

Holy Family School Handbook



Faith – Values – Excellence

TABLE OF CONTENTS

Faculty Message.....	3
Message From The Pastor.....	4
Misson, Philosophy, History.....	5
Student Learning Expectations.....	6
School Schedule, Admittance	7
Christian Behavior.....	8
Normal Discipline Action, Counseling Services, Special Services Programs, Title Reading & Math Special Services, Speech, Physical Education Excuses.....	9
Attendance, Absences, Tardiness.....	10
Withdrawal From School, Early Dismissal, Media Release, Diocese Policy 7.7 Technology.....	11
Telephone Policy, Cell Phones/Smartwatches.....	12
Dress Code.....	13
Birthday Policy, Crisis Plan.....	14
Grading Policy.....	15
Testing Techniques.....	16
Homework Policy, Internet Access, Bad Language.....	17
Bullying, Harassment, Intimidation, Handguns/Weapons.....	18
Drugs, Search, Parent’s Grievance Procedure.....	19
Tuition Information, Delinquent Tuition And Fees Payment Agreement.....	20
Hot Lunch Information, Bus Program, Medication/Health Issues.....	22
Immunizations.....	23
No Nit Policy, Sunscreen, Pets at School, Eyes/Ears/Weight Screening, Accidents, School Activities, Library.....	24
Music and Band, Fundraisers, Volunteers.....	25
School Advisory Council (SAC), Extended Care, Field Trip Permission Forms.....	26
Snacks, Lost and found, Personal Possessions, Parish Information.....	27
Asbestos Statement, Preschool.....	29

FACULTY MESSAGE

Dear Families,

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

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

All good things,

Holy Family Catholic School Faculty & Staff

Sheri Gehring, principal

website: www.holyfamilyclarkston.com

email: sgehring@holyfamilyclarkston.com

509-758-6621 phone

509-758-7025 fax

All children are admitted to Holy Family School regardless of race or religion.

*This handbook is subject to change as needed.
Families will be notified in bulletins.*

MESSAGE FROM THE PASTOR

Greetings,

I will start by thanking you for enrolling your children at Holy Family Catholic School. Holy Family is proud to be an institution of quality Catholic education for over a century.

Catholic schools might be the only institutions that strive to be second-best in their field. Before you think that your children are getting a second-rate education, allow me to explain. In the Rite of Baptism for children, the prayer over the parents at the end of the Rite identifies the parents as, “the first teachers of their child”. It goes on to pray that they be the best of teachers, raising their child in Faith and wisdom. At Holy Family Catholic School, we are committed to supporting the parents of our students in that endeavor.

At Holy Family we are committed to educating every student in mind, body, and soul. This comprehensive approach to educational formation begins at home and is strengthened through the lessons learned in our classrooms. The partnership between parent and teacher is vital for the full education of children. We share in your desire to provide the best educational experience for our students.

Each year is filled with excitement and great expectations. We are always looking forward to how our students grow and develop, not only in knowledge of the world, but in wisdom and faith. Our success is not measured only in grades but in seeing every student learn how to live a good and holy life in a world that challenges them at every turn.

I know that for many families there are sacrifices made to send their children to Holy Family. We recognize and honor that investment of trust and resources as a sacred charge to help our students to develop as people and Christian Catholics to their fullest potential.

We are thankful for the opportunity to provide this ministry of education to your families. We do this work in an atmosphere of hope: hope in the future of our students, hope in the ideals of our faith, and hope in the salvation of Jesus Christ.

Sincerely,

Fr Jeff Core
Pastor

MISSION

Serving as *disciples*, nourished by *Christ*,
growing in *faith, values, and overall excellence*.
We are Holy Family Catholic School

PHILOSOPHY

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

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

HISTORY

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

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

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

STUDENT LEARNING EXPECTATIONS

Holy Family School Schoolwide Learning Expectations

1: A Spiritual Person Who:

- Participates in the mass, prayer, and programs
- Understands Catholic traditions and rituals
- Shows respect for God, self and others
- Lives to serve others

2: An Intellectual Person Who:

- Uses creative thinking to solve problems
- Communicates well through writing and speaking Uses age level basic skills
- Participates in the fine arts (i.e. music/art)
- Is able to use technology as a learning tool Has the ability to set goals and work toward a successful outcome

3: A Physical Person Who:

- Displays a positive attitude and good sportsmanship
- Shows respect for the body and has an awareness of good health habits

4: A Social Person Who:

