the end of each trimester. Students in grades 2 through 8 are required through the Archdiocese to take the Measures of Academic Progress (**MAP**) standardized tests at least twice per year. The data the school collects from these tests and classroom assessments is then disaggregated and is used to help inform instruction and curriculum.

LIBRARY

Mission Statement

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

Responsibility Policy

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

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

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

Final Overdue Notices: In May, as the library prepares to close for the year and take inventory, the final due date will be announced; all books will be due; and final overdue notices will be sent. If books are not returned by the final due date, a \$15 fine will be incurred.

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

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

FIELD TRIPS

Field trips are planned by the teacher to enrich the curriculum. They are a privilege afforded to students; no student has an absolute right to a field trip. **Students can be denied participation if they fail to meet academic or behavioral requirements.**

Teachers will notify families in advance of these trips. **All students must bring the required permission slip form in advance of the field trip day.** Phone calls will not be accepted in place of the written form. Only students currently enrolled at Holy Family Bilingual Catholic School are allowed to participate in field trips. Parents who volunteer for field trips must find childcare for their children not enrolled at Holy Family Bilingual Catholic School.

If necessary, fees will be collected from school families to pay for the cost of the field trip and the transportation. (Bus transportation is the preferred method to be used for any field trip.)

FIELD TRIPS - (Continued)

School uniforms are to be worn on field trips unless otherwise indicated by the principal.

In accordance with Washington state law, the following requirements must be met for all field trips and other school-sponsored events involving vehicles that are privately owned and driven:

1. The driver must be at least 21 years old
2. The driver must submit to a background check and show no felony, DUI, or reckless driving convictions
3. The vehicle must be insured by the driver for the minimum limits required by the Archdiocese's insurance company
4. Effective January 1, 2020
 - Children under age 2 must be properly secured in a rear-facing car seat,
 - Children ages 2-4 must be properly secured in a car seat with a harness which may be either rear facing or forward facing,
 - Children ages 4 and older and less than 4'9" tall must be secured in a booster seat with seat belt (or continue in harness seat).
 - Children over height 4'9" must be secured by a properly fitted seat belt (typically starting at 8-12 years old).
 - Children under age 13 are required to ride in the back seat when practical to do so.

RCW 46.61.687 says a child must remain in a booster "until the vehicle lap and shoulder seat belts fit properly, typically when the child is between the ages of eight and twelve years of age, as recommended by the American Academy of Pediatrics, or must be properly secured with the motor vehicle's safety belt properly adjusted and fastened around the child's body."

For children under 2 years old, they must remain in rear-facing car seats until they reach the height and weight specifications set by the seat manufacturer.

Children not enrolled in the school shall not accompany the class field trip.

OUTDOOR EDUCATION

The Outdoor Education Program at CYO Camp Hamilton is a part of the 5th grade curriculum at Holy Family Bilingual Catholic School and attendance and participation in camp and camp activities are mandatory. **It is not an optional program as it reflects directly upon the expectations and grades and encompasses every subject.** The outdoor education program is in direct alignment with Washington State Educational Standards and the Archdiocese of Seattle religion standards. Camp Hamilton is owned by the Archdiocese of Seattle and is operated in accordance with values and morals uplifted by the Catholic Church. Students attending camp will practice academic risk-taking skills through critical and creative thinking, problem solving, and working cooperatively in addition to participating in the liturgical celebration of the Mass.

Camp Hamilton is not an optional program; the only excused absence from camp is illness with a doctor's written note recommending that the student avoid outdoor activities. A student who misses camp due to an illness is responsible for making up missed work and the student's family must make arrangements for the student not to be at school during camp week. If a student does not attend camp due to another reason besides illness, 1/3 of their overall science and religion grades for the 3rd trimester can be affected.

Payment for this important educational experience is the responsibility of the parents of 5th grade children.

OUTDOOR EDUCATION - (Continued)

Limited scholarships for camp are available; access to these funds must be obtained through the principal. Payment for camp must be paid to Holy Family Bilingual Catholic School in full before a student is allowed to attend camp.

Adult chaperones are needed for the successful implementation of camp activities and events. Any interested chaperone must fill out a Camp Hamilton chaperone application. Only current 5th grade parents, guardians, or grandparents can be selected as a parent chaperone. Chaperones must be over 21 years old and must abide by the rules set forth by Holy family Bilingual Catholic School and Camp Hamilton; these include cell phone and other electronic device usage which are not allowed. All chaperones must have completed the Archdiocesan Safe Environment training. The 5th grade homeroom teacher and the administration will make the final determination on the selection of parent chaperones. In addition, all 5th grade parents must attend a mandatory camp meeting which will outline important information and expectations of camp policies and procedures for both the student and chaperones.

HOMEWORK

The Holy Family Bilingual Catholic School faculty is committed to assigning homework that is authentic and relates to the learning concepts that are taught in the classroom. Homework assignments are considered an extension of classroom work and are a means of reinforcement and, with few exceptions, can be completed by the student on his or her own. Studying for tests and quizzes are also an essential part of the homework process. Much can be accomplished if parents help foster systematic home study habits in their children and provide adequate study space, lighting, and a proper environment free from distraction.

Pre-Kindergarten

Homework assigned to Pre-Kindergarten students is under the discretion of the Pre-Kindergarten teacher.

Kindergarten and First Grade

Each child is responsible for daily homework from Monday through Thursday. The average length of the daily homework assignments is approximately 20 – 30 minutes.

Second and Third Grade

Each child is responsible for daily homework from Monday through Thursday. The average length of the daily homework assignments is approximately 30 – 45 minutes.

Fourth and Fifth Grade

Each child is responsible for daily homework from Monday through Thursday. The average length of the daily homework assignments is approximately 45 minutes to one hour.

Middle School – Sixth Through Eighth Grade

Each child is responsible for daily homework from Monday through Thursday. The average length of the daily homework assignments is approximately one hour to one and one-half hours.

Additional Homework Notes

1. If a student consistently spends more time than is recommended in real studying (without television and other distractions), the teacher should be notified, and adjustments will be considered.
2. Various assignments and long-term projects may involve homework on the weekends. The teacher will monitor the progress of long-term projects.
3. Middle school students (Grades 6th – 8th) may periodically expect homework on the weekends and it may be to a student's advantage to complete assignments outside of the school week.

Late Work

For middle school students, if an assignment is one day late there will be a 10% reduction on the grade per day past its turn-in date. Assignments will only be accepted after one week late. Teacher discretion is taken into consideration on late long-term assignments and projects. In Pre K - 5th grade, the late work policy is under the discretion of the homeroom teacher.

Make-Up Work

When a student is absent from school due to an illness, he/she will be given the same number of days he or she was absent to complete and turn in missing work. It is the responsibility of the student to arrange for all make-up work. Parents may call the office to pick up work if the student has been absent for more than one full school day.

GRADING

Students in the Early Education Program (Preschool-PreK) are assessed using a three-tier grading scale. Primary students (K-5) are assessed based on a four-tier scale aligned to state and common-core standards at each grade level. Middle school students are assessed using a letter system that is aligned with the academic standards of their grade level. Students' effort and personal development are also assessed. A modified academic plan may be established if a student has specific academic needs. This academic plan would be pre arranged between the teacher and the principal in conjunction with parents.

GRADING SCALE FOR Preschool-PreK:

- 3 Consistently
- 2 Emerging
- 1 Not yet

GRADING SCALE FOR GRADES K - 5 :

- 4 Exceeding standard
- 3 Meeting standard
- 2 Working toward standard
- 1 Below standard

GRADING SCALE FOR GRADES 6- 8:

A	94 – 100%	C+	77-79%	D-	59-63%
A-	90 – 93%	C	74-76%	F	50-58%
B+	87 – 89%	C-	69-73%		
B	84 – 86%	D+	67-68%		
B-	80 – 83%	D	64-66%		

If there is any discrepancy with a grade, parents may send a written inquiry to the school within one week of the issuance of the grade.

REPORT CARDS

Trimester report cards are issued at the end of each 12-week term. We encourage parents to discuss these reports with their child and to work cooperatively with teachers in their efforts to help each student develop to his or her potential. Report cards are not intended to provide a complete evaluation of a child's progress. They are tools of assessment that are used to measure a student's achievement, effort, and performance. A conference may be scheduled when needed to give a more complete view of a child's overall progress.

PARENT-TEACHER-STUDENT CONFERENCES

Mandatory Parent-Teacher-Student conferences will be scheduled for each family in November. Some families will be asked to attend an additional conference in March. The purpose of these conferences is to provide an up-to-date and personal evaluation of the students' work and progress and to discuss with parents the ways to assist their children. Conferences also give parents an opportunity to ask questions and to become informed of school activities. The conferences are student-centered; each student is an active participant and all students in grades 1-8 are encouraged to attend.

PARENT-TEACHER-STUDENT CONFERENCES - (Continued)

Middle School students must attend conferences with parents. Attendance of Pre-Kindergarten and Kindergarten students is up to the discretion of their teachers. Registering for conferences is done online.

Additionally, conferences may be requested at any time by parents or teachers. To schedule a conference, please email your child's teacher.

RETENTION

If the teacher feels that another year in the same grade would be beneficial for the student he/she may be retained in that grade. If retention is being considered by the teacher; parents must be notified by February conferences. A formal letter from the principal will be sent out by March 1st and a final decision regarding the retention will be made by mid-May. A parent may call and ask the classroom teacher and/or administrator to discuss retention at any time.

If a middle school student (Gr. 6-8) does not pass two out of three trimesters in a core subject, he or she is in jeopardy of not passing to the next grade level or not graduating from Holy Family Bilingual Catholic School. In all cases, the final decision rests with the principal.

ACADEMIC PROBATION

Probation may occur if a student is not meeting the academic requirements of his/her particular grade, or if there is continuing serious academic deficiency. A student can be placed on academic probation by the principal in consultation with the teachers. The principal will determine the length of the probation period. If there is no improvement during the probation period, the student may be asked to withdraw from Holy Family Bilingual Catholic School.

ACADEMIC PROMOTION

Students are promoted from one grade to the next once a year based on the student's satisfactory completion of the grade requirements. Final decisions regarding the promotion of a student is the sole responsibility of the principal

ACADEMIC TRIAL PERIOD

All students who are newly enrolled in grades Pre-Kindergarten through 8th at Holy Family Bilingual Catholic School are admitted on a six-week trial basis. Parents/guardians will be notified of their child's progress through regularly scheduled progress reports, report cards, and at parent/student/teacher conferences. At the end of the trial period, parents/guardians will be notified if an extension is necessary.

