



# St. Mary School Parent and Student Handbook

## SAINT MARY SCHOOL INFORMATION

### SCHOOL LOCATION

Saint Mary School is a Pre-Kindergarten through 8th grade Catholic elementary school. It is located at 518 North H Street, Aberdeen, WA 98520.

### *Vision*

St. Mary School is a parish supported Catholic school educating the next generation of innovative thinkers and ethical leaders of Grays Harbor and beyond. St. Mary School offers a rigorous education that celebrates diversity, individuality,

and an academic excellence that teaches sound ethical and moral values taught by passionate teachers who lead by example, what it means to be a St. Mary Lion.

## **SCHOOL PHILOSOPHY**

### **Philosophy**

St. Mary School is a regional Catholic school that serves families seeking a faith-based education for their children. St. Mary School is a ministry of the Grays Harbor County Catholic parishes. It is our role, in partnership with families, to build the spiritual and ethical foundations needed in today's civic and faith communities.

## **HISTORY OF SAINT MARY SCHOOL**

The story of St. Mary School begins in 1890 with the establishment of Saint Rose Academy. Five courageous young women, who then became the nucleus of the Dominican Sisters of Edmonds, traveled to Aberdeen and founded a school for the Catholic children of the area. It was these sisters who, thirty-six years later, became the educational and spiritual leaders of the first parochial school in Grays Harbor. Reverend Michael O'Donnell realized there was a need to build a larger parochial facility to replace Saint Rose Academy. He commissioned architect C. Frank Mahon to design the school, which would cost \$65,000.

The official opening of St. Mary School was in March of 1926. The Northwest Progress newspaper noted at the time, "St. Mary's School is a concrete, fireproof building, with eight classrooms, as well as offices, closets, playrooms, etc. It is modern to the nth degree and the pastor and people are indeed proud that they have added another fine unit to the chain of parish schools of the diocese."

In 1961, Fr. Kelly undertook a major renovation of the school building. St. Mary School survived the economic turbulence of the 1970's and 80's and emerged as a cherished and valued school system. With the clustering of the parishes in 1995, the school became a Regional school, supported by the six parishes of Western Grays Harbor.

Into the 1990's Saint Mary School continued to grow and expand. In 1996 the school program was expanded to include a preschool program for four-year-old students, and the following year a program for three-year-old students was developed. Later, Kindergarten became full-time. Efforts to make the school financially sound included an endowment fund, an ongoing scholarship program and an annual outreach to alumni called "Friends of Saint Mary."

In 2015, the current school building suffered a severe flood that displaced the students and staff for the remainder of the school year. However, with the support of generous donors and community supporters, a large-scale remodeling project was completed during the summer and classes resumed in the original St. Mary School Building for the 2016-2017 academic year.

The past has strengthened St. Mary School and today it is a vital part of the ministries of the Catholic parishes of Western Grays Harbor.

## **MISSION STATEMENTS**

### **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 Church as we help one another form the school leaders God has designed for our time.

## **SAINT MARY SCHOOL**

### **Mission**

Through innovative programs and curriculum, faith-based activities and led by passionate teachers, St. Mary students are lifelong learners, responsible Christians and leaders that integrate their thinking and believing into action for the benefit of our community. St. Mary School nurtures the development of the whole child: spiritually, academically, emotionally and socially. St. Mary School provides a strong, accessible and rigorous Catholic education to students of greater Grays Harbor and their families with the support of our parishes.

### **Values**

Faith, Knowledge and Service

## **NOTICE OF NON-DISCRIMINATORY POLICY**

Saint Mary 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 is determined on a case-by-case basis by the principal or his/her designee.

## **ACCREDITATION**

### **WESTERN CATHOLIC EDUCATION ASSOCIATION**

Saint Mary School is accredited by the Western Catholic Education Association. WCEA Accreditation is current through June 30, 2024.

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.

## **COVENANTS**

### **COMMUNITY COVENANT**

The Saint Mary School community strives to be a covenant community. The teachers and staff at Saint Mary 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 Saint Mary 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 Saint Mary 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 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 chose Saint Mary 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 Saint Mary 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 Saint Mary School Handbook.
- accept and embrace the diversity at Saint Mary 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 Saint Mary 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 Saint Mary School. Saint Mary 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 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.

### **Section 3. ORGANIZATIONAL MANAGEMENT**

While the oversight for diocesan and parish institutions flows from the Archbishop to the Pastor as described in the Revised Code of Canon Law, this is done within the framework of collaboration with many individuals and consultative groups. In a regional school, such as St. Mary School, the decision making process moves from broad to specific and is entrusted to various groups and persons.

St. Mary School functions within the framework of the Grays Harbor Catholic Faith Community. Pastor, Principal, School Commission, Parent Teacher Organization, and a variety of other groups that collaborate in the various ministries of the Faith Community, including the school. (See Appendix 1 for Organizational Management Chart.)

### **Section 4. ENROLLMENT**

The Pastor and Principal determine admission policies in consultation with the School Commission. The Principal determines admission and appropriate placement of the students according to the child's individual needs in relation to the programs of the school. Interested parents must have an introductory meeting with the Principal prior to registration.

St. Mary School exists primarily to serve those families who opt to provide a Catholic education for their children. Students learn and grow in a purposeful Christian atmosphere with special emphasis on parent support and participation.

#### ***General Regulations***

Applications and registrations will be considered on the following priority basis:

1. parishioners with siblings already/previously enrolled.

2. parishioners not previously enrolled.
3. non-parishioners (Catholic) with siblings already/previously enrolled.
4. non-parishioners (Catholic) not previously enrolled.
5. non-parishioners (of other faiths) not previously enrolled.

A child entering Pre-3 must be 3 years old on or before August 31st. A child entering Pre-K must be 4 years old on or before August 31st. A child entering Kindergarten must be 5 on or before August 31st. A child entering 1st grade must be 6 on or before August 31st.

In order to ensure that the school programs are the best placement for a child and to assist teachers in meeting the needs of each child, the school reserves the right to evaluate students prior to admission. This may include written/oral testing and/or examination of records from previous schools. Students may be admitted on a probationary status due to learning and/or behavioral concerns. Probationary contracts will be in writing and will be signed by a school representative (ordinarily the Principal) and the parent/legal guardian.

Exceptions to the above regulations may be considered after consultation with the Principal and teacher.

Saint Mary 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.

## **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 Saint Mary 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, Saint Mary 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. Saint Mary 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 Student Support Plan (SSP) 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.

Saint Mary 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. Saint Mary School determines continued enrollment based on these factors.

There is a limit to what schools have the capacity to do. However, Saint Mary 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.

Saint Mary 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 school office.**

## **Section 5. REGISTRATION**

### **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 [mid-February] Intent to Return 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 registration fee is non-refundable and due with the tuition contract.
3. Non-compliance could result in a change of tuition contract status.

### **OPEN ADMISSIONS (ENROLLMENT)**

Open enrollment for new families officially begins in March. At this time, new families may complete the registration paperwork/process. Even though priority enrollment is given to current families during the re-enrollment period, during Open Enrollment, registration is done on a first come, first serve basis.

The registration online link is available on the school website and in the School Office. The non-refundable registration fee must be paid in full and accompany the registration forms.

All students must have immunization records on file, as per current state regulations. Copies of the proper immunization paperwork can be found with the student's primary care provider. Each child must also have a birth certificate on file.

Placement of a child on the class list is not assured until the registration fee is paid and registration forms and immunization records are complete.

## **WITHDRAWAL OF STUDENTS**

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

1. Notify Saint Mary School of the withdrawal via a note 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

## **Section 6. TUITION AND FEES**

Saint Mary School enters into covenants or contracts with faculty and staff and incurs financial obligations for the entire school year. In order for Saint Mary School to meet these financial obligations, when a student is enrolled, the parent/guardian assumes the obligation to pay the tuition/fees in full.