- Demonstrates acceptable social skills

5: An Emotional Person Who:

- Demonstrates a positive self-image as a child of God
- Demonstrates a responsible decision-making attitude
- Takes responsibility for his/her own actions
- Uses his/her own talents to the best of their ability

SCHOOL SCHEDULE

7:15-7:45 a.m. Extended Care Available
7:45 a.m. Office Opens
8:00 a.m. School Begins
9:10-10:10 Elementary Recess Rotation
11:00 a.m. Preschool Dismissal
11:00-11:30 a.m. Preschool-2nd Lunch and Recess
11:15-11:45 a.m. 3-5 Lunch and Recess
11:30-12:05 p.m. 6-8 Lunch and Recess
1:30-1:45 p.m. K-5 Recess
2:30 p.m. Grades K-8 Dismissed
2:30-5:30 Extended Care Available
3:30 p.m. Office Closes
5:30 p.m. Extended Care Closes

Students in grades K-8 who are not picked up by 2:40 p.m. will be sent to Extended Care. The family will be billed for the time the student is in Extended Care.

ADMITTANCE

In compliance with Washington state policies and the Spokane Diocese, students shall be admitted to Holy Family School if by August 31st of the year of admission they have reached five years of age for Kindergarten and six years of age for 1st grade. Students applying for entrance to Holy Family School who do not meet academic and/or conduct requirements will not be accepted. New families and students have a 60 day trial period to demonstrate that they can adjust to the academic and behavior expectations of the school and thrive while attending Holy Family School.

CHRISTIAN BEHAVIOR

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

- Respect for self
- Respect for others
- Respect of all material goods as gifts from God

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

- Speech and actions which reflect and promote the Gospel values
- Responsibility for one's own behavior and the resulting consequences
- Self-discipline
- Discovery and use of one's God-given talents
- Regular and prompt attendance
- Adherence to school policies and rules
- A cooperative and respectful attitude
- Consistent application of one's self to the learning process

DISCIPLINE

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

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

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

Often a child may be involved in a situation simply because they are putting themselves in a position with which they should walk away. Those children may be involved in the punishment because it is difficult to determine the "he said, she said" situations.

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

NORMAL DISCIPLINE ACTION

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

1st infraction: A warning and notice to parents/guardians.

2nd infraction: Parents/guardians will be called.

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

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

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

COUNSELING SERVICES

Your child may have the opportunity to work with a counselor. The mission of counseling services at Holy Family School is to facilitate the social and emotional needs of students. The counselor may work with students individually, in small groups, or in the classroom.

SPECIAL SERVICES PROGRAMS

TITLE READING & MATH & SPECIAL SERVICES

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

SPEECH

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

PHYSICAL EDUCATION EXCUSES

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

ATTENDANCE

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

ABSENCES

1. The school requires regular attendance. If a student is sick or unable to come to school, parents shall notify the school office between 8 a.m. and 8:30 a.m. if possible.
2. If parents have not notified the school by 9 a.m. the school will attempt to contact parents for verification for safety reasons.
3. When parents know in advance that their child(ren) will be absent for more than one day, it is the parent's responsibility to notify the teacher to make arrangements for homework.
4. Please notify the school if the child has a communicable disease (i.e. measles, Covid, head lice).
5. A child who is not well enough to go outdoors should be kept at home.
6. A conference with parents/guardians will be arranged to deal with frequent absences of a student. We must comply with state laws; therefore, frequent absences may jeopardize advancement.
7. A child is still absent even with an excused absence. A child's attendance must be recorded daily.
8. If your child misses 5 days of school a month or 10 days of school for the year a Doctor's note is required.
9. Holy Family School follows the number of teacher-student contact days determined by the diocese and meets the 1000 hours a year state guideline for student instruction.

TARDINESS

1. Children are to be dropped off at school between 7:45 and 8:00 a.m. unless other arrangements are made.
2. Children arriving after 8:00 a.m. are considered tardy.
3. After five tardies within a trimester, a conference will be arranged with parents to deal with the problem. Continual tardiness disturbs the entire class and teacher.
4. Tardy students must check in with the office upon arrival.
5. Hot lunch needs to be ordered before 9:00 a.m. to ensure your child will

have a hot lunch as we only order the exact number of lunches requested.