SCHOOL SUPPLIES

Classroom supplies are purchased by the school and are funded by each student's supplies and technology fee (\$100 per student).

TEXTBOOKS

Textbooks should be kept in the best possible condition, as they are on loan to the students. The student is expected to pay for the loss or damage done to any textbook.

TUTORING

Teachers may tutor a student for profit in a subject, if they are not responsible for teaching the student in that particular subject. Class time may not be used for any private lessons or practices.

DISCIPLINE REGULATIONS

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

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

A student who engages in conduct detrimental to the school’s reputation, whether on or off school grounds, can be subject to suspension or expulsion.

DISCIPLINE POLICY

Discipline is based on the fundamental Christian principle of respect for the person of Jesus Christ in each individual. Holy Family Bilingual Catholic School seeks to instill values of responsibility, integrity and empathy. Our priority is to approach each individual situation with an equity lens.

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 entire school community has an obligation to educate the whole child, not only for the present, but also for the future.

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

- Show respect
- Make good decisions
- Solve problems

DISCIPLINE PROCEDURES and FALCON LEADERSHIP PROGRAM

The Falcon Leadership Program (FLP) at Holy Family Bilingual Catholic School is a Positive Behavior Intervention and Support system rooted in equity, consistency, love and moral guidance. As an authentic PBIS system, the FLP is a 3-tiered “behavioral framework used to improve the integration and implementation of behavioral practices, data-driven decision making systems, professional development opportunities, school leadership, ... and evidence-based instructional strategies” (US Department of Education IDEA, 1996). At Holy Family we know that the best proactive approach to preventing behavioral interruptions from students is to design, plan and execute research-based, highly-engaging curriculum and learning opportunities that meet the needs of all of our students. We also understand that our job as educators in a Catholic setting is to educate the whole child. Within Tier 1 of our Falcon Leadership Program, we teach and practice with students the attitudes, behaviors and virtues that we expect of them in the classroom, in the greater school and parish, and beyond. Tier

1 also includes a system for recognizing and rewarding students for behavioral excellence and growth. We have created Tiers 2 and 3 of our FLP in order to have an equitable and clear protocol for behavior incidents as they occur.

Tier	Prevention Description
Tier 1 Universal All	Preventing the development of new incidences of problem behaviors by implementing high quality learning environments for all students and staff and across all settings (i.e. school-wide, classroom, and non-classroom) and positive rewards and opportunities for student leadership.
Tier 2 Targeted Some	Reducing the number of existing cases (prevalence) of problem behaviors that are presenting high risk behaviors and/or not responsive to primary intervention practices by providing more focused, intensive, and frequent responses in situations where problem behavior is likely. (providing further supports and interventions for some students)
Tier 3 Intensive Few	Reducing the intensity and/or complexity of existing cases (prevalence) of problem behavior that are resistant to and/or unlikely to be addressed by primary and secondary prevention efforts by providing more intensive individualized responses to situations where problem behavior is likely.

Falcon Leadership Program Tier 1 Description

At Holy Family, the most important elements of our Tier 1 Prevention include rigorous and highly-engaging curriculum and learning opportunities, and dynamic and differentiated instruction. We explicitly teach the three personal standards, School-wide Learning Expectations, virtues, and Essential Learning Skills that we aim to help develop within our students. As part of our Falcon Leadership Program, students have many opportunities to be recognized and rewarded as Falcon Leaders for their positive behavior choices. Positive recognition of excellent or improved behavior choices may include specific verbal recognition by staff and students, virtue and essential learning skill of the month awards, public Falcon Leader nominations, monthly raffles, and extra privileges and leadership opportunities for our Falcon Leaders.

Falcon Leadership Program Tier 2/3 Description

Tier 2

Though behavior incidents are rare, particularly with our FLP Tier 1 supports in place, part of the learning process for students is making mistakes and learning from them. We view behavior incidents as an opportunity for students to reflect on, correct and restore behavioral choices so that they emerge from an incident having grown in their understanding around how to make better choices in the future.

When a student engages in a behavior that does not reflect our 3 personal standards, an adult may use appropriate corrective or restorative action to guide that student toward better future decision-making. Such consequences may include verbal correction from the supervising adult, reflection time in a quiet place such as the “Falcon Nest”, discussions with the teacher, administrator, or parent/guardian, loss of a classroom or school-wide privilege, or simply having the student practice the norm they failed to follow.

Each time a student chooses to participate in a level 2 or 3 behavior incident, the supervising adult will fill out a detailed, objective referral of that incident and will submit the referral to the appropriate administrator. Repeated level 1 behavior incidents will also result in the submission of a referral. Referrals will be stored in our record-keeping system so that we may monitor behavioral progress of individual students, as well as incidents school-wide.

Should a student receive 5 referrals, the appropriate administrator will contact parents. A Support Team consisting of the homeroom teacher, administrator(s) and parent or guardian will convene to create a Behavior Improvement Plan for the student. This Behavior Improvement Plan will be communicated to all staff members who interact with the student. It will then be implemented and reviewed on an ongoing basis, with frequent communication between the homeroom teacher and family, for a 4-6 week period, at which point it will be evaluated by the Support Team for potential revisions, based on student’s success with the plan in place.

Tier 3

Should a student receive 10 referrals, a Student Intervention Team meeting will be held, consisting of the Principal, Vice-Principal, Pastor, classroom teacher and parent/guardian, resulting in possible further student evaluation, such as for a 504 or ISP, a Student Intervention Plan, or possible disciplinary action, such as expulsion from Holy Family Bilingual Catholic School. Level III and severe Level II behaviors may require immediate action which bi-passes the referral process, including but not limited to, expulsion from Holy Family Bilingual Catholic School.

Should multiple students engage in a behavior incident, the teacher may engage the class in a community circle or restorative circle to discuss and determine consequences with the entire class.

See charts below for detailed descriptions of our Tier 2 and 3 Systems.



HFBCS Levels of Behavior and Consequences Matrix, 2024-2025

Note: This document is to be used as a general guide; behavior incidents will be handled on a case by case basis and outcomes may differ somewhat from this matrix.

Level I Behaviors	Level II Behaviors	Level III Behaviors
Level I behaviors are minor violations. They will result in immediate verbal correction/redirection with possible teacher-directed consequences. No referral necessary unless behavior becomes chronic, in which case it is considered level II.	Level II behaviors are more serious in nature (or chronic level I). They will result in immediate verbal correction, logical consequence and written documentation (referral). Parent/guardian contact is required with Level II behaviors.	Referred to Administrator for further action/consequences/communication. Any behaviors listed below or listed in level two with high occurrence/intensity. Also requires referral.
<ul style="list-style-type: none"> • Rough Play (disrespecting personal space) • “Cutting” in line • Non-compliance with an adult • Behavior inconsistent with expectations of specific school location (classroom/mass/lunchroom/playground) • Uniform violations • Inappropriate language or body gestures • Unauthorized electronic equipment at school (computer games, etc.) 	<ul style="list-style-type: none"> • Repeated or chronic level I behavior • Severe level I behavior • Cheating • Shoving/pushing • Play threats • Inappropriate physical contact or play-fighting • Threats such as hand signals, verbal, middle finger • Bullying • Defiance/insubordination 	<ul style="list-style-type: none"> • Repeated or chronic level II behavior • Weapons • Physical Threats • Racism/hate speech or crime • Fighting • Possession of drugs or alcohol • Arson • Graffiti/vandalism • Bullying (high intensity/occurrence) • Sexual misconduct (consider age) • Skipping school • Theft (occurrence /intensity)

<ul style="list-style-type: none"> • Not being prepared/materials • Put-downs • Loud voice/shouting in building • Running inside the school • Yelling/screaming on the playground • Being late to class • Bringing toys/cards to class 		
Possible Consequences for Level I behaviors: <ul style="list-style-type: none"> - Verbal correction, redirection - Time in Falcon's Nest - Written/verbal apology - Loss of privileges within the classroom (Fun Friday, free-choice time, etc.) - Detention (upper school only) - phone call/email home. 	Possible Consequences for Level II behaviors: <ul style="list-style-type: none"> - Level I consequences - Behavior Improvement Plan - Phone call/email/meeting with parent/guardian - Written/ verbal apology - In-house suspension - Short-term room change - Lunch in alternative setting/loss of choice of seating in lunchroom (upper school only) - Loss of enrichments and/or field trips, or other events - Expulsion - Any other classroom management strategies that the teacher or administrator deem fit. 	Consequences for Level III behaviors: <ul style="list-style-type: none"> - Level II consequences - SIT to determine if outside resources are needed - Student Intervention Plan - In-school or out of school suspension - Expulsion
Referral not required, unless severity of behavior violation deems appropriate or Level I behavior becomes chronic.	Referral required	Referral required



FLP Tiers 2/3 Referral and Intervention System; 2024-25

Referrals 1-4

- Reporting staff submits referral to Principal/VP box or Alma
- Reporting staff reports incident to classroom teacher
- Reporting staff or CR teacher implements redirection/intervention/consequence
- For Level I behaviors, CR teacher **may** contact parent/guardian. For level II/III behaviors, teacher **must** contact parent/guardian via email or phone. Teacher CC's appropriate admin on emails home.
- Admin follows up with email to reporting staff and CR teacher within 24 hours of referral submission.

After 5th Referral

- Administrator calls parent/guardian
- Support Team meeting (appropriate administrator, classroom teacher and parent)
- Behavior Improvement Plan (BIP) created by Support Team
- Behavior Improvement Plan communicated to appropriate staff via email and/or in PLC

After 4-6 Weeks of BIP

- Support Team check-in
- Teacher continues to keep parent/guardian informed (throughout 4-6 wk. period)
- Student continues with supports in Behavior Improvement Plan

After 10th Referral

- Student Intervention Team Meeting (Principal, Fr. José, classroom teacher, parent/guardian)
- Possible evaluation for 504 or IEP
- Student Intervention Plan created and implemented or SIT decides upon expulsion



If any referral is for a significant behavior incident in which a student is a danger to self or others, call Principal immediately.

Reflection and Restoration

Students in grades 5-8 may be referred to Reflection and Restoration during lunch and lunch recess one day per week for behavior incidents that warrant an in-school consequence. Reflection and Restoration will be conducted by the principal, and may include a written reflection of the incident by the student following our Restorative Questions protocol, as well as community service, such as assisting in the cafeteria during lunch or helping the custodian tidy school grounds. Parents will be notified prior to their child's participation in Reflection and Restoration.