**The obligation is to pay the full year's tuition.** Removal of a student from the school does not lessen expenses or obligations incurred by the school for that year. Therefore, no amount of tuition paid is refundable. The parents are responsible to pay the full year's tuition and any outstanding fees. Payment plans may be arranged at the discretion of the Principal or Pastor. An exception may be possible for only one of the following reasons:

- The family must move from the area as a condition of employment or finances.
- There is a substantial change in the family's financial situation due to extended liability, illness or unemployment of a wage earner. Proof of change may be required by school administration.
- The uninsured death of a wage earner of the family or of the student.
- The student is asked to leave by the school administration.
- Other cases will be considered by school administration on a case-by-case basis.

The school reserves the right to take any action it deems necessary and appropriate (e.g. denial of report cards, records transfer, graduation and next year's registration) in the event an account exceeds 30 days in arrears. Accounts which are over 30 days in arrears may be turned over for collection at the discretion of the Principal and/or Pastor.

## **RIGHTS OF THE SCHOOL AND RELATIONSHIPS**

### **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**

Saint Mary 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**

Saint Mary 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, Saint Mary School may require parents to withdraw their children and sever their relationship with the school.

## **FINANCIAL POLICIES**

### **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 insure 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.

## **Saint Mary School Tuition Rates**

### **1. In-Parish Tuition Rate**

- a. An 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. An In-Parish family is one who has a Stewardship Commitment Card on file in the parish office. A quarterly review will be shared by the parish office to verify contributions.
- c. An In-Parish family is one who is participating in the sacramental life of the parish by regularly attending Mass and supporting and participating in parish activities.

### **2. Monitoring of the 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 Saint Mary School 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 objective ways of establishing a person’s commitment to the Grays Harbor Catholic Parishes. 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.
- b. Each year, the School Commission will establish the actual cost of educating a student at Saint Mary School and apply the gift of the parish subsidy to determine the “In-Parish” rates for Catholic students. c. The school office will report all tuition obligation data to each school family three times a year. At any of these reporting periods, report cards or mid-term reports may be held until families become current with their school financial obligations. [The parish bookkeeper will mail stewardship statements regarding parish contributions. This data is kept confidential with only the pastoral leader, principal, and bookkeeper involved in maintaining and honoring the parish financial records].
- d. 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 tuition assistance 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.
- e. For returning students, family financial obligations will be assessed each spring. Catholic families receiving the “In Parish” rate may be moved to “Catholic Out-of-Parish” rate for failure to live up to the requirements of the tuition contract and the Family Handbook. This decision is made by the pastoral leader in accordance with the principal.

### **3. Out-of-Parish Catholic Tuition Rate**

- a. This rate is available to Catholic students who have been baptized in the Catholic Church and are not currently active members of a parish, and who are not eligible for the in-parish tuition rate.
- b. Saint Mary School does not currently offer the Out-of-Parish catholic Tuition Rate.

### **4. Non-Catholic Tuition Rate**

- a. A non-Catholic student is one who has not been baptized into the Catholic Church 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 twentieth (20th) 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 thirty (30) days the tuition account is not current, the parent will be notified by the principal of the past due amount. A late fee of \$25 will be added to the total tuition balance, and additional late fees of \$25 each month will continue to be added until the account is current.
  - b. If at the end of sixty (60) 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, school services to the family will be immediately discontinued and the account will be referred to a collection agency.
- B. Saint Mary 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 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.
- D. Families that are experiencing financial difficulties should contact the principal immediately.
- E. Electronic banking is an option for all school families. Please contact the school office if you would like to set up automatic payments. No charitable (goods or services) contribution shall be accepted in consideration of a student's enrollment at Saint Mary 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 Saint Mary 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 bookkeeper.
2. The person who signs the tuition covenant/contract is the person who will be held financially responsible for all obligations. 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 the time of registration. The school will not be held responsible for failing to honor arrangements that have not been made known.
4. All families must pay a registration fee of \$75 per student. The registration fee is used toward the cost of contract processing, supplies, and activities. All registration fees are non-refundable.

## **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.

## **SAINT MARY SCHOOL FINANCIAL AID**

Local financial assistance can be requested by any current school family. However, families must first apply for the annual Archdiocese of Seattle Tuition Assistance Grant funded by the Fulcrum Foundation (see above). Once a family has submitted the application by the designated deadline, the family can then request additional local tuition assistance. The confidential form is processed by the St. Mary School Tuition Assistance Committee and awards are based on financial need only. Each new school year, the applicant must reapply for the Fulcrum Tuition Assistance Grant and Saint Mary School financial aid. Any special circumstances will be handled confidentially by the principal and pastoral leader.

The Tuition Assistance Committee will determine the process and amount of tuition assistance based on specific criteria. Saint Mary School families who belong to one of the Catholic Parishes of Grays Harbor receive first consideration for assistance. Families will receive notification from the principal regarding their tuition assistance award.

Tuition Assistance for the next academic year is determined in late spring of the previous school year. Parents will receive a Tuition Contract with specifics in regard to their aid award(s).

Families who register after May may still receive tuition assistance if funds are still available.

### **Emergency Financial Aid**

Life status changes occur and Saint Mary 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 pastoral leader to assess the need and respond accordingly.

## **REGISTRATION AND FEES**

### **New Student Registration Fees:**

1. Families of new students must pay a \$75 registration fee per student to secure the student's placement at Saint Mary School. All registration fees are non-refundable. This registration fee is due with the Saint Mary School New Student Registration Application.
2. Registration/Open Enrollment begins in March.

### **Re-Registration Fees:**

Re-registration is held each year in mid-February for families currently enrolled at Saint Mary School. The registration process is complete when the school has received:

1. Saint Mary School Tuition Contract along with the contract fee.
2. Saint Mary School New Student Registration Application along with the new student registration fee.
3. Emergency information forms that have been completed in full.
4. Applications for parish assistance and scholarship applications, if applying .
5. Records: Baptismal and birth certificates, immunization, health records, and transcripts from any previous school.

### **Building Fees:**

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

1. School Admin Family Fee-\$35 annually
2. Book fees- the cost of textbooks and consumable workbooks
3. Technology fees- the cost of updating hardware and/or licensing fees licensing
4. Eighth Grade Graduation Fee—This fee covers the cost of graduation and other 8<sup>th</sup> grade expenses. For full details please refer to Graduation Policies.
5. 6th/7th Grade Camp Fee—For full details please refer to 6th/7th Grade Camp Policy.
6. Field Trips—Prices vary due to field trip destination and costs.

## **FUNDRAISING**

**Each school family will be required to participate in fundraising.**

### ***Fundraising and Parent Participation Commitment***

In recognition of the difference between tuition and the actual cost of a student's education, families will complete participation hours and engage in fundraising. The success of our fundraisers is vital to our school; therefore, families are required to take an active role in them. Tuition does not cover all revenue needs. In fact, the greatest revenue is achieved through a combination of direct contributions, local parish subsidies, and fundraisers. Families may also opt out of participation hours and fundraising for a payment amount listed as "buyout" found in the Parent Participation Handbook (Appendix 2). The amount of the opt out fee is listed on the registration form. While this is an option, families are encouraged to participate as much as possible in school life, as it is a benefit not only to the school, but also to the student and his/her family. For more information on any of the fundraisers, please contact an officer of the Parent Teacher Organization (PTO) or the school office.

A list and description of the St. Mary School fundraisers and events can be found in the Parent Participation Handbook.

## **SCRIP**

One fundraiser at St. Mary School is the selling of SCRIP or gift cards. For complete details and ideas to make SCRIP sales successful, please see the Parent Participation Handbook, Appendix 2. Statement of liability/ waiver: The School assumes permission to send/receive financial statements and actual SCRIP through the Tuesday envelope system or directly home with the students. Parents who prefer not to participate in the pick-up and delivery process of SCRIP at St. Mary School must communicate in writing to the SCRIP Chairperson that they will relieve the school of the burden of pickup and delivery of SCRIP and establish an appropriate system for their family.

### **SPIRIT Auction**

The auction is Saint Mary School's largest fundraiser. It is a dinner gala with a silent and live auction dedicated to support the full mission of the school and is held every other year. The Advancement 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 Saint Mary procurement team to purchase quality items for the auction. (Please see the Parent Participation Handbook for additional information).