WITHDRAWAL FROM SCHOOL

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

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

EARLY DISMISSAL

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

MEDIA RELEASE

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

DIOCESE POLICY 7.7 TECHNOLOGY

Network use, Cellphones, Recording Conversations, and School networks are filtered for content. Schools have an acceptable use policy that parents/guardians and students sign. Cellphones and other electronic devices must be silenced or turned off during school hours and kept in designated locations. Schools must adhere to the Washington State law to not record or transmit a private conversation without the express consent of every person

involved in the conversation. Using any device, including but not limited to cell phones, tablets, and watches, to record or eavesdrop on private conversations is prohibited without the express consent of every person involved in the conversation.

TELEPHONE POLICY

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

CELL PHONES/SMARTWATCHES

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

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

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

Holy Family Catholic School Dress Code

PK3-8th Grade

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

Please observe the following dress code:

- **Polo Shirts:** (short or long sleeved) hunter green, navy blue, white, (burgundy-middle school only)
- **White collared shirt:** (short or long sleeved) white
- **Sweaters:** (button down cardigan, v-neck, crew-neck or vest) hunter green, navy blue, (burgundy-Middle School only)
- **Blazers:** Middle School only, must have HFS emblem (Purchased from Tommy Hilfiger)
- **Sweatshirts:** hunter green or navy blue with school logo (not for Mass days)
- **Pants:** (girls & boys) navy blue or khaki (leggings are not permitted as pants)
- **Shorts:** (girls & boys) navy blue or khaki
- **Skirts, Skorts & Jumpers:** white plaid, khaki, navy blue
- **Dress:** Ponte Knit in navy blue or hunter green
- **Tights & Leggings:** (may be worn under skirts, skorts, jumpers only) navy blue, hunter green, black or cream/white (not permitted as pants alone)
- **Shoes:** tennis shoes are preferred (required for P.E.), shoes must be closed toed with a strap or closed heel and have no more than a 1" heel

Additional Information

- Uniforms may be purchased anywhere, as long as they meet the requirements above
- Students should wear nice sweaters, vests, or crew necks for Mass days (no hoodie sweatshirts), MS will wear blazers
- Jackets & sweatshirts worn in the building must be school uniform only
- Winter coats are not part of our uniform dress code (not worn during class)
- Makeup is not permitted in grades PK3-5th grade, Middle School may wear light/modest makeup
- Unnatural hair dye is discouraged
- Sweaters and blouses must be solid colors with no embellishes
- 4-8th grade may bring fitness clothing to change into on P.E. days
- The Principal maintains the final discretion regarding uniform guidelines

Lands' End Code: 900182379

Global School Wear (Tommy Hilfiger) HOLY28



BIRTHDAY POLICY

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

CRISIS PLAN

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

GRADING POLICY

Holy Family School Achievement & Effort

Grades K-3 Achievement:

- 4 Advanced or exceeds grade level expectations
- 3 Meets grade level expectations
- 2 Approaching grade level expectations or needs additional practice/support
- 1 Below grade level expectation, area of concern
- N/A Not applicable for this trimester

Grades 4-8 Achievement:

- A Excellent- meeting/exceeding expectations
- B Very Good - meeting expectations
- C Average - needs additional practice/support
- D Below Average - area of concern/not meeting expectations
- F Failure - area of concern/not meeting expectations
- N/A Not applicable for this trimester

Grade 1-8 Effort:

- O Outstanding effort, works beyond expectation
- S+ Working hard, commendable effort
- S Working satisfactory with room for effort improvement
- N Not working to ability, low effort

TESTING TECHNIQUES

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

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

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

Standardized Testing: Grades K-8 are given the MAPS test (Measures of Academic Progress). This is the assessment tool that Holy Family School administers to the students. Teachers can measure student progress on an individual basis and as a whole class.

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

Placement Tests: Assist teachers to place new students who are not working at grade level or look for advanced placement.

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

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

Textbook Tests: Tests students' knowledge of the concepts presented in the text and classwork

Please note: Textbooks are not used in all subjects. Often to meet grade level expectations teachers use "hands-on" learning or outside information to assist in teaching a concept. Sometimes a teacher will skip sections of a workbook in order to align learning in other areas of the curriculum. Lessons are aligned with diocesan curriculum standards.