Suspension

In-School Suspension

Level II and Level III behaviors may result in an in-school suspension. The student will not be allowed to return to class until a conference is held with the parents, student, teacher(s), and principal. Extreme or serious behaviors can result in an immediate suspension. Persistent and serious offenders may be asked to withdraw from Holy Family Bilingual Catholic School.

Out-of-School Suspension

A student is expected to conduct himself/herself in a manner that is consistent with the Catholic faith. At the sole discretion of school leadership, a student may be placed on suspension for serious misconduct that is deemed to be detrimental to the school or the school's reputation on or off campus, during a school or parish sponsored activity that happens off school grounds, or for continued misconduct after being placed on probation. A student may be suspended for a single serious offense, repeated infractions of the rules, or for the repeated disregard of the general good of the school.

A student may be removed from the school building for a period of time (generally not to exceed 10 school days) pending an investigation of the circumstances and a conference with the student, parents or guardian, teacher(s), and principal. A second suspension for the same or similar infractions may cause the student to be expelled. A psychological evaluation including a risk assessment of the student may be required as part of the documentation steps of a suspension, probation, or expulsion case.

Expulsion

Expulsion is the most drastic course of action for repeated or serious violations of school rules. Expulsion is a serious process and follows the steps outlined under suspension unless the seriousness of the circumstances necessitates immediate action. In cases of expulsions, parents and/or students have the right to request an appeal. The information for due process is available to those concerned in the Archdiocesan Policy Handbook. This handbook is kept on file for reference in the school office.

Due Process

The principal has the right, if necessary, to exclude a student from all school activities during the time of due process. If a student has been expelled from the school, the parents/guardians may request a hearing from the school. 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 expulsion. If a reply is not received within this five-day period, the hearing is waived and the expulsion from Holy Family

Bilingual Catholic School is final.

If a hearing is requested, it is held within five school days of receiving such a request. The hearing committee will consist of the pastoral leader or his designee, the principal, and a designated teacher. 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.

HARASSMENT/BULLYING

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 a student, staff member, volunteer, and/or parent. Holy Family Bilingual Catholic School will promptly respond to allegations of harassment and bullying and take each allegation seriously. Holy Family Bilingual Catholic School will review and investigate such matters in a professional and timely manner.

1. 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 email or social media will not be tolerated.
2. 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.

Conflict

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

Harassment

Harassment is defined as any intentional electronic, verbal, physical, visual, or written act including, but not limited to, one shown to be motivated by a person's perceived race, ethnicity, genetic information, sexual orientation including gender expression or identity, color, religion, gender, national origin, age, or disability, or that of his/her relatives, friends, or associates, when the electronic, verbal, physical, visual, or written act:

- (A) Physically harms a student or damages the student's property;
 - (B) Has the effect of substantially interfering with a student's education;
 - (C) Is so severe, persistent, or pervasive that it creates an intimidating or threatening educational environment; or
 - (D) Has the effect of substantially disrupting the orderly operation of the school.
- and that creates an intimidating, hostile or offensive school environment.

Descriptive Terms

1. Verbal Harassment: Includes, but is not limited to, harassment involving derogatory comments, jokes or slurs; belligerent or threatening words between individuals; offensive, negative remarks.
2. Physical Harassment: Includes, but is not limited to, harassment involving unwanted deliberate touching, pinching, punching, kicking, bruising, or patting.
3. Visual Harassment: Includes, but is not limited to, harassment involving derogatory, demeaning or inflammatory pictures, posters, cartoons, written words, drawings, novelties, computer-generated images and memes, and both body and facial gestures.
4. Sexual Harassment: Means harassment that includes, but is not limited to unwelcome sexual advances, requests for sexual favors, sexually motivated physical contact, sexually suggestive remarks, gestures or jokes, or other verbal or physical conduct or communication of a sexual nature if:
 - (A) Submission to that conduct or communication is made a term or condition, either explicitly or implicitly, of obtaining an education or employment;
 - (B) Submission to or rejection of that conduct or communication by an individual is used as a factor in decisions affecting that individual's education or employment; or
 - (C) That conduct or communication has the purpose or effect of substantially interfering with an individual's educational or work performance, or of creating an intimidating, hostile, or offensive educational or work environment.
5. Online Harassment: Includes, but is not limited to harassment involving emailing, texting, tweeting, or posting indecent and/or demeaning writings, cartoons, memes, or pictures via social media.

Uncivil or unkind behavior towards others that does not meet the above standards for harassment may still subject a student to disciplinary action.

Bullying and Cyberbullying

Bullying is 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:

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

Cyberbullying is bullying that takes place using electronic technology. Electronic technology includes but is not limited to 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. Reports of harassment and bullying should be made immediately to faculty, staff, and/or the principal. Once an allegation of harassment and or bullying has been reported, the principal, under the discretion of the Pastoral leader, will adhere to Archdiocesan policy and follow through on the investigation of the allegation.

Uncivil or unkind behavior towards others that does not meet the above standards for bullying may still subject a student to disciplinary action.

Threats

Any threat by a student to inflict harm to self or others will be taken seriously and addressed promptly. Threats should be reported to the principal or lead teacher, who will decide if police support or notification is needed. The police will be notified about threats when it is deemed necessary. If a student has been threatened, the principal or lead teacher shall notify the student's parents/guardians promptly.

Any student who makes an intentional verbal or physical threat to cause a person's death, or who makes a threat about guns or explosive devices, will be suspended or expelled and the police will be notified.

Retaliation/False Allegations

Retaliation is prohibited and will result in appropriate discipline. It is a violation to threaten or harm someone for reporting harassment, intimidation, or bullying, or to threaten or harm someone who participates in an investigation of harassment, intimidation, or bullying. It is also a violation of school rules to knowingly report false allegations of harassment, intimidation, and bullying. Individuals will not be disciplined for making a report in good faith, even if the report is found not to be substantiated. However, persons found to knowingly report or corroborate false allegations will be subject to appropriate discipline.

VIOLENT BEHAVIORS

Holy Family Bilingual Catholic School strives to maintain a safe, respectful, Christian environment. Violence of any nature will not be tolerated. Violence can manifest itself in various ways. Major offenses may warrant an immediate conference and the implementation of suspension, required withdrawal, or expulsion. These actions may result from any serious or chronic conduct, whether inside or outside the school, that is detrimental to the reputation of the school.

The following are examples of infractions requiring action:

Aggressive or Reckless Behavior

Aggressive or reckless behavior which jeopardizes the health, safety, or welfare of the student, other students, the greater community, or staff members will be subject to disciplinary action.

Alcohol and Drug Policy

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

1. The selling, possession, distribution of and/or social media or other reference to alcoholic beverages, drug paraphernalia, controlled substances including marijuana, or any substance considered to be such, is a major violation. Students who knowingly do so will receive a long-term suspension or expulsion. Legal authorities may be notified. Controlled substances include, but are not limited to, narcotics, amphetamines, marijuana, hallucinogens, barbiturates,

and prescription or non-prescription drugs of any nature whatsoever. In order to return to school students will be required to state where and how they obtained the drug or alcohol.

2. Students under the influence of any alcoholic beverages, controlled substances, including marijuana, or other illegal substances considered to be such will receive a long-term suspension or expulsion. Legal authorities may be notified. In order to return to school, students will be required to state where and how they obtained the drug or alcohol and may be required to obtain a drug/alcohol assessment and follow any recommendations.

Any medication a student requires during the school day must be kept in the health room or school office (as discussed further below) and administered by school personnel, a parent, or a parent-designated adult consistent with written authorization from the licensed health care professional. Students will not be permitted to consume prescribed cannabis products on school grounds, school transportation, and/or at school activities.

Assault or Intentionally Causing Physical Injury

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

Hitting, biting, or kicking another student, whether intentionally or during play, is not tolerated. Students who engage in this type of behavior may receive an in-school suspension. For severe cases, parents will be called, and the student must go home.

Criminal or Gang-Like Activity

Criminal or gang-like activity or membership in a criminal street gang is not permitted. Criminal street gang is defined as any ongoing organization, association, or group of three or more persons, whether formal or informal, having as one of its primary activities the commission of one or more criminal acts. Criminal / gang-like activity shall not be tolerated on school/parish grounds or at any school/parish-sponsored activity. Students shall not wear/display explicit gang-like symbols or display gang-like symbols. Violation may result in expulsion, suspension, and/or other appropriate disciplinary action as deemed appropriate by the principal.

Cheating

Holy Family Bilingual Catholic School strongly stresses that doing one's best work is more important than the grade; however, if a student is cheating on a test, quiz or any assignment, or forges a signature on any test, note, or report, the person cheating will receive a failing grade on the test or assignment, and any person facilitating the cheating will also receive a failing grade on the test, quiz, or assignment. An additional behavioral consequence will also be administered to all parties that are involved in the cheating incident. Cheating in any form is clearly dishonest and unacceptable.

Such cheating may include:

1. leaving books or notebooks open during a test period, unless students are instructed by the teacher to do so

2. writing answers on desk tops, clothing, or on hands, legs, arms and other parts of the body
3. looking on another's test paper
4. copying another student's assignment and/or homework
5. talking with another student during a test period
6. writing down answers copied from others when tests are handed in
7. talking with students from previous class periods in order to get test information
8. using or attempting to retrieve digital information from a cell phone or similar device and then accessing such material during an exam, quiz or test
9. handing in a paper for credit which has already been graded in another class, without the approval of the teacher

Disturbances

It is against the rules to willfully create a disturbance on school premises during school hours or at school activities or meetings. It is also against the rules to repeatedly create a disruption of the learning environment in the classroom.

False Fire Alarms and Fire

Any student involved with activating a false fire alarm is subject to disciplinary action by both school and legal authorities. Under the law, false fire alarms can be a misdemeanor subject to a fine up to \$1000.

Arson is a felony. Any student who sets a fire on school premises will be subject to discipline and referred to law enforcement for a potential charge of arson or reckless burning. Igniting matches, lighters, or other similar devices is prohibited. A student who engages in this behavior will be suspended or expelled.

Forgery

The forging of a signature of a parent, guardian, staff member, or another student on any letter, note, or report to the school or on any school document where a parent signature is required will result in a disciplinary action.

Gambling

Gambling on school/parish grounds is illegal and not allowed.

Hazing

Hazing in any form or of any type is not allowed at Holy Family Bilingual Catholic School and can result in suspension or expulsion from school.