### **Additional Fundraisers**

Saint Mary School holds additional fundraisers throughout the school year. Please see the Parent Participation handbook, Appendix 2 for details and participation obligations.

### **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 \$20.00 per hour due June 30th of each year. (Unserved Oktoberfest and Auction service hours are charged at a rate of \$30/hour.)

It is the parent's responsibility to find opportunities to serve the school or parish. Families are encouraged to document their hours on the monthly school calendar and submit the calendar at the end of the month for recording purposes. A periodic update of recorded hours is sent to all families through the school year.

Volunteer Hour Forms should be submitted to Mrs. Weber, the office manager, in a timely manner at the completion of each event to ensure accurate record keeping. Parents may submit their volunteer hours online and should contact the school office in order to pursue this option. St. Mary School may not recognize unreported volunteer hours as served.

How can I fulfill my service hour commitment? Get involved at the school and parish level. Any service supporting the good works of the school and parish are counted as volunteer hours. Ideas include, but are not limited to: room parents, working in the classroom, working at the volunteer project table, take home projects, Saint Mary School auction, Scrip program, recycle drive, 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!

See Section 19 for more details on volunteer requirements and opportunities.

## **Section 7. ATTENDANCE AND OFFICE HOURS**

### ***School Office Hours***

7:30 a.m. – 3:30 p.m. on regular school days

7:30 a.m. – 12:30 p.m. on early dismissal days

*Summer hours vary, but the office is closed all of July.*

On normal school days, the building will open at 7:15 a.m. for Extended School Services in the auditorium for students in K-8th grade. *Additional fees are charged for Extended School Services (E.S.S.).*

School starts at 8:00 a.m.

Dismissal is at 2:45 p.m. on Monday, Tuesday, Wednesday, and Friday.

Dismissal is at 2:00 p.m. on Thursdays.

### ***Preschool and Pre-Kindergarten***

8:00 a.m. – 11:30 a.m. Monday, Tuesday, Wednesday, Thursday

### ***Extended School Services, fees charged for service***

7:15 a.m. - 7:55 a.m. Monday-Friday

3:00 p.m. – 5:15 p.m. Monday, Tuesday, Wednesday, Friday

2:15 p.m. - 5:15 p.m. Thursday

The building doors open at 7:15 a.m. Families of students arriving before 7:55 a.m. will be charged for morning care. Rates are in the office. All students go directly to the auditorium to be supervised until they are dismissed to their classrooms. At 3:00 p.m. (2:15 p.m. on Thursday), students not picked up will go to Extended School Services (ESS) for supervision. ESS rates and registration paperwork can be found in the School Office.

### ***Absences and Tardies***

Absence and Tardy Explanation (*Grades K through 8*)

- Student arrives after 8:00 a.m. and before 11:40 a.m.-Tardy
- Student arrives after 11:40 a.m.-½ day absent
- Student leaves prior to 11:40 a.m.-Whole day absent
- Student leaves after 11:40 a.m.-½ day absent

Regular and timely attendance is vital to the students' academic success and conversely, repeated or long term absences and/or habitual tardiness may lead to academic difficulties. There is no substitute for classroom interaction and direct instruction.

The warning bell for school rings daily at 7:55 a.m., and school starts at 8:00 a.m. Students who enter the building after 8:00 a.m. are to report immediately to the office for a tardy slip. Students should have a written excuse from their parent/guardian, which they will present to the office for admittance. Written excuses are also necessary when returning from an absence. Please keep in mind that frequent tardiness is a disruption to the learning process of the classroom and is often uncomfortable and awkward for students who arrive at school after the tardy bell. We understand that unusual circumstances and weather, and accident related traffic delays sometimes occur; in those and all situations, of course,

safety comes first.

Students in grades K through 8, who arrive after 8:00 a.m. and before 11:40 a.m. are considered tardy. The tardy is excused in the case of medical/dental appointments, or delays caused by the bridge going up or acts of God. All other reasons are unexcused.

Regular attendance is necessary if high standards or achievement are to be met. State law requires that all students come to school punctually and regularly. Absences from school are excused for reasons of personal illness, a death in the family, a family emergency, or health-related appointments, which cannot be scheduled outside of school hours.

Please assist us in our record keeping by promptly notifying the office whenever your child is absent. In order to verify that all students have arrived at school safely, a phone call will be placed to students' homes if a child is not present when attendance is taken and the school has not already been contacted about an absence for the day.

***Discipline Action for Attendance:***

1. 3rd unexcused tardy (per trimester) results in loss of Last Wednesday Free Dress or Spirit Dress
2. 8th unexcused tardy (per trimester) results in loss of Last Wednesday Free Dress or Spirit Dress, plus lunchtime detention may be assigned.
3. Saturday School may be scheduled for continuing tardiness.

Excessive tardiness and/or absences may negatively impact a student's overall grade, particularly if students are repeatedly missing class time and are unable to complete assignments. Excessive tardiness and/or absences may also result in suspension or expulsion from St. Mary School.

Students in Pre-3 and Pre-K are considered tardy if they arrive after the stated class session time.

***Illness***

Children should remain at home when they are contagious or have a fever. A child should not return to school until at least 24 hours after his/her temperature has returned to normal and at least 24 hours after any vomiting has stopped, and symptoms are gone. If a child is not well enough to go outside for recess, he/she is not well enough to be in school. The child should remain at home until he/she can participate in the regular school day schedule. The school is very appreciative of those parents/guardians who report to the school any contagious diseases or a case of lice.

When a child is ill and unable to come to school, a parent should call the office by 9:00 a.m. to report the reason for absence. If homework is requested, homework can be collected in the school office at the end of the school day. Students are responsible for making up school work missed due to absence or early dismissal.

Students returning after an absence must have a written excuse. Excuses must have the child's first and last name, be dated, mention the day(s) of absence and state the reason for absence.

Students who are absent for medical reasons for more than 5 consecutive days must have a release signed by a physician before returning to class.

Parents/guardians need to plan vacations according to the school calendar holidays. Student withdrawal from school for trips and vacations is strongly discouraged. Teachers are not required to provide assignments for student absences due to non-medical reasons.



A student who misses more than 10 days per trimester may receive an automatic one-level drop in their report card grade.

Exceptions to the above policy, especially in cases of long-term illness, injury, or family crisis, may be made with the permission of the Principal, after consultation with the classroom teacher.

### ***Lice***

If a child is noted to have head lice, the parents will be notified that the child must be treated prior to returning to school. In the American Academy of Pediatrics 2015 Clinical Report, it is recommended that the child be treated on the day of discovery and 9 days later. We encourage the family to comb for nits every day for two weeks. If the child continues to have head lice, despite treatment, the family is encouraged to contact their physician for additional treatment options.

(AAP 2015 Information sheet on Head Lice in School

<https://www.aap.org/en-us/about-the-aap/aap-press-room/pages/AAP-Updates-Treatments-for-Head-Lice.aspx>)

### ***Dismissal***

During the school day, students may leave the school grounds only when accompanied by a staff member, designated chaperone (in case of field trips), a parent/guardian or their designee. No child will be released at any time to any other person unless verified in writing by the parent/guardian and the child knows and recognizes the person.

Classes in K-8th end at 2:40 p.m. with prayer. The students are dismissed at 2:45 p.m. Teachers will escort students to the playground/covered area. Students are to be picked up, unless they are staying for an after school activity or ESS.

Students still on the school premises without supervision, at 3:00 p.m. on regular school days, will go to Extended School Service (ESS) until they are picked up. Parents will be billed accordingly. ESS services end at 5:15 p.m. and the school building is closed and locked by 5:30 p.m.

### ***Early Dismissal***

Parents are asked to make, as much as possible, medical and dental appointments outside of school time. If an early dismissal or late arrival is planned, a written note must be sent to the teacher before the dismissal. We make every effort to deliver messages during the school day; however, due to the constantly changing demands on any given school day, we cannot guarantee that messages for children about after school arrangements and/or early dismissals will be delivered.

Please make every effort to complete after school arrangements before the child arrives at school.