HOMEWORK POLICY

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

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

INTERNET ACCESS

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

BAD LANGUAGE

Foul language is not tolerated at our school. If your child is heard speaking in an unacceptable way he/she will be asked to discuss the problem with the principal. On the first offense there will be a warning. On the second infraction the student will be asked to call a parent and tell what was said. On the third offense, the principal will discuss the problem with all involved, including the pastor, before further action is taken. A student could be expelled. Cursing, using profane or vulgar language, possessing or distributing lascivious literature or materials on the school premises or during school activities or property damage is considered unacceptable and disruptive actions and will require corrective measures spelled out below. In addition to serving as grounds for suspension or expulsion, students should be aware that these activities carry a potential for arrest and court action if remanded to civil proceedings. Parents will be contacted prior to legal authorities. The consequences can be severe which could lead to arrest and/or court action if remanded to civil proceedings.

This section stands as a warning to students and their parents that harassment is illegal and could lead to court action.

BULLYING, HARASSMENT, INTIMIDATION

Holy Family School is committed to a safe and faith filled environment for all students, staff, volunteers and patrons, free from harassment, intimidation or bullying. Harassment, intimidation or bullying means any intentionally written message or image, including those that are electronically transmitted, verbal, or physical act, including but not limited to one shown to be motivated by race, color, religion, ancestry, national origin, gender, sexual orientation, including gender expression or identity, mental or physical disability or other distinguishing characteristics, when an act:

1. Physically harms a student or damages student property.
2. Has the effect of substantially interfering with a student's education.
3. Is so severe, persistent or pervasive that it creates an intimidating or threatening educational environment.
4. Has the effect of substantially disrupting the orderly operation of the school.

Nothing in this section requires the affected student to actually possess a characteristic that is a basis for the harassment, intimidation or bullying.

"Other distinguishing characteristics" can include but are not limited to: physical appearance, clothing or other apparel, socioeconomic status and weight.

"Intentional acts" refers to the individual's choice to engage in the act rather than the ultimate impact of the action(s).

HANDGUNS/WEAPONS

In order to promote a safe learning environment, the Catholic Schools in the Diocese of Spokane prohibit the possession, use, or involvement of any weapon on school property or at school activities on or off school property. Any violation of this policy by a student constitutes grounds for suspension or expulsion.

Weapons or any items used to inflict injury on any person can be viewed as a weapon. Students are not to bring to school, guns, guns that are toys, look-alikes, knives, ninja stars, fireworks, matches, lighters, or anything else that could be considered a weapon, inflict injury, or disrupt the educational process.

DRUGS

Students are not allowed to possess, use, or be under the influence of alcohol, drugs, narcotics and tobacco at any time on school property or at school functions that take place on or off school property.

No paraphernalia involving the above shall be in student possession on or off school property.

Such infractions shall lead to suspension or expulsion.

SEARCH

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

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

PARENT'S GRIEVANCE PROCEDURE

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

- Contact the classroom teacher
- Contact the principal for a conference
- If no satisfaction is derived from the above steps, a statement of grievance can be submitted to the pastor of Holy Family Parish

Please remember that you chose a Catholic education for your child. We have planned carefully to create an excellent curriculum and strive to keep a positive educational atmosphere.

TUITION INFORMATION

When you register your child/children at Holy Family School there is a registration fee, which partially covers books, supplies, and materials for classroom use. This fee is to be paid each year with the registration. Registration fees are non-refundable after July 1.

Yearly tuition is paid through FACTS. These fees are to be paid promptly each month. If there is a difficulty in meeting your financial obligations, please contact the office or principal immediately. Along with paying tuition each family is expected to support all fundraisers and volunteer at least 20 hours of their time. Families will be billed for volunteer hours not fulfilled.

DELINQUENT TUITION AND FEES PAYMENT AGREEMENT

The success of our Catholic School hinges upon the commitment of families to make Catholic education a financial priority, be involved in their child's education, and make their tuition and fees payment(s) on a timely basis.

The school relies upon tuition and fee payments to provide an excellent spiritual and educational program operating on a balanced budget. Therefore, when tuition and fee payments become delinquent, it can quickly become a serious matter.

The school understands that unexpected situations can and do arise and the school strives to work with families. If unforeseen financial circumstances arise, families are responsible for contacting the school office and/or principal as soon as possible to review the financial hardship and seek a mutually agreeable alternative tuition payment plan.

When payments are not made in accordance with the tuition agreement, the following steps will take place:

30 DAYS PAST DUE:

- When an account becomes 30 days past due under the established tuition agreement, the financially responsible party will receive written notification requesting that the tuition be brought current or that they contact the school to create an alternative tuition payment plan.
- It is the responsibility of the family and/or financially responsible party to contact the school office to bring the account up to date or to create an alternative tuition payment plan with the school. The school phone number is 509-758-6621.