Insubordination

Any student who is insubordinate or defies the authority of any school personnel or parent volunteer is subject to disciplinary consequences.

Leaving School Grounds without Permission

Any Holy Family Bilingual Catholic student who leaves the school grounds without permission from the school will receive a suspension or expulsion for his or her actions.

Plagiarism

Students should not plagiarize (or use as their own, without citing the original creator) content, including words or images, from any source, including the Internet. Students should not take credit for things they didn't create themselves, or misrepresent themselves as an author or creator of something found online. Research conducted via the Internet should be appropriately cited, giving credit to the original author.

Students who use plagiarized material will be subject to a reduction in grades and disciplinary consequences.

Profanity

Swearing, profanity, vulgarity, or obscenity by any person on school/parish grounds or during school-sponsored activities will not be tolerated. Students engaging in such conduct will be subject to discipline. Students are likewise not allowed to play videos, music, or other recordings that contain profanity, vulgarity, or obscenity.

Respect of Property

All students are expected to respect and care for all property of the school. Any student or students found damaging, defacing, or destroying school property will be required to pay for the damage or loss. Willful destruction or defacement of school property at any time is cause for suspension or expulsion. Student grades and transcripts will be withheld until all costs from damages have been paid.

Smoking

Cigarette smoking, e-cigarettes used for vaping, JUULing (jeweling), and other similar conduct by students will not be tolerated at any time on the school/parish premises or at school-sponsored activities or on school transportation. Students caught smoking will receive a suspension and or expulsion for their actions.

Theft

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

SEARCHING STUDENT'S BELONGINGS

Holy Family Bilingual Catholic School has the right to search anything that a student brings onto the school campus. In addition, the school has the right to search backpacks and/or lockers at any time.

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 knife, 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 for school purposes 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, loaded firearms will not be allowed inside school facilities except for security and law enforcement personnel.

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

Any fireworks or explosive (including, but not limited to M-80s and other high-powered fireworks) will be considered dangerous weapons capable of causing grave bodily harm. Both the police and the fire marshal will be notified in the event a student is found to be in possession of such items..

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 who uses or displays a weapon may be guilty of a felony assault. Police referral for criminal charges is required.
2. Emergency expulsion shall be immediately implemented for any student who brings a firearm onto school premises, school transportation, or in facilities being used exclusively for school purposes. The student should be prohibited from coming onto 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 school 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

Weapon Procedures - (Continued)

6. outlined in the school handbook. During the appeal process, the accused must honor the “no trespassing” order.
7. As specified in the Federal Gun Free Schools Act of 1994, the principal may modify the expulsion requirement on a case-by-case basis.
8. These procedures shall be construed in a manner consistent with the individuals with disabilities education act, 20 U.S.C. Sec. 1401 et seq.

DAILY SCHEDULE

School begins promptly at 8:00 A.M. each day and dismisses at 3:00 P.M. on Monday, Tuesdays, Thursdays and Fridays, and 12:00 PM on Wednesdays. Children may arrive beginning at 7:50 A.M. and proceed directly to their classrooms. Families may participate in the Before and After School Supervision program for an extra monthly fee, bringing students as early as 7:00 and retrieving them as late as 6:00PM. Children arriving before 7:50 AM or staying past 3:00 PM and not participating in after-school programs will be sent to the BASS program, and parents will be billed accordingly. Families may inquire at the office regarding current BASS rates. Students are not allowed to leave the grounds without being signed out by a parent or designee once they have arrived at school.

CALENDARS

The school year calendar is sent home via email as soon as it is approved for the following year and is available on the school's website. Weekly newsletters are sent home on Fridays with updates to dates and events. The school calendar is subject to change, but not without sufficient notice. Should a change be made after the school calendar is distributed, families will be notified via email and through the school's website.

ATTENDANCE

Absences

Holy Family Bilingual Catholic School hours are from 8:00 AM to 3:00 PM. Students must attend school regularly and be punctual. Absences are recorded by the homeroom teacher each day. When a student is absent from school, parents must verify the absence by phoning the school office [206-767-6640] or emailing schooloffice@holyfamilybilingual.org as well as their child's teacher before 8:45 AM..

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, which 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.

Missing school for any reason is considered an absence. Students who miss school or a class because of any absence may be provided an opportunity to make-up work. Failure to make up assignments or tests may result in an adverse effect on grades.

Tardiness

The school day starts at 8:00 AM and a student is considered tardy if he/she is not in his/her classroom at 8:00 AM. All students arriving after 8:00 AM must check in at the office and go directly to class. Teachers will mark students late. Frequent tardiness is disruptive to the teacher and students in the class and can adversely affect the education of the child who is tardy.

Appointments

Every effort should be made to arrange medical and dental appointments for times outside of the school day. See the School Calendar to note in-service days, holidays, and early dismissal times. If a student does need to leave for an appointment, parents must go to the school office to sign the student out and return to sign the student back in. If a child is gone from school for more than three hours, it is considered a one-half day absence.

Vacations

Daily attendance is an integral part of the educational experience at Holy Family Bilingual Catholic School. The classroom interaction between students and teacher, as well as more formal instruction, is extremely important and cannot be readily replicated. Lengthy absences may interrupt student learning. Student absences for family vacations, travel, or other reasons are highly discouraged. The school calendar is published months in advance of the following school year. Please refer to the school calendar prior to planning family vacations, and arrange trips during school breaks. Students are responsible for all work assigned during their absence.

Inclement Weather

When inclement weather makes it necessary to close the school, parents will receive notice via but not limited to email, the Holy Family Bilingual Catholic School website, KOMO and KING websites, local TV channels and social media. The school may also utilize text messages and automated calls to families regarding closure alerts. When possible, school closures will be announced prior to 6:30AM. Please check for emails and listen to early morning broadcasts, always looking 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.

If the weather turns hazardous during the school day, parents will be notified and are expected to pick up their children as soon as possible. All missed instructional time lost due to inclement weather and school cancellation will be made up at the discretion of the principal.

UNIFORMS

Policy

Holy Family Bilingual Catholic School maintains a strong tradition of school uniforms that reflect school pride, modesty, and appropriate regard for personal appearance. Every student is expected to be in uniform every day. Failure to cooperate with the uniform policy will result in uniform infractions.

Where to Purchase

New uniforms are available through the French Toast website or anywhere French Toast uniforms are sold. Used uniforms are available for purchase or trade through the Holy Family Bilingual Catholic Parent Club or Organization.

Expectations

Parents are expected to help children keep the school uniform code. At Holy Family Bilingual Catholic School we wear uniforms because:

1. They represent our Catholic school image and tradition.
2. They discourage differences brought about by various income levels, thus eliminating unnecessary peer pressure and allowing the attention of the students to be directed to learning.
3. They assure that the dress standards of the school emphasize neatness.
4. They promote an image of pride both at and away from school and help create a positive climate of discipline and responsibility.
5. They are less costly to families and more easily maintained.
6. They promote an attitude of moderation and modesty.

Student Uniform Rules:

1. Students will be in uniforms that fit properly and are neat and clean.
2. Students will be in uniforms that are in good repair.
3. Uniform shirts and blouses must be worn under a navy blue sweatshirt, sweater or vest and are to be tucked into their pants/skirts. Shirts and blouses do not have to have the school logo. However, they must not have additional logos or designs.
4. T-shirts worn under the uniform shirt or blouse must be plain white.
5. No non-uniform sweatshirts, large shirts, sweaters, jackets will be worn during school time.
6. All hats are to be taken off as students enter the building.
7. Students are not allowed to write on any part of their bodies, as this creates a distraction in the classroom.
8. Students always wear “perfect” uniforms for Mass days, picture days, and other special events. No sweatshirts are permitted on perfect uniform days.
9. Tuesdays are “spirit days” at Holy Family. Students may choose to wear a Holy Family spirit t-shirt and/or sweatshirt. Camp sweatshirts are also permitted only on Tuesdays.

Appearance

Make-Up - Middle school students whose parents allow them to wear makeup shall wear it lightly and tastefully. Makeup shall not be applied during the school day. Fingernail polish is considered makeup. Students may wear clear or pale pink nail polish only; Other nail polish colors, French Manicures, and designs on nails are not allowed. Artificial fingernails are not appropriate and not allowed.

Hair - Hair must be natural colors. Hairstyles or colors that draw attention to the individual are not acceptable. Hair ornaments should complement the colors of the uniform and not be distracting. Hairstyles deemed distracting by the faculty and/or the administration are not appropriate.

Belts - Boys in grades 3 – 8 may wear belts with pants. Belts will coordinate with uniforms: black, blue, gray or brown in color. Pants must be worn at an appropriate height.

Blouses/shirts – **Preschool - 4th Grade:** Short-sleeved white or navy blue blouse with Peter Pan or sports collar; short-sleeved button-front white or navy blue knit with collar (polo shirt). 5th - 8th grade: Same as above but in navy blue only. All blouses and shirts must be tucked into the waistband. **NO logos**, trim or crests are permitted.

Coats – Coats/jackets are a requirement between October and April. Coats may not be worn in the classroom. They are to be hung in the coat areas except during recess or P.E.

Jewelry – Should be simple, not distracting, dangling or overly large, or of a color or style that does not compliment the uniform. **Earring guideline: earrings should be the size of a dime or smaller.** No jewelry should be worn which would impact the students' safety.

Jumpers, skirts, and skorts – Girls in Preschool - 8 may wear the Campbell plaid jumper or skirt (to be worn within **2 inches** of the knee) or a khaki skirt. Shorts should be worn under the jumper, skirt, or skort but may not be visible. Girls may wear tights or leggings in cold weather.

Pants - All pants must be a uniform-style pant. Students in grades Preschool -- 8 wear plain khaki pants. Pants must not have contrasting stitching or adornments, and be ankle length, straight legged, and hemmed to shoe tops. Pants must be worn snugly around the waist and may not be baggy and oversized. No cargo-type pants are allowed.

Shoes – Students must wear casual or tennis shoes. They should be colors that coordinate with the uniform: black, white, blue, navy blue, brown, gray, or dark green. No print, plaid or bright neon colors. Plain matching **white laces** are acceptable and all shoes must be tied for safety purposes. Velcro laces are acceptable. No sandals, slip-ons or slippery-soled party shoes. No flip flops.

Shorts – Students may wear uniform khaki walking length shorts in cotton twill (not knit or athletic style). They may be worn from the start of school through October 31st and from April 1st to the last day of school. Shorts must be worn within 2 inches of the knee.