A child who leaves early is to report to the school office when dismissed by their teacher. Parents/guardians who pick-up a child before dismissal time should report to the office to pick-up the student. The student must be signed out by the parent/guardian.

### ***Illness/Injury at School***

A child who becomes ill or injured during the school day will be evaluated by the Principal or other designated person to determine whether the parent/guardian should be contacted. In case of serious injury, every effort will be made to contact the parent. If the parent/guardian or person designated on the emergency card cannot be reached for instructions, the injured child will be taken to the closest treatment facility. Parents/guardians are responsible to keep their family emergency card updated.

When an accident occurs at school and medical treatment is needed, the school office will supply the proper insurance paper to the family in a timely manner. The paperwork is to be completed by the family and the claim will be handled directly with the insurance company.

## **Section 8. STUDENT SERVICES/ACTIVITIES**

### ***Field Trips***

Field trips are opportunities to explore the world beyond the walls of the school. Field trips enrich the standard curriculum and give students valuable experiences. Most often, a field trip takes place during the school day. Student participation may require a small fee. Please contact the school office regarding the possibility of financial assistance if you are concerned about your ability to pay a field trip fee.

Field trip permission forms and information will be sent home prior to each field trip. All students must have a permission form signed by their legal guardian on file before participating in the field trip. Faxed forms are acceptable. A note from home or phone call does not constitute permission for field trip participation.

Students should understand that field trips are a privilege; no student has an absolute right to attend a field trip and may be denied participation if they do not meet academic or behavioral requirements. Behavior on field trips will be consistent with the discipline code of St. Mary School.

School uniforms will be worn on all field trips unless otherwise advised by a school official. Students are ordinarily transported in private vehicles and will wear a seat belt. Parents/guardians who drive must complete the Safe Environment Training provided by the Archdiocese of Seattle each year and complete all necessary paperwork. If the need arises, field trip drivers have the authority of the school to correct any child in accordance with the discipline code of St. Mary School.

### ***Special Field Trips***

Sixth grade students attend Outdoor Education Science camp in the spring. Lessons in leadership and environmental/earth science will be taught and students will have the opportunity to participate in outdoor games. Seventh grade students attend Marine Biology Camp in the spring and will acquire knowledge about the aquatic environment in our state. Eighth grade students attend Leadership Camp in the fall to strengthen interpersonal and leadership skills. All field trips and camps are important extensions of the curriculum and attendance by students is required. Other classes may, after consultation with the Principal, schedule extended field trips in accordance with Archdiocesan policy. Periodic fundraising may help to cover the costs for field trips and camps. Grants are available for those who might need financial assistance. For more financial aid information, parents/guardians are encouraged to contact the class teacher or the school office.

### ***School Families***

Kindergarten through 8th grade students are placed in multi-grade “families”. Each “family” is supervised by a teacher and designated by their own color, name, and symbol. The St. Mary School “Families” meet once a month to work together on community service projects, as well as, gather and sit together at Morning Meeting each day, attend weekly school Masses together, attend school assemblies together, and compete in Field Day in June together. Each “family” is led by the 8th graders in that “family”. The SMS “Families” program is meant to foster community across the grade levels and promote leadership and cooperation amongst the students.

### ***Awards***

Awards are given to students at the end of the trimester or school year. Students who have consistently performed in an exceptional manner are recognized after being identified by teachers and/or school staff through observable behavior. Awards may be given in the areas of academic achievement, service, attendance, athletics, effort, citizenship, and other areas, at the teacher’s and/or principal’s discretion.

### ***Catholic Schools Week***

National Catholic Schools' Week is a nation-wide celebration of the many contributions Catholic schools make to American education. We have many proud traditions and extend an invitation to all members of our community to visit our school during this special week. Events held during the week include:

- Friendship Luncheon at which students are grouped according to birth month, instead of by grade.
- Special Friends Day where guests (such as parents, grandparents, guardians, aunts, and uncles) may join students for liturgy, observe students in the classroom, or join the students for lunch.
- Community Thank You Day is an opportunity to share the school's gratitude for the support it receives from local businesses and organizations. Parents are asked to send in baked goods that are then delivered with student-made thank you cards to community partners.
- Teacher Appreciation Day occurs on the Friday of Catholic Schools' Week. The School Commission, in collaboration with the PTO, plans a luncheon for the faculty and staff. Parent volunteers also monitor the lunchroom and playground so that the faculty and staff can eat together.

### ***Christmas Program***

The Christmas Program is an all-school, musical performance, by the students, prior to Christmas vacation. All students are required to participate.

### ***Science/Reading/Art Fairs***

The Science/Reading/Art Fairs are an opportunity for students to share their love of science, reading, and/or art through independent projects. Alternating from year to year the fair includes varying levels of mandatory participation from students in K- 8th grades.

### ***Athletics***

The YMCA of Grays Harbor coordinates the elementary school sports program. The YMCA provides a fall, winter, and spring sport for students in grades 4-6. The teams available are:

- Fall: Flag football and volleyball
- Winter: Basketball for boys and girls
- Spring: Track and Field

St. Mary School junior high students are eligible to participate in sports at the local junior high schools. Interested families should contact their local public school district for more information.

### ***Student Council***

Student Council is an opportunity for students in grades 5, 6, 7, and 8 to learn leadership skills. The advisor publishes qualifications and responsibilities for each office annually and students may run for office in the fall. If, at any time, a student falls below the qualification level or does not properly fulfill the obligations of their office, they may be removed from the council and another student may be appointed to fill the position.

### ***Additional Student Activities***

Additional student activities are offered at St. Mary School each school year. The following list is not comprehensive and offerings may change from year to year.

Homework Club-An afterschool program open to all 4th thru 8th grade students.

Missoula Children's Theater Residency Week-A one week after school program open to Kinder thru 8th grade students.

Rosary Club-A before school club open to 1st thru 8th grade students.

Robotics Club-An after school program open to 1st through 8th grade students on a limited basis.

SMS News Crew-Open to all 6th graders.

## **Section 9. CURRICULUM AND INSTRUCTION**

### **ACADEMIC POLICIES**

Saint Mary School exists to teach the message of Jesus Christ to its students. The curriculum taught at Saint Mary School meets Archdiocesan requirements for textbooks, materials, and time allotments for subject areas. Saint Mary 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. **Saint Mary** School is fully accredited through the **Western Catholic Educational Association** (WCEA). A copy of the accreditation study and report is available in the 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.

#### ***General Guidelines***

St. Mary School curriculum is within state and Archdiocesan requirements and provides for the development of the students' spiritual, moral, physical, emotional, and intellectual growth.

At St. Mary School, preparation for reading, writing, science, and math is approached through creative activities in preschool and kindergarten. Art, music, and field trips enhance the program. Especially important, are the religious lessons taught at this level.

In all grades, students are provided with a foundation in the important skills of reading, writing, and math, as well as social studies, science and religion. In all classes, a sense of personal responsibility is promoted through guided motivational teaching.

Technology education is continuous from grades K thru 8. In addition, all middle school students are provided with 1:1 technology to enhance curriculum and learning.

The St. Mary School middle school program operates on a seven period day within normal school hours. Trimester long electives are offered on Wednesday mornings.

Upper elementary and middle school students are encouraged to participate in student council and other extracurricular activities. These activities provide students a way to apply personal values to social situations and build on the foundations of faith they have acquired. Service projects and missionary discipleship is emphasized in all grades.

### **Instruction**

The instructional program at Saint Mary 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, Saint Mary 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 and student service hours 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.

**Catechetical Formation in Chaste Living** - The school will offer ongoing formation in chaste living, using an approved text, as part of Catholic moral formation, as required by the WCEA's Catholic Identity accreditation standards, and by standards published by the USCCB (2008): Catechetical Formation in Chaste Living.".

**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 - Saint Mary 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 weekly 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, informational/explanatory writing, and narrative writing.

**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.

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

**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.

**Music** – Music instruction takes place in Kindergarten through 6<sup>th</sup> grade and is connected to core music skills such as rhythm, reading sheet music, etc., liturgical seasons and holidays, and is facilitated by the music instructor.