60 DAYS PAST DUE:

- When an account becomes 60 days past due, the school's principal will issue the financially responsible party a written notice by certified letter. The notice will reiterate the terms of the financial commitment and request immediate attention to the matter.
- In addition to this notification, student(s) will not be permitted to pre-register for the following academic year or to return after the current semester until the balance is paid in full or an alternative plan has been approved.
- Eighth graders cannot take part in graduation exercises.

EXCLUSION POLICY:

- Non-payment of a prior year's tuition will result in non-admission for the following school year.
- All tuition and fees must be current the first day of class or the student(s) will not be seated.

The school encourages all responsible parties to maintain open communication with the school office to ensure a complete understanding of each family's financial circumstance. The goal of the school is to provide a Catholic school education to every student that desires one. By working together, we can make sure this goal is met.

EARLY WITHDRAWAL FROM SCHOOL

Early withdrawal from the school nullifies the tuition agreement and will require a tuition payment for the entire trimester attended. In such cases, tuition for the trimester shall be due in full, and no prorated refunds will be issued. It is important to note that the school relies significantly on tuition agreements to sustain its budget, assist with planning, and to compensate instruction. This policy is implemented to ensure fair and consistent financial arrangements for all parties involved in the education process, while supporting the financial stability of the school and its dedicated educators.

HOT LUNCH INFORMATION

Hot lunch is provided through the Clarkston School District. The cost of lunches will be announced at the beginning of each year. **Please use the free and reduced lunch forms if your family qualifies.** These numbers are helpful to the school for other state and federal programs.

It is important that we get an accurate lunch count each morning. We call the Clarkston School District by 9:00 a.m. each day with our lunch count. We are sent *the exact number of meals we have ordered and are charged for each meal. Therefore, if your child has ordered a hot lunch, your account will be charged even if they do not eat it.*

Lunch will be billed the 10th of every month, for the prior month, and due the 20th.

Hot lunch bills need to be paid in full each month for a student to continue participating in the hot lunch program.

BUS PROGRAM

Clarkston School District provides the service of transporting our private school students at a cost to each individual family. The cost is determined by CSD and can change from year to year. Please call 758-8041 to ask about routes. We follow the high school schedule.

Holy Family School will invoice families three times per year for this service. Holy Family is responsible for payment to the Clarkston School District. *Students will not be allowed to ride the bus if payments are delinquent.*

Holy Family School students are expected to demonstrate respectful and responsible behavior while riding on the bus.

If students ride the bus in the mornings and get dropped off early before school starts, extended care may be accrued.

PLEASE NOTIFY THE SCHOOL PROMPTLY IF YOU QUIT USING THE BUS OR CHANGE YOUR SCHEDULE SO WE HAVE CORRECT BILLING INFORMATION.

MEDICATION / HEALTH ISSUES

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

- A medication request form must be completed for each student receiving any kind of prescription or non-prescription medication at school. It must be signed by a parent and physician or licensed health professional. It must be current and unexpired.
- Medication must be delivered to school by a parent/guardian.
- Prescription medication must be in a container labeled by the physician or pharmacy.
- Non-prescription medication must be in its original container. (Tylenol, Benadryl, etc.)

(Please refer to the Medication Request Form in the school office for more details.)

If your child has a special health problem, (allergies, etc.) please notify the child's teacher and the school office. Information must be kept current in the family FACTS account.

Please keep your child home at least 24 hours after their fever has broken or if they are contagious. If a child is too sick to be outside, they should remain at home until well enough to fully participate in school activities.

IMMUNIZATIONS

Students starting in Preschool must show proof of required inoculations. Please check with your child's doctor or health department to make sure they are current on their vaccinations. The State of Washington requires all exemptions must have a licensed health care provider sign and date a Certificate of Exemption along with a parent/guardian signature. We require updated immunization forms at preschool (¾ yr and preK), kindergarten, and 7th grade. Forms should be uploaded in FACTS at registration and updated when required. If required information is not provided within 30 days of start date, student will not be allowed to attend school until information is provided.

Required letter from the State of Washington:

Dear Parent or Guardians:

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

www.doh.wa.gov/cfh/Immunize/documents/hpvvaccinefactsheet.pdf.

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

NO NIT POLICY

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

SUNSCREEN

Sunscreen must be applied prior to arriving at school. Teachers and staff are not permitted to apply it to students.