Socks - All students are to wear socks at all times. They should be colors that coordinate with the uniform: black, white, navy, brown, gray, or dark green. Girls may wear knee-highs, anklets or coordinated tights during cold weather. All socks should be plain without adornments, logos, or lace. Tights in the above colors are allowed (no leggings) during the winter months.

Sweaters, Vest or Sweatshirts – Uniform sweaters, vests or sweatshirts are a part of the full uniform. There are many comfortable choices available to complement your student's uniform.

Miscellaneous -

No facial piercing of any kind is allowed.

No visible or body tattoos are allowed.

If students arrive at school not in the designated uniform, they will be asked to change into an extra clean uniform of the appropriate size kept in the office.

Non-Uniform Days

Occasionally the school will announce non-uniform days. It is the parents' responsibility to send their children in appropriate attire for school. Dress on these days must be neat, modest, and appropriate for school. Students may not wear cut-offs, tank tops/spaghetti straps, mini-skirts, spandex-type fashions, sweat clothes or yoga pants, or T-shirts with sayings or designs which advertise drugs, alcohol, or any other inappropriate subject matter or sexual innuendos. Shirts, sweatshirts, and dresses must cover the shoulders. No exposure of the mid-drift is allowed. Shorts must always be of walking length, not athletic type or oversized, below the knee style. Shorts may only be worn from the start of school through October 31st and from April 1st to the last day of school. No leggings, jeggings, skinny, or tight jeans are allowed on non-uniform days. Jeans must be in good repair and may not be ripped, have holes, or any adornments on them. Sweatpants (including yoga pants) and tracksuits are not allowed. Uggs and shoes with heels are not allowed on any day.

Spirit Day: On special days designated as "Spirit Day" all students are welcome to wear a casual uniform. This includes any Holy Family Bilingual Catholic School sweatshirt or T-shirts; this includes CYO or camp sweatshirts or t-shirts. If a student chooses not to participate in T-shirt and Jeans day, then they may always wear their uniform.

PE Uniform:

Students in grades 6-8, are permitted to wear a PE uniform one day per week. PE uniform consists of a Holy Family spirit t-shirt, black, navy blue or dark gray athletic pants or shorts and sneakers. Please see student schedules for which day of the week they have PE.

Lost and Found

All clothing and personal items should be clearly marked with the child's name. Marked clothing is returnable. Lost and found inquiries are handled through the school office. Items not claimed are donated to charity at the end of each trimester.

EDUCATIONAL RECORDS

Educational records are the property of the school, are confidential and require a written release to be forwarded.

Education records are available to parents and others as provided by the Family Educational Rights and Privacy Act (FERPA) 20 U.S.C. 1232g and the regulations of 34 C.F.R. Part 99.

Parents may request to examine the student's permanent record folder and/or test results by contacting the principal. Please make your written request at least 5 school days before information is desired. Student addresses, telephone numbers, and class lists are also considered to be confidential. Parents are asked to promptly inform the school of any change in address, phone number, marital status, etc. A copy of any court orders impacting parental rights or custody should be provided to the school. Requests from families not to have telephone numbers given out (printed in the Family Directory) will be honored. Parents are required to indicate on the emergency form if their phone number is unlisted.

Transfer of Student Records

If a parent is registering a child in another school, Holy Family Bilingual Catholic school will release the student's records upon receipt of a "Request for Records Form" from the school where the student is enrolled or intends to enroll. The records will be sent directly to the new school, not given to parents to deliver, and all debts/fines or unfulfilled contract obligations owed to the school by the parent, must be discharged before records are forwarded.

Types of Records

1. Health cards and records of immunizations are retained by the school. Original health records are forwarded to the student's next school.
2. Permanent record cards are retained at the school. A copy of this record is forwarded to the new school at the time of transfer.
3. Sacramental records are kept in the student's official file, and recorded at the parish office where sacraments were first received, to document the sacraments of Baptism and First Holy Communion.
4. Attendance records are kept for each student. Total days absent and tardy are transferred from daily attendance rosters to the permanent record card. Detailed attendance logs are kept on file at the school for seven years.
5. Transfer of records is made at the time of an authorized request by the receiving school. All records are mailed. All tuition and other fees must be paid in full prior to transfer.

6. Disciplinary records are kept in the principal's office while a student is enrolled at Holy Family Bilingual Catholic School and then destroyed. Disciplinary records are not part of the permanent record unless the student has been suspended or expelled.
7. Emergency care information for each student is kept on file in the school office. Parents are asked to update this information each fall or when necessary, during the school year, in order to ensure the safety of their children.

Family Educational Rights and Privacy Act (FERPA)

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. They are:

1. The right to inspect and review the student's education records within 45 days of the request for access. Parents or eligible students should submit to the school principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
2. The right to request an amendment of the student's education records that the parent or eligible student believes are inaccurate or misleading. Parents or eligible students may ask Holy Family Bilingual Catholic School to amend a record that they believe is inaccurate or misleading. They should write to the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and advise them of the right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception that permits disclosure without consent is disclosure to school officials with legitimate educational interests.
4. A school official is a person employed by Holy Family Bilingual Catholic School as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, or assisting another school official in performing his or her tasks. A school official has legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, Holy Family Bilingual Catholic School discloses education records without consent to officials of another school district in which a student seeks or intends to enroll. (NOTE: FERPA requires a school to make reasonable attempts to notify the student of the records request unless it states in its annual notification that it intends to forward records on request.)
5. The right to file a complaint with the US Department of Education concerning alleged failures by Holy Family Bilingual Catholic School to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is: Family Policy Compliance Office US Department of Education 600 Independence Avenue, SW Washington DC 20202-4605

PARENTS AND GUARDIANS

Non-Custodial Parents

The school abides by the provisions of the Buckley Amendment with respect to the rights of non-custodial parents. Non-custodial parents have 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.

Divorced or Separated Parents

Our school exists to aid parents in the education of their children. As such, the focus and advocacy of the staff will always default to the benefit of the child. We will not position ourselves between parents in disagreements over custody rights and issues. In the absence of an official court document specifying the contrary, we will communicate and facilitate relationships with all legal guardians of each student. It is the responsibility of the custodial parent to provide any pertinent documentation that would alter this procedure

Upon registration or change in status the parent must file a court-certified copy of the current parenting plan or residential schedule with the school office at the time of registration, or change in status. The school will not be held responsible for failing to honor arrangements that have not been made known. The person who signs the tuition contract is the person who will be held financially responsible for all obligations. Any modifications to the tuition contract must be made in writing and have the approval of the principal.

PHONES AND ELECTRONIC DEVICES

Cell Phones

Students are asked not to bring cell phones or other personal electronic devices to school. If a student must bring a cell phone due to safety reasons before or after school, they must turn their phone off and turn it in to their teacher at 8:00AM upon arrival to school. If there is a legitimate reason to make a phone call home, students will be assisted by a faculty or staff member to call parents using a school phone. Teachers will return phones to students at the end of the day. However phones should be put away in backpacks at that time until students are outside and in the care of parents or guardians. Earbuds and headphones must not be worn during the school day, even if they are turned off. Holy Family Bilingual Catholic School strongly discourages students from bringing their personal devices. If an electronic device is lost, Holy Family Bilingual Catholic School will not be held responsible for the loss. Students who choose to bring their personal devices take the risk of damage, loss or theft. Students who are seen with their cell phone during any time of the school will have their phones confiscated and turned into the principal. The student may pick up their phone from the principal at the end of the day and a meeting may be requested with the parent.

Office Phone Use

The School Office is open from 7:30 AM to 3:30 PM. The school telephone is available for business use only. Students may use the phone in the office for emergencies and with permission only. Arrangements for after-school activities and rides home should be made outside of school time.

Electronic Devices

The use of electronic communication devices during normal school hours is prohibited; these include but are not limited to Smart Watches, electronic games, I-pods, and other hand-held games or music devices.

The use of any technology-oriented device in school must have an educational focus and purpose. If a particular electronic communication device is to be used for educational purposes (i.e. iPad or Kindle), the school administration and/or teacher will provide parameters for its use. The school retains the right to confiscate these devices if they interfere with the learning environment. The use of camera features on any electronic or communication device to take unauthorized pictures and/or videos at any time is prohibited.

The use of any electronic communication device during a test shall be considered as, and treated as cheating.

COMMUNICATION

Consistent communication between the school and home is an important component of a positive educational environment and is highly valued at Holy Family Bilingual Catholic School. Correspondence from the school is delivered to families in several ways including but not limited to email, telephone, and a weekly newsletter sent via email. Important information such as weekly/monthly school and classroom newsletters, yearly and monthly calendars, school and parish flyers, and Holy Family Bilingual Catholic items, CYO forms, and other materials may be sent via email to every family. In order to be well-informed of academic and community news, it is essential that each family take time to open and read the school emails and newsletters when they arrive.

With Principal

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

With Faculty

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

Parents are reminded of their responsibility to support the authority of school personnel by refraining from gossip or negative commentary in the presence of their children, and to consult the faculty or staff at the school before forming a final opinion on an incident that occurred at school. Any situation involving a child and a particular teacher should be discussed with that teacher, as well as the child. Generally, when the parent, child, and teacher come together face to face and share all sides of the story, these matters can be resolved quickly and to the satisfaction of all parties. Parents are asked to respect confidentiality policies and not speak to other parents regarding students at Holy Family.

Electronic

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

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

Directory

The Holy Family Bilingual Catholic school directory is provided as a courtesy for the convenience of school families and includes each student's name, grade, family members' names, addresses, phone numbers and email addresses. Please notify the school office of any changes as soon as possible so all information is current. Parents who do not wish to have this information published must notify the school in writing no later than the third week of each school year. It is to be understood by families requesting this omission that they will still be contacted by phone or mail by school staff and volunteers authorized to do so. The directory is updated annually in late September and sent to families electronically. The Holy Family school directory is intended solely for the use of Holy Family Bilingual Catholic school families and employees to strengthen their mutual support and the education of Holy Family Bilingual Catholic school students, and any other use of the information in this directory is strictly forbidden.

Emails

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

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

Social Media

Engagement in social networking and online blogs or postings shall result in disciplinary actions, including expulsion, if the content of the student's blogs or postings includes defamatory comments regarding the school, a person's dignity, bullying, harassment, threats, or other inappropriate comments that are contradictory to Catholic teaching and/or interfere with the educational environment of the school. Holy Family Bilingual Catholic School students and their parents must adhere to and sign the Holy Family Bilingual Catholic School Student Computer and Internet Agreement.