**Physical Education** - Physical education is aligned with the Washington State standards. Students work on coordination, movement, and physical activities. The 6<sup>th</sup> through 8<sup>th</sup> 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 Saint Mary School.

Students accept the responsibilities and guidelines outlined in the agreements they sign each year for the use of all Saint Mary School electronic devices. Any damage to any electronic device through improper use will be the responsibility of the student and their parent(s). Internet access is available to students for educational purposes only. Saint Mary 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** – Kindergarten through 6<sup>th</sup> grade students visit the school library once per week and all students are given the opportunity to check out books to read for growth in reading and academic skills, as well as for enjoyment. Students are taught strategies for locating information, selecting and evaluating both paper and electronic resources, and extracting information from those resources.

Art - Art instruction takes place in PreK through 8<sup>th</sup> grade and is connected to subject areas, liturgical seasons and holidays, and is facilitated by the classroom teacher and/or an art teacher.

Personal Safety - Saint Mary School uses an Archdiocesan required safety program in PreK through 8<sup>th</sup> grade.

## **Assessment**

Saint Mary 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. Families have access to student progress 24/7 using the online student information system ALMA and report cards are sent home three times a year. Students in grades Kindergarten through 8th take the Measures of Academic Progress (MAP) standardized tests three times 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 Saint Mary 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.

### **Philosophy Statement**

The school library staff is committed to providing highly responsive service to the entire school community. The staff strives to inform, enrich, and empower every member of the school community by providing access to high-quality, appealing, timely, authoritative, and reputable materials in a variety of genres for a variety of age levels. The library staff acquires, organizes, and provides a wide variety of children's literature; Catholic resources; other relevant library materials; and serves the entire school community with caring and expert assistance. All students are encouraged to visit the library regularly and often so that they may enjoy and benefit from these materials.

### **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.

**Questions, Comments, Concerns:** If you have a question, comment, or concern about our materials, service, or library in general, please submit it in writing to the library staff. The librarians and the school administration will meet with you to respond to your concern, and the pastoral leader will make all final decisions regarding materials available for the students.

Donations of used books, paperback books, or books are welcomed and appreciated.

## **Section 10. MISCELLANEOUS**

### ***Medications***

Medication will not be administered at school unless prescribed by a medical professional (MD, DO, Dentist, or Nurse Practitioner). This applies to all medications, including over the counter items such as Tylenol and cough drops. School personnel may administer oral medications and EpiPens only; family members must administer all other medications. The following conditions must be met in order for medication to be administered at school:

1. The parent/guardian must get the “Physician’s Order for Medication at School” form from the school office.  
Faxed forms will be accepted. Verbal permission will not be accepted.
2. The request must state that there exists a valid health reason that makes administration of the medication advisable during school hours or during such time that the student is under the supervision of school officials.
3. The form must state written, current, and unexpired instructions regarding the prescribed medication.
4. The parent/guardian must sign an agreement which states that it is the primary responsibility of the student to go to the office for any particular dose; that school staff will make one attempt per dose missed by the child to contact the student and administer the medication; that the school staff cannot be held accountable for a missed dosage; that the parent/guardian understands and accepts that school schedules and other responsibilities of the staff person may cause a child’s medication to be delayed or missed.
5. Not more than a 20-day supply of the medication is to be at school at one time.
6. The medication must be in the original container labeled by the pharmacy/physician and state clearly the physician’s name, the name of the medicine, the amount to be taken, and the time of day to be taken.
7. The parent/guardian must bring the medication to the school office where the parent/guardian and designated staff person will be required to count the medication and then sign and date the “medication log”, which will record each dosage the child receives at school.
8. At the end of the school year, the parent/guardian must pick up and dispose of any medication left at school. If the parent/guardian fails to pick up any remaining medication within 10 days of the last day of school, the medication will be disposed of by a school official.

At no time are there to be medications of any kind in the classrooms. This includes, but is not limited to, aspirin, Tylenol, ibuprofen, cough drops, throat lozenges, eye drops, and nose spray. The only exception is an inhaler or EpiPen, which the student can self-administer. A permission form must be on file in the school office for a student to carry an EpiPen or inhaler.



### ***School Visitor Policy***

For the safety of students and staff, all visitors, including volunteers, must check in at the school office upon arrival. A visitor badge will be provided and should be worn while on the premises. Please sign in your name, reason for visit, and the time you leave the premises.

Potential students who would like to visit St. Mary School are encouraged to do so. To be a “Lion for a Day” parents should contact the school office to arrange a visit.

### ***School Property***

The orderliness and appearance of our school reflect our care, school pride and spirit. Therefore, all students should take care of whatever school property is allowed for his/her use. This includes desks, lockers, furniture, books, technology, library materials, playground and sports equipment. Gum is a hazard to equipment and property and may not be chewed on school property or at school events.

Fines equal to the repair or replacement costs are required for loss or damage to school property resulting from carelessness or negligence. Accidental damage to school property must be reimbursed as part of a student’s social responsibility.

### ***Personal Property***

The student’s name should be clearly marked on all items that are personal, including uniform sweaters, outerwear, lunch containers, and school materials. Materials that are lost are kept in the lost and found located in the auditorium. At the end of the school year, any unclaimed clothing items are donated to the local clothing bank. Please check the lost and found frequently.

Students may bring personal possessions (toys, phones, cd/radios, etc.) to school with prior permission of the teacher or Principal. This habit is not encouraged, however, and the school is not responsible for damage or loss of these items.

### ***Telephone Use***

The school telephone is a business phone. Permission will be granted for student use on a case-by-case basis. As we expect students to be responsible citizens, use of the phone will not be permitted to make arrangements to go to another student’s house after school. If a sports practice or other school event is canceled, calls will be allowed to arrange rides home.

### ***Pictures***

School pictures are taken each school year for purchase by the family. The dates will be noted on the monthly and school calendar and are traditionally in the fall. All students are required to have pictures taken for purposes of confidential permanent records. However, purchase of pictures by parents/guardians is strictly optional.

Students and an advisor compile a yearbook each year. All students may purchase a yearbook in early spring.

During the school year, pictures of the students may be taken during school events and featured on the school website, Facebook, and in marketing materials. Families may request that their student not be photographed by completing the appropriate form found in the School Office.

## **Section 11. LUNCH PROGRAM**

The St. Mary School lunch program is budgeted independently of the school's operating budget. Lunch prices are set at the beginning of each year and reflect the budget for the program. The success of the program is dependent on the number of participants.

Milk is included in the price of the lunch or may be purchased separately for students eating cold lunch. Hot lunch menus are sent home with students in the family envelope the first week of each month. A separate lunch account is kept for each family. Notices will be sent home with the student when the lunch account is about to run out. It is important that parents/guardians promptly respond to this notice.

Free and reduced price lunches are available for those who qualify. Forms are sent home at the beginning of each school year with the registration paperwork. We ask that each family complete these forms, even if they will not qualify for free or reduced lunch. Information in these forms is kept confidential.

The hot lunch count is taken before classes start every morning. If a child marks hot lunch in the classroom, the family will be charged for a hot lunch regardless if he/she actually takes the lunch.

### ***Peanut/Tree Nut and Food Allergy Policy***

St. Mary School abides by state and federal laws that ensure students with life-threatening food allergies are safe at school. All students who are identified as having food allergies on their Emergency Card, will be brought to the attention of the Principal and the classroom teacher. The parents, teacher, and Principal will come up with a plan to ensure the safety of the student during meals, snacks, and parties at school.

The classroom teacher will compile an anonymous list of all the food allergies and the agreed upon accommodations to distribute to the room parent. In the event of parties or class snacks, the room parent will ensure that others are aware of allergies in the classroom and that treats are safe for all students in the class. All food must arrive in the original package. The ingredient list will be available for the teacher, students, and parents to review.

St Mary School is a Peanut Free/Tree Nut Free facility. Students with life-threatening peanut and tree nut allergies can have a severe reaction from touching, eating, or even inhaling the allergen. Therefore, the entire school community must participate in the process to keep these children safe while allowing them to be included in school activities. Families are encouraged to provide lunches and snacks that do not contain tree nuts or peanuts. Lunch room accommodations are made to keep students with life-threatening allergies separate from students with that allergen in their lunch. The office has a list of peanut free/tree nut free snacks for parents to use as a reference.