PETS AT SCHOOL

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

EYES/EARS/WEIGHT SCREENING

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

ACCIDENTS

If a student becomes ill or is injured at school, the parents will be contacted. If no one can be reached, we will use our best judgment in deciding what care is needed.

IT IS THE PARENTS' RESPONSIBILITY TO MAKE SURE YOUR CHILD'S EMERGENCY INFORMATION IN FACTS IS ALWAYS UPDATED!

SCHOOL ACTIVITIES

LIBRARY

Our library is used by all the students and staffed by volunteers. Classes visit

the library once a week and students are allowed to check out two books. Please help your child learn to be responsible for their books and help them return them promptly. You will be asked to replace missing books or pay to have them replaced. You will be billed for lost textbooks.

MUSIC AND BAND

Holy Family School has a music teacher who offers music instruction to all students and an optional band program for grades 4-8. A musical program is produced twice a year. Often our upper classes are invited to entertain at special functions during the year. Performance and participation are considered when calculating grades.

FUNDRAISERS

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

1. SCRIP/Purchasing gift cards is an ongoing fundraiser. These are gift certificates for major stores. Each family is strongly encouraged to purchase SCRIP on a monthly basis
2. Fun Run (Fall)
3. Holy Family Parish Bazaar – Raffle & Dinner (October)
4. Love the Wine You're With (Wine/Brew Tasting & Raffle) (February)
5. Book Fair
6. Auction **(This is our major project and we expect 100% of our families to participate in May)**. Each family will be responsible for donating \$20 for the class auction projects and help sell raffle tickets.
7. Smaller sales may take place for special projects

VOLUNTEERS

Another way each family is expected to support the school is by volunteering your time and talents to the school. Each family, preschool-8th grade, is asked to volunteer a minimum of 20 hours per year. There is always a need for volunteers to help at the school. By volunteering your time and talents, it will help keep the cost down to the school for services otherwise hired out. If you are a scholarship recipient, your volunteer hours help defer the cost difference in tuition assistance and need to be taken seriously. Volunteers work in the library, classrooms, recess duty, special events, and more.

Volunteer hours not accounted for will be charged to your account in FACTS.

Hours need to be logged by families in FACTS, using the HFS app.

***Please note: All volunteers must complete an online training through Virtus and complete a background check.**

SCHOOL ADVISORY COUNCIL (SAC)

These people advise the principal and pastor in their school decisions, repairs, funding, etc. They serve for a three-year term.

EXTENDED CARE

Our Extended Care, before and after school program, is available for those that need it. This service is provided for our Preschool to 8th grade students.

EXTENDED CARE HOURS

Hours are from **7:15 a.m. to 7:45 a.m.** for morning extended care. Afternoon Extended Care is from **2:30-5:30 p.m.** on scheduled school days.

EXTENDED CARE CHARGES

Charges can be paid in advance or billed monthly. Accounts must be paid in full within 30 days of the prior billing cycle. Past due accounts will be notified and asked to not continue with the extended care program until accounts are current. **Children picked up after 5:30 p.m. will incur a late charge of \$20 per 10 minutes, or portion thereof, on their account.**

PICKING UP YOUR CHILD

If you have someone other than those listed on your emergency information sheet pick up your child, you must call ahead and let us know or send a written note with your child. Anyone other than the parent picking up the child may be asked to show photo identification.

FIELD TRIP PERMISSION FORMS

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

The permissions slips will be with the teacher at each field trip and would be

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

SNACKS

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

- Preschool age children are asked to bring store bought, healthy snacks to be in compliance with state requirements. This includes birthday treats.
- The Extended Care receives snacks from the Clarkston School District.

LOST AND FOUND

PLEASE MARK your children's items clearly with their first and last names. This includes lunch boxes/bags. Unmarked items are hung for a few days in the downstairs hallway and set out at morning assembly for students to view before they are given away to a local charity. Or the items are added back to the uniform exchange.

PERSONAL POSSESSIONS

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

PARISH INFORMATION

We encourage families to attend mass as a family. Modeling these behaviors is great for your children! Holy Family parish supports our school by paying a monthly subsidy. *If you register as a parish family, it is expected that you contribute to the weekly collection at least four times per year.* We hope that you will give to your parish when possible. For more information about the parish call: 509-758-6102.

ASBESTOS STATEMENT

To all students, parents, guardians and staff:

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

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

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

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

PRESCHOOL

If you have children in the preschool program, please see the *Holy Family School Pre-school/Extended Care Handbook*.