HEALTH CARE

Communicable or Contagious Disease

Students with contagious diseases should be treated with justice and respect in every way consistent with protecting the safety of those not afflicted with such diseases.

Schools shall act to limit the spread of contagious diseases in order to preserve and protect the health of students and staff. Staff shall report to the school administrator or designated person any individual suffering from a communicable disease or one suspected of being contagious.

Parents will notify the school of a diagnosis of a contagious disease. The administration will notify other parents and/or the health department, if necessary, to stop the spread of the disease. Before returning to school the student must be past the period of communicability, that is: **free of fever without medication, vomiting, and/or diarrhea for 24 hours, and be able to participate in normal classroom activities.**

All employees and health volunteers who work in schools will be trained in appropriate methods of responding to situations that involve human blood and other body fluids and solids and will have available to them the materials necessary for making a response.

Health Room

A Health Aid room is located near the school office. This room is staffed by school staff and volunteers, who will check children's temperatures, treat minor injuries, conduct health and vision screenings, and maintain student health records. All medications will be kept in the office.

Medication

Holy Family Bilingual Catholic School may provide for the administration of oral medication, topical medication, eye drops, ear drops, or nasal spray to students who are in the custody of the school at the time of administration (RCW 28 A 210.260); however, Holy Family Bilingual Catholic School must have on file a written licensed health professional authorization form to administer medication. This form must be current and unexpired. Necessary medications are provided by the parent/guardian and kept in the school office. No medication is to be kept in the classroom. Medications will be dispensed only from the original container provided by the pharmacy. Only a designated and trained staff member(s) will administer medication.

Students at Holy Family Bilingual Catholic School are not permitted to have either prescription or non-prescription medication in their possession while at school. Emergency medications shall be kept in an appropriate, easily accessible location which allows for prompt response in case of an emergency. Medication that requires injections should only be administered after training by an R.N. or M.D, written, signed and current permission from parent or guardian, and identification of staff members who may administer the medication.

1. An emergency allergy self-injector (i.e. an EpiPen), may be allowed to accompany the student throughout the school day only after it has been determined to be necessary by the school administration on a case-by-case basis. An emergency allergy self-injector (i.e. an EpiPen) may only be administered after training by an appropriate medical professional, written, signed, current permission from parent or guardian, and identification of staff members who may administer the medication.
2. Students needing to use an inhaler may carry one on their person at all times once approved by school administration and documented in the student's medication file.

Sharing of medication in any way, including both prescription and non-prescription drugs, is prohibited.

Counseling and Referrals

School support counseling is available through various local agencies such as Catholic Community Services.

Counselors may see a student for up to three times without parental notification and consent. After the third visit, parents will be notified. If serious concerns exist, parents will be promptly notified whenever the concerns arise. Counselors and teachers will keep confidential information entrusted to them so long as no one's health or safety is at stake.

Other family arrangements are welcomed and encouraged. If a situation warrants, school staff may suggest the help of one of these third-party services, such as Care Solace, to shed additional light on some need or concern. Since we do not yet have the resources for on-site counseling, it is important that such a recommendation be acted upon as soon as possible. Our staff pledges its best effort to help

you educate your child. Even then, our efforts, combined with yours, may not be enough. An outside professional, in dialog with you and the teacher, will usually net speedy results. If you have any questions at all about your child's progress or emotional well-being, give us a call sooner than later. Contact your child's teacher or administrator.

Sometimes it is necessary for the school to make a report to Child Protective Services. State law requires notification to this agency (and/or law enforcement) within 48 hours of any professional school personnel having reasonable cause to believe that a student has suffered abuse or neglect. We reserve the legal right to not inform the parent about this referral, depending upon the situation. CPS makes the determination on the severity and follow-up, depending upon the information available at the time and any previous record of the case. If you desire more information as to the procedure for such referrals, please contact the School Office.

REPORTING SUSPECTED SEXUAL OR PHYSICAL ABUSE OR NEGLECT

Church and school personnel and **volunteers** who have reasonable cause to believe that a child or vulnerable adult has suffered abuse or neglect shall report such incident, or cause a report to be made, to the proper law enforcement agency or to Washington State Department of Social and Health Services (DSHS) at 1-866-END-HARM (1-866-363-4276) at the first opportunity, but no later than forty-eight hours after they decide reasonable cause exists. Anyone who has knowledge of sexual abuse or misconduct by a member of the clergy, Archdiocesan employee, or volunteer is also urged to call the Archdiocesan Abuse Helpline, at 1-800-446-7762, within, or no later than, 48 hours of learning of alleged abuse. If the alleged abuse involves a teacher or principal, the Office of Professional Practices in the Office of the Superintendent of Public Instruction at 360-725-6130 must be notified by the Catholic Schools Department.

“Reasonable cause” means a situation that would motivate a person of ordinary intelligence under the circumstances to believe, based on observations or conversations that a child has been or is being abused.

Immunizations

Prior to entry, attendance or transfer to a Level 1 Catholic preschool through high school in the Archdiocese of Seattle, students must present proof of having had the immunizations as required by Washington State law RCW 28A.210.060 through 28A.210.170.

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

EMERGENCIES AND CRISIS PROCEDURES

It is important to prepare for any crisis in the best way possible. After consulting with several schools, districts, OSPI, FEMA, and local fire/police departments, Holy Family Bilingual Catholic School has formulated an on-going working comprehensive plan to help ensure the safety and protection of all adults and children in our care.

If school must be closed due to any emergency during the school day, families will receive notice via the Holy Family Bilingual Catholic School website, email, automated KOMO and KING Websites, KIRO radio station, and KOMO and KING TV channels. Students will be released from school if the principal determines that it would be unsafe for children to reenter the building. Children will only be released to parents, guardians, or those authorized by parents or guardians. Your help in providing and completing accurate information on the emergency forms is essential in ensuring immediate and successful response. If the phones are working, the school personnel will attempt to notify the parents of the school closure. Some school staff will remain at the school until all children have been picked up. If the entire student body must be moved from the school premises, a designated adult will remain on the premises with instructions for parents or designated guardians.

Emergency Form

The school must have an emergency form on file for EVERY student in the school. If any information changes during the year, the office should be notified immediately. It is very important that the school be able to easily and quickly reach at least one parent or specified responsible person during the school day. If you are going to be out of town, we ask that you advise us as to what procedures to follow and who to contact if there is an emergency with your child.

General Emergencies

If a child becomes ill during the day, the teacher will send that child to the office to be evaluated and/or arrange for a parent to pick him/her up. If the child will not be returning to the classroom, a messenger will send the student's book bag/coat and schoolwork to the office. Any other dismissals must be reported to the office. If the office initiates the action, the teacher will be notified of the reasons for dismissal.

All accidents at school are reported to the school office. Serious accident victims will not be moved until emergency personnel evaluate the student. The supervising adult will remain with the student while someone else goes to the office to seek help.

1. Student illnesses--Teachers are always on alert for signs of illness of a contagious nature. Such cases are reported to the school secretary or principal. If the child has been ill and returns to school, it is important that he/she return well enough to be able to participate in normal activities, go outside for recess, etc. Children with a fever should remain at home and be fever free without the use of fever reducers for at least 24 hours before returning to school. If an unexplained rash appears, students will be sent home and asked to receive a medical evaluation before returning to school.
2. First Aid--The principal and school office staff should be notified of any student who has received a head injury at school. Any signs of concerns will be reported immediately and parents will be contacted. Any student who is observed to, or is suspected of, suffering a significant blow to the head or collides hard with another person or object, may have sustained a concussion. Any student who is suspected of having a concussion either based on the

disclosure by the student, observed or reported symptoms, will be removed from activities and observed until an evaluation can be completed by a medical provider.

3. Teachers/staff will call 911 when any serious accident occurs. The school keeps records of all calls made to 911.
4. Student accidents or injuries resulting in hospitalization, emergency, or doctor's care should be reported using an accident form sent to the Archdiocesan insurance provider, within 24 hours.
5. Medications--School policy does not allow any medicines to be given to students unless there is a written authorization form from a physician and the parents (see above).

Fire Drills

Fire drills are held monthly in accordance with Washington state law. Ordinarily, these are unannounced and occur at different times within the schedule. Each class has an emergency backpack and first aid kit that travels with them during times of drills.

Earthquakes

1. Instructions on what to do during an earthquake:
 - a. Remain calm and think through the consequences of any action you take.
 - b. If indoors, watch for falling plaster, bricks, light fixtures, and other objects. Watch out for high bookcases, shelves, and other furniture that might slide or topple.
 - c. If in a **CLASSROOM** you should: Get under desks or tables and face away from windows.
 - d. **DROP**-crouch on knees, close to ground. **COVER**-Place head close to knees. **HOLD**-Clasp hands firmly behind the neck. Close eyes tightly.
 - e. Remain in place until ordered to evacuate or until the "**ALL CLEAR**" signal is given.
 - f. If in a **STAIRWAY**, during an earthquake – Interior stairways are generally structurally stable; therefore, if you are on interior stairs, you should move to the interior wall, kneel, and take a protective position as described in (C).
 - g. If **OUTDOORS** – Move to designated areas, as far away as possible from buildings, poles, wires, and other elevated objects. It is advisable to lie down or crouch low to the ground. Stay there until "**ALL CLEAR**" signal is given. A teacher or other adult employee will take charge.
2. Specific considerations in the case of earthquakes/emergencies:
 - a. Teachers are expected to stay with their class and stay at school to assist in any way until the principal has given permission to leave the grounds.
 - b. Downed power lines or objects touched by the downed power line/wires should never be touched. **All WIRES SHOULD BE TREATED AS LIVE.**
 - c. If possible, any spilled medicines, drugs, chemicals and other potentially harmful material should be cleaned up immediately following appropriate safety guidelines.
 - d. Do not eat or drink anything from open containers near shattered glass. Liquids may be strained through a clean handkerchief or cloth if danger of glass contamination exists.
 - e. Parents should not telephone the school or attempt to enter the school building after an earthquake occurs. Parents should listen to the radio for information. Parents should understand that telephone calls could only hinder emergency relief. Parents will be notified of any injuries to students as soon as emergency needs have been met. Parents

- may go to designated areas such as the church hall, adjacent to the school grounds, to meet their children.
- f. Do not spread rumors. They often do great harm following emergencies.
 - g. Keep the streets clear for passage of emergency vehicles if necessary.
 - h. Be prepared for additional earthquake shocks called "**AFTERSHOCKS**." Although most of these are smaller than the main quake, some may be large enough to cause additional damage.
 - i. Respond to request for help from police, fire fighters, civil defense, and relief organizations, but do not go into damaged areas unless your help has been requested.
 - j. Cooperate fully with Public Safety officials.

