

LAKE CHELAN SCHOOL DISTRICT



# Holden Village School

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Parent & Student Handbook

**2022-23 School Year**

## Mission Statement:

The mission of Holden Village School is to educate, equip and empower students to become lifelong learners.

## Core Beliefs:

1. **RESPECT:** We acknowledge and celebrate the value of each individual student.
2. **ACADEMICS:** We value the academic pursuit of knowledge and understanding as a foundation for lifelong learning.
3. **CIVICS:** We encourage participation in and commitment to the lives of our Village and world community.
4. **VOCATION:** We affirm that every student has a unique vocation, and we commit to providing each student with opportunities for personal growth and discovery.

## Parent Teacher Conferences:

Parent / Teacher conferences are built into the yearly calendar twice a year: Once in the fall and once in the spring. However, parents are welcome to request a conference at any time. We encourage parents to feel welcome to request a conference whenever a concern or question arises.

## Daily Schedule:

Both the Elementary School and the Secondary School will create their own daily schedules based upon the hour requirement of the Office of the Superintendent of Public Instruction (OSPI).

Elementary: 8:30am – 3:00pm

Secondary: 8:30am – 3:00pm

## General Information:

School at Holden Village is unique to its remote location, community living and the close proximity of parents, students and school staff. Due to the above, the day to day rules of typical public schools don't seem to fit at Holden. Both the Elementary school and the Secondary school are subject to the Lake Chelan School District disciplinary rules and consequences. Copies of both are included in this handbook so that parents, teachers, and students can refer to them should the need arise. The following are general guidelines for the school:

- **Attire:** School attire is expected to be neat, clean, safe, and non-distracting. Footwear is required.
- **Student Insurance:** Student insurance is available each fall. Teachers will have policy applications available in September. Check the information for enrollment deadlines.
- **Medical Conditions:** It is critical that teachers be made aware of any medical condition that your child has. Whether the condition impacts learning or not, making staff aware of it will help in teaching each student and understanding their unique needs. Medications cannot be given unless directed by a doctor. Given the close proximity of parents, guardians and sponsors, staff will not give medications unless on a class field trip. Special directions for field trips will be given prior to the trip.
- **Emergency Information:** Information pertaining to insurance and emergency contact information is required. It is not always possible to reach a parent, guardian, or sponsor when an emergency arises. Therefore, each student needs that information in the teacher's files. This information is required for field trips as well.

## **Attendance:**

Students are expected to attend school every day during the set hours of school operation. Excused absences include illness and parent prearranged absences. Prearranged absences must be approved by the teacher prior to the absence. Lengthy absences that are prearranged (more than 10 school days) will also need to be approved by the Principal.

## **Building, Playground & Equipment Use:**

The building that houses the school is leased from Holden Village for the sole purpose of providing a school for children of Village staff. The furniture, fixtures, technical equipment (computers, overhead projectors, VCR/DVD, etc.) are provided by the school district for the sole use of the school, its staff and students. Therefore, the non-school related use of any of the above school assets is prohibited by the general members of the village community. If upon special occasion school equipment is essential, please contact the Holden Principal to request permission of usage.

## **School Calendar:**

Each school year, the Lake Chelan School District staff will work in conjunction with the Holden Village Staff to determine the school calendar. State law requires students receive an average 1000 hours of instruction each school year. The Village will determine when the leased school building will be available for the beginning of school and the date when the school building needs to be vacated for Holden's summer program use. Within those parameters, the school staff, families and Holden staff will be able to set the calendar that provides flexibility for the majority.

Once the calendar is established at Holden, it must be approved by the Lake Chelan School District School Board.

## **Lake Chelan School Board Members:**

School District Superintendent:	Mr. Brad Wilson
School Board Chairman:	Mrs. Kim Thorpe
School Board Members:	Mr. Jeff Fehr Mr. Erik Nelson Mrs. Stephanie Fuller Mrs. Barb Polley

You may contact each member at: Chelan School District, PO Box 369, Chelan, WA 98816 or by email at [www.chelanschools.org](http://www.chelanschools.org), select Board Members and click the link.

## Holden School Staff:

Principal:

Erin Morin

PO 369

Chelan, WA 98816

[morine@chelanschools.org](mailto:morine@chelanschools.org)

Teacher:

Jonah Jensen-Young

HC 0 Box 2

Chelan, WA 98816

[jensen-youngj@chelanschools.org](mailto:jensen-youngj@chelanschools.org)

Administrative Assistant:

Alejandra Ruiz

PO Box 369

Chelan, WA 98816

[ruiza@chelanschools.org](mailto:ruiza@chelanschools.org)

Holden Village School is a public school nestled in a faith based retreat center. It serves children of Holden staff who are on staff for an extended period of time. Students may enroll with either teacher at the school or they may enroll down lake at the Lake Chelan School District M.S. / H.S. with the Counseling Secretary.

Parents with school age children who are going to be on Holden Village Staff for at **least six weeks or longer** are invited to enroll their child to participate in the school program. Shorter stays create a disruption to the school program. While Holden Village School is a public school, we cannot deny access to anyone who chooses to enroll. We respectfully ask that students staying at Holden for less than six weeks not enroll. The disruption to the day-to-day rhythm of the school day is counterproductive to quality teaching and learning.

To protect the daily flow of the classrooms, we request that visitors to Holden not drop in at the school. If Village guests are interested in the school, we welcome your questions and would enjoy providing you a tour outside the school day hours. Please see one of our staff to set that up.

*The Lake Chelan School District does not discriminate in any programs or activities on the basis of sex, race, creed, religion, color, national origin, age, veteran or military status, sexual orientation, gender expression or identity, disability, or the use of a trained dog guide or service animal and provides equal access to the Boy Scouts and other designated youth groups. The following employees have been designated to handle questions and complaints of alleged discrimination:*

### **Title IX Coordinator/Civil Rights Compliance Coordinator**

Name and/or Title\*: Human Resource Manager

Email: [rossj@chelanschools.org](mailto:rossj@chelanschools.org)

Phone: 509-682-3515

### **Section 504/ADA Coordinator**

Name and/or Title\*: Director of Student Services and Inclusion

Email: [marshlalink@chelanschools.org](mailto:marshlalink@chelanschools.org)

Phone: 509-682-3515