## **Section 12. EDUCATIONAL RECORDS AND DIRECTORY INFORMATION**

### ***General Records Guidelines***

St. Mary School maintains several types of student records including, but not limited to, Emergency Cards, Driver Information, Field Trip Information forms, past Report Cards, testing data, Health and Immunization Records, and Attendance Records. It is the responsibility of the parent/guardian to ensure records are current, especially those concerning health and safety. Cumulative grades and attendance are entered annually on each student's Permanent Cumulative Record Card, as furnished by the Archdiocese of Seattle, and kept permanently at the school.

Only those persons with a "legitimate educational interest" in a child are permitted to have access to a student's records. A written request identifying the record(s) they wish to inspect, must be submitted to the Principal. Within five school days

of receiving the request, the Principal will make arrangements for access, and notify the parent of the time and place where the record(s) may be inspected.

The right to amend a student's record(s) of something believed to be inaccurate or misleading may be requested in writing to the Principal, and must clearly state the part of the record requested for change, and specifically what is believed to be inaccurate or misleading. If the school denies the amendment as requested, the school will notify the parent/guardian and advise him/her of the right to a hearing.

### ***Student Transfers***

At the time a student transfers to another school, records are sent upon the request of the new school. The records sent include a copy of the Permanent Record Card and the Immunization Form. All other material is kept in the school office. Parents/guardians may request receipt of other records by calling or writing the School Office. Records remaining longer than 1 month after a student transfer may be destroyed.

### ***Non-Custodial Parents***

In the absence of a Court Order to the contrary, the school will provide the non-custodial parent with access to the academic records and to other school-related information regarding the child. If there is a Court Order specifying that there is to be no information given, it is the responsibility of the custodial parent to provide the school with an official copy of the Court Order. Upon receipt of the Court Order, St. Mary School will behave accordingly.

Divorced or separated parents must file a Court-Certified copy of the Custody section of the Divorce or Separation Decree with the Principal's office. The school will not be held responsible for failing to honor arrangements that have not been made known.

### ***Publications***

The following information is considered "public" information and may be distributed inside and outside the school as appropriate.

- Directory Information: includes student's name, grade level, family member names, phone numbers, emails and addresses as authorized by each individual family
- Pictures of students including stills, digital, and video images
- Web images
- Yearbook information

If a parent/guardian wishes to disallow any of the above information, they must notify the school office within one week of the first day of school for the child. Please be specific when defining which information you wish to disallow.

Concerns regarding alleged failure of the school's compliance with the requirements of the Family Educational Rights and Privacy Act should be sent to the Family Policy Compliance Office, U. S. Department of Education.

## **Section 13. TRANSPORTATION**

### ***Playground Parking***

Parents/guardians should park in the playground parking lot when delivering students to school in the morning and picking them up in the afternoon. Students should not be dropped off in the front of the building. All motorists need to observe a five-mile per hour speed limit when entering or leaving the playground parking lot.

Parents/guardians of pre-kindergarten and preschool students need to be extremely aware of the need for a clear

playground between the 11:15 a.m. to 12:05 p.m. play period. During the school day, those parents should use the side parking lot or the front door entrance.

PLEASE NOTE: Our playground has a Fire Lane that must remain free of vehicles at all times. Any vehicle not adhering to the proper parking procedures will be towed at the owner's expense. Please reference the parking map available in the School Office.

#### **Section 14. EXTENDED SCHOOL SERVICES (ESS)**

Extended School Services (ESS) is before and after school care for St. Mary School students in grades K through 8. Paid morning care begins at 7:15 a.m. and concludes at 7:55 a.m. Any student arriving at school between those times must go directly to the auditorium for morning care. When students arrive at school, they will be signed in on a log sheet. These log sheets are the basis for billing before school ESS. Parents/guardians will be charged a family rate of \$5 per day for morning care.

After school care runs from 3:00 p.m. until 5:15 p.m. on regular school days (Thursdays 2:15 p.m. to 5:15 p.m.). Parents/guardians must register students for this program in the School Office. Students are signed in upon arrival by the ESS supervisor. When students are picked up, the parent/guardian signs the student out and checks the time on the log sheet. These log sheets are the basis for billing after school ESS. Parents/guardians are charged an hourly rate per student.

ESS bills will be sent once a month in the family envelope and are due within twenty days of receipt. If a parent/guardian does not pay the bill within twenty days, without prior arrangements, the student may not attend ESS until payment is made.

Student behavior in ESS will be consistent with the school Code of Conduct, including playground rules. Students who do not meet these standards may be asked to refrain from attending ESS.

#### **Section 15. UNIFORM CODE**

##### ***General Guidelines for Preschool through 8th grade***

Parents/guardians are expected to help children keep the school uniform and dress rules. Taking time out of a student's school day to change is not productive. Please help by monitoring your child before school starts.

At St. Mary School we wear uniforms because:

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

It is expected that students will be in uniforms that fit properly and are neat, clean, and in good repair. Shirts and blouses are to be tucked in at all times. Uniform sweaters or sweatshirts, with the school logo, are required for Mass. It is suggested that students bring a sweater, with the student's name on the label, to school on the first day and keep it here for the year. Parents/guardians are to write a note of explanation when there is a serious reason for a student to not be in uniform.

The administration and staff reserve the right to determine whether an individual student is in accord with the dress code policy. If, in the judgment of the staff and/or administration, a student is in violation of the rule or spirit of the uniform code, a uniform infraction slip will be sent home. In extreme cases, parents may be contacted and asked to supply the correct uniform item or the student may be sent home until the problem is corrected.

Dress code guidelines are to be followed at all school functions, including field trips, unless special permission is granted by the teacher.

When in doubt about any clothing, it may be brought to the Principal (or designee) for a determination prior to its being worn to school. All school staff regularly monitor student appearance and, in the majority of cases, problems will be handled at the classroom level. Should there be questionable or recurring situations, the final decision rests with the Principal (or designee). Students not properly attired or groomed within the intent and guidelines of this code may be asked to change into clean uniform clothing and/or be sent home by the Principal (or designee), and school time lost may be required to be made up.

### ***Special Dress Days***

#### Grade 8

Eighth grade students may wear Free Dress every Friday except those Fridays on which a Mass or special school event is scheduled (and uniforms are required dress). Eighth grade students may wear their class created sweatshirt on any regular uniform day in lieu of the regular uniform top.

#### Free Dress

St. Mary School espouses Catholic values that include personal respect and dignity, care for others, and the pursuit of academic excellence. Student dress should be consistent with these values and the stated goals of the school; therefore, we expect that students will dress in a neat, clean and modest manner. Not allowed is any attire or appearance which is seen as:

- disruptive to the learning process
- contrary to basic Christian values
- not within modesty boundaries appropriate to the student's age group, or
- presenting a safety hazard

On Free Dress Days students may wear relaxed, modest, non-distracting clothing of their choice. Hair, makeup, and jewelry follow the normal uniform code. No high heels, short skirts or shorts, sheer tops, tank tops, or clothing with rips, holes, tears, inappropriate prints, or inappropriate logos.

- Clothing should be in good repair (no holes, tears, or signs of excessive wear).
- Writing on clothing is primarily limited to school related organizations, slogans or place names. Any such writing must be appropriate for St. Mary School.
- For safety and health reasons, shoes and socks/hose must be worn at all times. Because of the playground surfaces, we recommend shoes with traction. No loose fitting, backless footwear such as flip-flops are to be worn that would prevent the student from full participation in school activities, including P.E. and recess.
- Shorts, leggings, or stretch pants may be worn to school as long as they are modest. Shorts must be "long" in style, sufficient to cover the leg at least to mid-thigh. (Cutoffs, short shorts, shorts with side vents, or Lycra/spandex shorts are examples of attire that would not be considered appropriate.)
- All pants (including "Capri" or "Clam Digger" style), skirts and shorts must have a modest waistline. All waistlines must be higher than hips. The bottom hem of all shirts must extend at least 3 inches below the navel. Shirts should pass the waist of pants to prevent skin from being seen.