Lockdown Shelter-in-Place

Lockdown/Shelter-in-Place is defined as a way to secure students and staff within the facility due to some emergency. Staff and students will practice lockdown/shelter-in-place procedures routinely so they can be prepared in the event of an emergency. Lockdown/shelter-in-place procedures are not meant to scare the community but to empower all members to use safety precautions at all times. RCW 28A.320.125

For Holy Family's comprehensive Emergency Operation Plan, [click here](#).

SAFETY AT SCHOOL

Holy Family Bilingual Catholic School is not responsible for accidents occurring on the grounds when school is not in session. Accidents occurring due to a student's failure to follow rules, during school hours, are not the responsibility of Holy Family Bilingual Catholic School.

Carpool Safety

In order to keep students safe, Holy Family has an ordinance through the City of Seattle to close 20th Ave. SW in front of the school building. The 20th Ave. SW from the church parking lot to Roxbury street is closed from 7:30AM to 6:30PM. For drop-off and pick-up, parents and caregivers must park in the church parking lot across 20th Ave. SW from the school and walk their children to the Tice Hall door or allow them to cross the closed street by themselves if this is age appropriate. Under no circumstances may drivers drive down the closed street, or drop students off in the parking lot while idling, without parking in angled parking spots.

Bicycles/Skateboards/Scooters/Rollerblade Safety

For security and safety, we do not advise students to utilize these modes of transportation to school.

Pedestrian Safety

Students walking home must utilize the designated walking areas and cross at crosswalks. The school must have written permission from parents or guardians authorizing students to walk home or take the city bus.

Touching Safety

Circle of Grace™ program by Virtus is provided and required by the Archdiocese of Seattle, and is a part of our ongoing effort to help create and maintain a safe environment for children and to protect all children from sexual abuse. The program is taught by the religion teachers for all students in kindergarten through 8th grade. It focuses on developmentally appropriate safety rules, boundaries, recognizing risky adult behavior, and internet safety. The students are taught lessons in October and in March. This is a mandated program from the Archdiocese; however, if you would choose to have your child opt out of the program, you must notify the classroom teacher and/or principal prior to the beginning of these lessons. All Circle of Grace lessons will be concluded by October 31.

Financial Safety

All forms of money sent to school for school purposes should be placed in a sealed envelope and clearly labeled with the student's name, grade, teacher, purpose, and amount. Children should not bring money to school unless necessary.

BEFORE-CARE AND AFTER-CARE

Holy Family Bilingual Catholic School offers a before and after school program, referred to as BASS. This program is located in Tice Hall. The primary focus of BASS is to provide onsite quality supervised care for Holy Family Bilingual Catholic School. This is not a program intended for enrichment or extensive activities, but a place where students can be safely supervised.

Students are supervised by BASS Assistants that are employees of Holy Family Bilingual Catholic School. BASS assistants have CPR and First Aid training, Safe Environment training and adhere to yearly updates, and have passed background checks. They have also completed Early Educator requirements. BASS Extended Day assistants are under the supervision of the Extended Day Director. Day-to-day management of BASS is the responsibility of the BASS Director, who reports to the principal.

There is a separate charge for students attending the BASS program. Applications for BASS are available in the school office.

Policies and Procedures

Extended Day is open in the morning from 7:00 A.M to 7:50 A.M. and in the afternoon from 3:00 PM to 6:00 PM (12:00 PM-6:00 PM on Wednesdays).

- Parents must sign in their students in the morning session of Extended Day. At 7:50 A.M., the Extended Day staff will dismiss the students to their classrooms.
- For the afternoon session, the Extended Day staff will sign in students. Parents must sign out their child when picking up for the afternoon session. Please park and come through the building to the BASS door.

After school students in all grades will go outside directly after the school-day ends (weather permitting). A study hall period is required for all students in 3rd – 8th grade. However, it is not our expectation that the Extended Day personnel supervise or require the students to do homework. It is

expected that all students will bring a snack for the afternoon. Please plan accordingly when packing the student's lunch.

Students are expected to treat each other and all BASS assistants with respect. This program is an extension of the school day and all expectations of behavior reflect school policies. If students do not exhibit respectful behavior, they may be removed from the program after a parent conference with the principal..

A copy of the student's emergency form is kept on file at BASS. If you are sending someone new to pick up your student, please notify us either in writing that morning, or by a phone call directly to BASS.

Fees

Mornings –7-8am	\$140 per month
Afternoons –3-6pm	\$340 per month
Wednesdays ONLY – 12-3pm	\$90 per month
Afternoons AND Weds	\$505 per month
All Day (7am- 6pm)	\$640 per month
Late fees – \$5.25 per student per minute after 6pm	

Please see our detailed BASS Contract for Early Education Rates & Multiple child rates.

Extended Care bills on a monthly basis. If your bill is not paid by the end of the month, your student may not be able to attend the program until your account is paid in full. and report cards and records may be withheld.

LUNCH PROGRAM

Holy Family Bilingual Catholic School offers a hot lunch program for all students whose families choose to purchase lunch. Hot lunch is purchased on a monthly schedule. Although lunches cannot be purchased on a day to day basis, families can choose from five-day, three-day, or two-day per week options. Free/Reduced lunches are based on income information received on FACTS applications. If you feel as though you may qualify for Free/Reduced lunch please contact the office.

This valuable school lunch program depends greatly on parent volunteers and is an easy and fun way for parents to earn required service hours, so please consider sharing your time and talent in this area. Students who do not purchase the school lunch can bring a sack lunch to school. Our staff encourages parents and students to pack nutritious lunches that include a healthy variety of the recommended food groups but do not include soda or candy.

Lunchroom Rules:

- Come to the gym for lunch quietly and respectfully.
- Walk at all times.
- Raise hands and wait for permission to get up from the table for any reason.
- Use a normal conversation voice, no yelling or shouting is allowed.
- Eat food responsibly; not playing with, sharing or throwing food.
- Clean up after yourself.

Failure to follow these rules will result in loss of recess or another suitable consequence..

PLAYGROUND BEHAVIOR

Rules and Behavior

Below are the guidelines to be followed at recess times. These guidelines have been set up to provide proper supervision of the students and to ensure their safety. Violation of the guidelines may result in disciplinary action.

1. Inappropriate, vulgar, or profane language is not allowed on the playground.
2. Spitting is not allowed.
3. No food is allowed on the playground during recess.
4. Keep hands and feet to yourself. (Play-fighting, fighting, rough games, and contact sports are not allowed.)
5. Respect for adults is to be demonstrated.
6. Report all injuries to the playground supervisors immediately.
7. Students may not throw rocks or any projectiles at any time.
8. Students may not bring their own equipment/toys out to recess. This includes all electronic devices.

Playground Equipment

Recess equipment is available for all students and should be shared with all those who wish to use it.

RELEASE OF STUDENTS

Release of Students To Another Adult

If anyone other than a parent or guardian is sent to pick up students, Holy Family Bilingual Catholic School requires either written permission signed by the parents, or a phone call from the parents to the school office informing the school of the change. Students will not be released to anyone they do not recognize nor to anyone not on the emergency form. Holy Family Bilingual Catholic School will check identification of anyone who is not the child's parent and who is picking up a child from school.

Release of Students To Police

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

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

PARENTAL INVOLVEMENT

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 and sever their relationship with the school.

It is expected that parents will become actively involved in their child's progression through Holy Family Bilingual Catholic School. It is our hope that this will include: assisting with daily assignments for practice sessions over material, reinforcing the school homework policy, actively participating in Parent Club, attending fall and winter conferences, as well as conferring regularly with their child's teacher. Parents may find the following guide helpful in defining specific topics they wish to discuss with the child's teacher.

1. How is my child progressing academically and socially?
2. In what areas is he/she strong? Does he/she need help?
3. What can I do at home to help my child?
4. How can I help my child build good work habits?
5. How does my child get along with other children?
6. How does my child behave in school?
7. How can I help reinforce my child's positive attitudes toward school and staff?
8. How can I show an interest in my child's progress in school without making him/her feel pressured?
9. How can I help my child gain more self-reliance, self-confidence, and self-respect?

Visitors

All classroom visitors first must sign in and be cleared at the office. This enables the school to keep track of who is in the building and is a safety measure. Adults are asked to wear a volunteer badge from the office as immediate identification to staff and students that this person has a valid reason to be in the building.

Parents are asked not to go to the classrooms to deliver things to the students. These items are to be left in the office and will be delivered to the students. Please respect our students' need for uninterrupted learning time.

All visitors will enter the building through the main door of the school. Side doors are always locked and students/staff are encouraged to keep these doors closed at all times and not to open them to anyone.

Room Parents

Each grade has a team of Room Parents whose role is to assist the teacher in whatever ways she/he can. Some specific ways in which the Room Parent helps the teacher may be:

- Calling parents to help the teacher as requested.
- Arranging for classroom parties with the teacher.
- Helping facilitate completion of the class' auction item

PICTURES

Individual pictures are taken in the Fall and Spring. Class pictures are taken in the Spring. Pictures are distributed via the classroom teacher. Information concerning prices and packages is sent home at least one week before picture taking day. No parent is required to pay for pictures unless they choose to order them. Professional photos are also taken at 8th grade graduation and First Communion.

ANIMALS AT SCHOOL

Parents must obtain prior approval from the student's teacher and from the principal before they are allowed to bring visiting animals to school. If there is an allergy issue in the classroom, the animal will not be allowed at school. Service animals will be reviewed by the principal who will make the final decision concerning accommodations.

DANCE POLICY

Holy Family Bilingual Catholic School hosts one dance per year for seventh and eighth graders outside of school hours. Holy Family Bilingual Catholic School students attending other Catholic school middle school dances must abide by the codes of conduct set forth by Holy Family and the Catholic school hosting the dance. Students will be disciplined for any behaviors that are detrimental to themselves or to the reputation of Holy Family Bilingual Catholic School.

HOMESCHOOLING

The Archdiocese of Seattle Office for Catholic Schools Department does not endorse home- schooling programs.

EXTRACURRICULAR ACTIVITIES

All extracurricular activities sponsored by the school or parish such as band, choir, after-school clubs, scouting, CYO sports, etc. follow the policies developed by the school and parish for participation. Students not adhering to the policies may forfeit the privilege of participating in school/parish-sponsored activities. This includes, but is not exclusive of prompt payment of fees, maintaining academic and behavioral standards, and safety and supervision requirements.

CATHOLIC YOUTH ORGANIZATION (CYO)

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

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

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

CYO Athletics is committed to the dignity and worth of each child it serves, regardless of physical talents, mental strength, or emotional health, and hopes that the same respect for life will become a part of his or her value system. A desired outcome is that each child knows that they are wanted and loved.

The CYO Athletics community is organized around the parish as its center of activities, as this is a natural environment that provides a resource of volunteers and financial support necessary for the implementation of activities for youth. It is this environment that also encourages family participation in activities, as well as serving as a base of operations for coordinated programs and service projects to the greater community upon which youth can have a positive influence.

For the following school year, Holy Family may offer soccer, basketball, volleyball and/or track and field.

PARENT CLUB/ORGANIZATION

Article I: Name

The name of this organization shall be the Holy Family Bilingual Catholic School Parent Club.

The Parent Club is unincorporated.

The Parent Club is affiliated with Holy Family Bilingual Catholic School, which is recognized by the IRS as a tax-exempt organization. The organization is authorized to use the Holy Family Bilingual Catholic School Tax ID #91-0597007 upon approval of Holy Family Parish.

Article II: Purpose

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

The Parent Club/Organization is responsible for maintaining good communication between the home and the school, for providing a vehicle through which parents can provide service to the school i.e. volunteering and fund-raising, and for offering a mechanism for parent education.

All funds raised by the Parent Club/Organization, whether income or principal, and whether acquired by gift or contribution or otherwise, shall be devoted to said purposes. Decisions about fund-raising will be made jointly by the Parent Club and the School Commission. If a problem arises, the School Commission will make the final decision.

The Parent Club will be an advocate for the school. They will promote the school for the parish and parents.

Article III: Membership and Participation

Membership of the Parent Club shall consist of all parents and guardians of children attending Holy Family School and all adults subscribing to the purposes of the Parent Club. The management and affairs of the Parent Club shall at times be under the direction of the Parent Board, which shall comprise of Parent Club members in good standing and appointed into office. Members of the Parent Board who are volunteers serving without compensation shall be personally liable for the acts, debts, liabilities or obligations of the school.

Each family is expected to volunteer time to the school, attend Parent Club meetings, support activities, and fundraising projects sponsored by Parent Club.. In order to cover the net cost of all fundraising projects, (which constitutes part of the school budget) each family is expected to meet their fundraising commitment, PLUS their auction procurement items. Two parent families are obligated to give 40 hours per year as service in the school. Single parent families are obligated to give 20 hours of volunteer time per year. Families may contribute 50% of their volunteer hours to the parish. Attending Parent Club meetings gives 1 hour of volunteer time.

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

Article IV: Meetings

Parent Club Board

1. The Parent Board shall hold monthly meetings from August to June of the school year, typically the first Tuesday of each month at 5:30 PM in the school library, unless otherwise specified.
2. The meetings shall serve as a forum for discussion and planning of social events, fundraising programs, and other school and parish activities.
3. The Parent Board Secretary shall record the meeting minutes and submit to the principal.
4. All Parent Club members are welcome to attend the Parent Board meetings to address the Parent Board with specific ideas or areas of concern.

Parent Club/Organization - General Meetings

1. The Parent Club shall hold monthly meetings from September to May of the school year, typically on the third Wednesday of each month at 5:30 PM in the gym.
2. The meetings shall serve to conduct the regular business of the Parent Club, raise awareness of any school issues, vote on official matters, present informative materials, inform the members of the school's progress and achievements, communicate fundraising opportunities, and promote fellowship and a spirit of unity among members.
3. The Parent Board Secretary shall record the meeting minutes, which shall be approved by the Principal, distributed to the Parent Club members via email.
4. The dates of the meetings shall be posted on the school's monthly calendar and on the website.
5. **All Parent Club members are required to attend the general meetings.**

Article V: Parent Club Board Composition, Voting Rights and Quorum

The executive members shall consist of the current Pastoral leader of [Name] Parish and the current principal of [Name] School.

Duties of the Parent Board

1. Duties of the Parent Board include, but are not limited to, the following:
 - a. Setting the agenda for the monthly Parent Club meetings.
 - b. Making recommendations for and implementing fundraisers, budget, and future goals of the Parent Club.
 - c. Planning and orchestrating community/hospitality events for families, faculty, and staff.
 - d. Ensuring that information and opportunities are available for **all** Parent Club members to actively participate.

For comprehensive information about the by-laws of the Parent Board and Parent Club, please contact the Parent Board President.

BYLAWS OF SCHOOL COMMISSION

The School Commission is a consultative board that works with the principal and pastoral leader, in accordance with Archdiocesan policy, to assist in planning, policy development, finance, facilities, development and public relations, and self-evaluation of School Commission goals. The Commission serves as a consultative board to the principal and the pastoral leader in the formulation of local policies affecting the parish school. All policies adopted by the School Commission are brought to the pastoral leader for approval. Terms are staggered to maintain stability of long-range goals and directions. The School Commission handbook published by the Archdiocese of Seattle is available in the school office for checkout upon request.

SCHOOL COMMISSION CONSTITUTION & BY-LAWS

The Catholic school is an expression of the education mission of the parish with which it is associated and of the Archdiocese. Therefore, the pastoral leader is responsible to the Archbishop for the administration of the total parish, including the parish school. The principal functions as the chief administrator of the school and is a member of the parish staff.

Just as the Parish Council serves with the pastoral leader on behalf of the total parish community, so the School Commission serves with the principal for the good of the school community. The School Commission is established by the principal with approval of the pastoral leader, in accordance with the Archdiocesan policy, to assist in policy development and long range planning for the school. The School Commission is an advisory body to the pastoral leader and principal in the formulation of local policies affecting the parish school. (High School Boards are Boards of limited Jurisdiction)

Article I: Name of the Organization

The name of this body shall be “Holy Family Bilingual Catholic School Commission.” Henceforth, the body will be referred to as the School Commission.

Article II: Purpose and Functions

The School Commission is established by the principal with the approval of the pastoral leader in accordance with the Archdiocesan policy, to assist the principal in policy development and long-range planning for the school. When the School Commission meets and agrees on a policy matter, the

decision is effective and binding on all. The School Commission will be consulted prior to decisions being made in its area of responsibility.

A. Purpose

The purpose of the School Commission is to advise and support the principal/pastoral leader in the formation of policy and the continued development of the school.

B. Governing Bodies

The consultative School Commission shall act in collaboration with the principal and pastoral leader within the guidelines provided by the Policy Handbook from the Archdiocese of Seattle.

C. Responsibilities

The School Commission responsibilities are in the following areas:

- 1. Planning** - The School Commission shall advise and support the development of a mission statement for the school, establish commission goals for the year, and establish future plans for the school.
- 2. Policy Development** - The School Commission shall formulate policies that give general direction to the principal and pastoral leader regarding the school.
- 3. Financing**
 - a. The School Commission shall advise and support plans and means to finance school programs including tuition, development, and fundraising.
 - b. The School Commission provides consensus on the annual school budget.
 - c. The School Commission shall provide to the Parish Finance Council the annual school budget for review
- 4. Communications**
 - a. The School Commission will communicate with the school families and the parish community about the school and listen to the needs and concerns through the appropriate forums set up for this purpose, such as a suggestion box.
 - b. The School Commission will also assist with recruitment of students and promote the school to Holy Family Parish as well as other parishes and parents.
 - c. The School Commission will maintain regular communication with the parish pastoral leader/Finance Council about the direction, state and health of the school, and the future plans for the school.
- 5. Evaluation** - The School Commission shall determine whether School Commission goals and plans are being met and evaluate the School Commission's own effectiveness.

Article III: Relationship with Other Groups

A. Archdiocese Relationship - The relationship between the School Commission and the Archdiocese is stated in the Archdiocese education policies, which are available for local commission members.

B. Parish Finance Council Relationship - The Parish Finance Council is responsible for assisting the pastoral leader/parochial minister with effective stewardship of the parish's financial resources.

C. Parent Club/Organization Club Relationship

1. The Parent Club/Organization Club is responsible for maintaining good communication between the home and school, providing a vehicle through which parents can provide service to the school, and offering a mechanism for parent education and greater opportunity for social interaction.
2. The School Commission works closely with the officers of the Parent Club/Organization Club in order to more fully understand parent needs and concerns.

3. The School Commission works with parent fundraising groups as part of coordinating the overall financing of programs for the school.
4. The School Commission uses the school newsletter and the Parent Club/Organization Club meetings to report to school families about School Commission activities and decisions.

Article IV: Membership

A. General Organization - The membership of the School Commission shall consist of at least nine current or former school parents/guardians, the pastoral leader, the principal, the vice-principal (who also acts as a liaison for the faculty), Parent Club/Organization Club Liaison, and the Development Director. One member of the School Commission will serve as a liaison between the School Commission and the **Holy Family** Parish Finance Council.

B. Members

1. All members of the School Commission are responsible for the following: Planning, Policy Development, Finance, Public Relations and Evaluation of goals and commission effectiveness. The commission serves as a consultative body and work on a consensus model.
2. The Vice-Principal and /or staff member represents the voice of the [Name] School faculty and is allowed voting rights.

C. Terms of Service

1. The term for general members is three years. Members' terms will begin in June and end in June, three years later. Members are required to fulfill all obligations and duties.
 - a. Resignation
 - i. A member may resign at any time by submitting a written resignation to the Principal and the School Commission Chair.
 - b. Removal
 - i. A member may be removed by a two-thirds vote of the full voting commission whenever, in the School Commission's judgment, that member has become incapable or unfit to discharge the duties of their office, or shall neglect or refuse to perform the same. Two or more consecutive unexcused absences shall be construed as failure to perform duties. A member proposed to be removed is entitled to at least five days' notice in writing, before the removal meeting. The member will be entitled to address the School Commission prior to the removal vote. The meeting addressing the removal vote will be closed. The member may resign prior to this meeting.
 - c. Vacancies
 - i. Vacancies created in positions other than the non-voting positions will be filled by a majority vote of the School Commission after discussion of the candidates.
 - ii. The selected candidate shall then serve the remaining portion of the term of the vacated position.
 - d. Term Limits
 - i. General members are limited to serving two consecutive three-year terms. If a member has filled a vacancy in which less than one full year of a term has been served, that portion of the term shall not be counted in the two-term limit.

For complete School Commission By-Laws, please inquire with the School Commission President or Principal.