- Hats, hoods, and sunglasses are not to be worn in the building. Baseball caps are not to be worn anywhere at school. The only hats acceptable in any grade are those appropriate to inclement weather when necessary and are not to be worn indoors.
- Coats should not be worn in the classrooms or hallways unless the teacher has given special permission. They should be hung in classroom closets except during recess.
- The fad of pants “sagging” is not allowed. Likewise, the wearing of pants that are so oversized in width and/or length as to appear “sagged” is prohibited.
- See-through clothing, halter tops, oversized and/or revealing tank tops, “spaghetti strap” blouses/dresses or clothing that exposes the torso and/or shoulders is not acceptable.
- Gang-related accessories or other hazardous jewelry will not be allowed.
- Hairstyles must be appropriate for a Catholic School student. The Principal (or designee) has the “final word” in deciding the appropriateness of a student’s hairstyle. Students appearing at school with haircuts, hairstyles, and/or hair colors that are deemed extreme or disruptive, will be asked to correct the situation or be excluded from St. Mary School until the issue is resolved.

### ***Dress Code Violations***

Students should be in the school uniform or adhering to Free Dress modesty guidelines at all times. If a student is in violation of any part of the Uniform Policy the following may occur:

- o 1<sup>st</sup> Violation- Verbal Warning and removal of item (if possible)
- o 2<sup>nd</sup> Violation – Immediate removal of item and Uniform Infraction Slip. The Uniform Infraction Slip will be sent home, must be signed by a parent, and returned to school within three days. When a clothing item is removed, the student will be given an item from the uniform closet. Item borrowed should be cleaned and returned to school the following week.
- o 3<sup>rd</sup> Violation – Immediate removal of item, Uniform Infraction Slip, and loss of next Free Dress Day
- o 4<sup>th</sup> Violation – Immediate removal of item, loss of next Free Dress Day, parent meeting, and after school detention (5<sup>th</sup>- 8<sup>th</sup> grades only)

Other disciplinary actions may occur at the Principal’s discretion.

### **Section 16. DISCIPLINE AND STUDENT CODE OF CONDUCT**

The Student Code of Conduct will be distributed at *Back to School Night* in August. All students and families are asked to sign and return this form to the classroom teacher or School Office by the date indicated on the form.

Students are expected to conduct themselves in a manner that would bring credit to themselves, their parents, their school, and our parish and public community. The purpose of discipline is to provide and maintain behavioral guidelines, which supports a positive atmosphere conducive to learning. Discipline is an aspect of moral guidance. The St. Mary School Code of Conduct is based on the Gospel message of Jesus Christ. Families are expected to honor and support the privacy and confidentiality of all individuals in regard to matters related to student disciplinary issues and actions.

### **St. Mary School Student Code of Conduct**

***Love God and obey His commands. This is the most important thing you can do. (Ecclesiastes 12:13)***

#### **Be Prompt and Prepared**

Ø Be on time

Ø Come with appropriate materials

Ø Follow dress code

***Be on guard, therefore, the son of Man will come when you least expect it. (Luke 12:40)***

**Be Respectful of Authority**

- Ø Listen to authority
- Ø Follow directions promptly
- Ø Accept responsibility for behavior

***Pay attention and you will have understanding. What I am teaching you is good, so remember it. (Proverbs 4:2)***

**Be Respectful of Others**

- Ø Use appropriate voice
- Ø Listen to speaker
- Ø Respect the opinion and point of view of others

***Whatever you do for the least of these you do for me. (Matthew 25:40)***

**Be Respectful of Property**

- Ø Respect all school property
- Ø Be responsible for personal property
- Ø Be respectful of the property of others

***Every good gift and every perfect present comes from God. (James 1:7)***

**Be a Responsible Learner**

- Ø Remain on task
- Ø Allow others to remain on task
- Ø Complete assignments/homework on time

***If you want to be wise, keep the Lord's commandments, and He will give you wisdom in abundance. (Sirach 1:26)***

**Be Kind and Polite**

- Ø Be gentle with your words and actions
- Ø Practice courtesy
- Ø Use problem-solving skills when facing disagreement, teasing and criticism

***Love your neighbor as yourself. (Matthew 22:39)***

**Be a Positive and Productive Citizen**

- Ø Be cooperative and collaborative

Ø Expect the best from yourself and others

Ø Proceed positively and with kindness

***As each one has received a gift, use it to serve one another. (1 Peter 4:10)***

### ***Use of Disciplinary Action***

Students who lack self-discipline or who violate the rights of others can expect disciplinary action. Each offense will be dealt with on an individual basis, taking into account the age of the student, the nature of the infraction, and the severity of the case. Repeated infractions may result in more serious consequences, up to and including suspension and/or expulsion. Severe infractions may result in immediate suspension/expulsion. All students are expected to follow the common student behavior expectations of all staff members at all times.

### ***Minor/Major Infractions***

Minor and major infractions will be handled by the staff member on duty at the time of the problem utilizing the age-appropriate Discipline Protocol (see Appendix 3). Furthermore, classroom teachers will have a plan to handle all minor problems that occur in their classrooms; such measures may include: separating the student from the activity, one-on-one discussions, behavior plans, parent/guardian phone calls, loss of recess/academic specials, loss of special school activity, etc.

### ***Anti--Bullying Policy***

As a matter of both school policy and reflecting Gospel values, recognized bullying behavior is not tolerated at St. Mary School. Our school strives to provide an environment of learning, compassion, and safety by educating parents, teachers, staff, and students concerning respect. All members of the St. Mary School community are expected to discourage, prevent, intervene, report and otherwise appropriately address bullying behaviors. Bystanders who allow bullying to happen will be held accountable as well.

Childhood conflicts are part of normal developing social behavior. Therefore, not all childhood conflicts are considered bullying. Bullying is when someone (or a group) repeatedly does or says things to exert **power** over another person. Bullying includes, but is not limited to:

- Physical: hitting, kicking, taking belongings of others
- Verbal: name calling, insulting, racist remarks
- Indirect/Emotional: spreading rumors, excluding from groups
- Cyber-bullying: emailing or texting inappropriate remarks/insults, posting or sending offensive photos of another student

St. Mary School will continue to use the Olweus Anti-Bullying Program as a preventive measure. “The Olweus Program (pronounced Ol-VAY-us) is a comprehensive approach that includes schoolwide, classroom, individual, and community components. The program is focused on long-term change that creates a safe and positive school climate. It is designed and evaluated for use in elementary, middle, junior high and high schools (K-12). The program’s goals are to reduce and prevent bullying problems among schoolchildren and to improve peer relations at school. The program has been found to reduce bullying among students, improve the social climate of classrooms, and reduce related antisocial behaviors, such as vandalism and truancy. The Olweus Program has been implemented in more than a dozen countries around the world, and in thousands of schools in the United States.” To learn more about the program, please speak to your child’s classroom teacher.

***Severe Behavior Problems*** Severe behavior problems are unacceptable/non-negotiable at St. Mary School. Some examples of severe behaviors are:



- Bad Language
- Vandalism/Destruction of School Property
- Stealing
- Bullying/Fighting
- Cyber-bullying
- Sexual Harassment
- Drugs/Alcohol/Tobacco
- Weapons
- Disrespect/Harassment
- Repeated Minor Problems
- Chronic Refusal to do Classwork/Homework
- Public Displays of Affection/Inappropriate Touching

**Note:** *We do not attempt to list every inappropriate behavior. We expect common sense and conscience to be a student's major guide. For example, if a student destroys another person's property, writes on the walls, leaves the playground without permission, or commits some other obvious violation of trust, it will not be acceptable to say, "It wasn't listed in the handbook, therefore, I did not know it was a rule."*

### ***Disciplinary Measures***

- Verbal Warning – one-on-one discussion
- Logical Consequence
- Time Out or Loss of Privilege – teacher contacts parent/guardian(s)
- Lunch Detention-teacher contacts parent/guardian(s)
- Afterschool School Detention-teacher contacts parent/guardian(s)
- Probation – Parent/Teacher/ Principal Conference – Possible Behavior Contract
- Suspension
- Expulsion

All severe behavior problems will be reviewed with the student's teacher, Principal and/or the Leadership Team, when appropriate. One of the members will provide the parent/guardian(s) with an Incident Report, which will include a synopsis of events, how matters were handled, reinforcement of school expectations, and final disposition. If further measures are needed, a conference with the parent(s), student, teacher, Principal and/or Leadership Team will be scheduled.

### ***Suspension***

Suspension, the temporary prohibition of a student's attendance at school and related school activities, is within the jurisdiction of the Principal. Any serious or chronic violation of St. Mary School's Code of Conduct is cause for suspension. Furthermore, any of the reasons listed for expulsion with mitigating circumstances, is adequate cause for suspension of a student. Ordinarily, suspension will be one to five days, but not more than ten, without due process.

### ***Expulsion***

Expulsion is the permanent dismissal of a student from the school. Expulsion is also denoted via a student's permanent record (Cumulative File), indicating the date and reason for dismissal. Various serious infractions may lead to expulsion of a student from St. Mary School. These include, but are not limited to, the following offenses:

- Acts, which, in judgment of the school, endanger the moral, academic, spiritual, or physical well being of the student body.
- Prolonged, chronic and/or open disregard for school authority.
- Illegal acts as defined by the law. The school may take disciplinary action regardless of whether or not criminal charges are brought.

### ***Physical Restraint***

Corporal punishment is not used as a means of addressing student behavior. However, there are times when physical restraint may be necessary to maintain the safety and order of all involved. Such an occurrence may take place anywhere on school grounds or at a school activity or event, whether or not it is held on school property. The primary objective is to prevent a student from harming him/herself, other people, or school/staff property. Washington law permits a teacher, administrator, school employee or school volunteer to use reasonable force upon a student when and to the extent the individual reasonably believes it necessary to protect the school environment.

### ***Search and Seizure***

Lockers, desks, and personal belongings are subject to search at any time by school administrators or teachers. This is for the protection of students and school employees. Lockers, desks, and any other storage areas at the school remain in the possession and control of the school even though they are made available or assigned for student use.

### ***General Conduct on School Grounds***

Students are to walk, not run in the hallways or stairs. Students are to talk quietly in the halls. Bicycles are not allowed within the interior of the school building. Skateboards and rollerblades are not allowed.

Students and guests of students must follow school rules during after school hour events.

### ***Cell Phones and Personal Electronic Devices***

Students may not use or have a cell phone or other personal electronic devices (other than a personal computer, tablet, or iPad) with them during the school day. Cell phones and other personal electronic devices must be kept in the student's locker or backpack, and turned off during the school day (7:45am - 2:45pm). This includes no use of these devices in the hallways, during passing periods, or at breaks during the school day. This does include After School Care; however students may use their devices in After School Care with the permission of the care provider.

If a student is found carrying or using a device at any time during the school day without permission, the classroom teacher will confiscate the device and it will be sent to the office until the end of the day. Students may retrieve the device at the end of the school day.

In the event that a student needs to contact a parent during school hours, school staff will allow the student to use a school telephone.

In order to ensure that the students' learning process is not disrupted during the day by phone calls or text messages, we ask that parents and family members contact students through the School Office.

If you need to get a message to your child during the school day, please call the School Office. Please make plans for picking up your child, or for special after school arrangements prior to coming to school.

St. Mary School staff will not be responsible if any device is lost, broken, or stolen.

### ***Vandalism/Property Damage***

Students and their parents/guardians are liable for all damage to school equipment and/or school property.

## **Section 17. COMMUNICATIONS**

### ***General Guidelines***

Parents/guardians have the primary responsibility for the education of their children. Specifically this includes establishing a home environment, which teaches the moral values, religious habits, social skills, self-discipline, and commitment to learning, upon which successful Catholic schooling is based.

Parents/guardians have a special role in the education of their children at St. Mary School. Their support and involvement are essential to our program. The primary expectation of parents is that they actively support the school, which teaches and reinforces Christian values.

Parents/guardians can do this by:

- Being informed about the academic and religious concepts their children are learning.
- Worshiping with their children on Sundays.
- Joining their children at school liturgies, when possible.
- Communication with their children about life, faith and God.

### ***Methods of School Communication***

The administration, faculty, and staff of St. Mary School use a number of methods of communication.

1. A take home Tuesday Family Envelope is used for a weekly newsletter communicating events for the month and announcements for parents. Special event fliers and SCRIP forms are also included weekly. The Family Envelope is blue and is sent home every Tuesday with the youngest student in each family.
2. St. Mary School has a quarterly newsletter which goes out to alumni, friends of St. Mary, and parents. This newsletter communicates with the public and supporters all the great things happening at our school.
3. The student management system, ALMA, is available for families whose students are in 1st through 8th grade to monitor assignments and grades. St. Mary School and some teachers and the whole school also use a communication tool called REMIND. For ALMA and REMIND, each parent and/or student must sign up. Please see the School Office for instructions.
4. [www.saintmaryschool.org](http://www.saintmaryschool.org) website is full of information including faculty email addresses.
5. Follow St. Mary School on our Facebook page, St. Mary School Aberdeen WA and ask to join our St. Mary School Family Huddle Facebook group.

### ***Student – Parent/Guardian – Teacher Conference***

Conferences are a time for teachers to share student progress and /or concerns with parents and, in middle school, a time for students to share their progress and goals with their parents/guardians and teachers. Conferences are held twice during the year and scheduled on the school calendar. Student/parent conferences will be scheduled through the School Office. Parents/guardians may also request conferences at other times by emailing or calling the teacher at school and making an appointment.

### ***Parent/School Staff Communication***

Parents/guardians are encouraged to confer with the school staff in regard to their child/ren's progress in school. It is considerate and appropriate that an appointment be made with the person(s) concerned. All parents/guardians are welcome to contact the teachers via e-mail, in person, or by telephone. If the teacher cannot be reached immediately, leave a

message and you will be contacted as soon as possible. Please allow 24-hours for the teacher to respond to your communication. Parents/guardians are asked to respect the personal privacy of the school staff by not contacting them at their homes or by personal email/social media unless that staff member specifically makes this an option. Parents are asked to contact the classroom teacher first with questions, comments, and concerns before contacting the Principal.

A difficulty that involves a child should first be discussed with the teacher. Communication should occur promptly before a problem gets out of hand. If, after discussing a problem with the teacher(s) the problem seems unresolved, parents/guardians are encouraged to contact the Principal. The Principal will gladly arrange a conference to include the teacher, parent/guardian and Principal to discuss the concern and seek a satisfactory solution. Should a parent/guardian still feel the problem has not been resolved, an appointment may be made with a representative from the Office of Catholic Schools. If further resolution is sought, the parent/guardian may then opt to proceed with the grievance/duel process procedures. The mission of the school is always to reach mutual reconciliation in the best interest of the child.

### ***Grievance Procedure***

If a hearing is requested on a decision made by St. Mary School, the parents/guardians must notify the Pastor, Office of Catholic Schools, and the Principal by e-mail or certified mail within 5 school days of receipt of the decision, whether received in writing or verbally. If an expulsion of a student is involved, a student may not attend school during the appeal.

1. A hearing will be arranged within 5 school days of the receipt of the request.
2. The Pastor, his delegate or the Office of Catholic Schools, the Principal are present at the hearing along with the parents/guardians of the student.
3. The Pastor or his delegate, within 3 school days following the hearing, states the findings and evaluation of the action.
4. The decision of the Pastor and Office of Catholic Schools is final.

### ***Emergency Closings***

When emergency conditions exist, the Principal may direct the closing of the school under one of the following classifications:

1. Close for one or more days
2. Open one or two hours late
3. Dismiss early if unsafe conditions occur before regular dismissal time

When it is necessary to close the school, open late, or dismiss early, the school will follow the emergency closure procedure outlined in the School Safety section of this handbook.

### ***REMIND***

The teachers and the school as a whole have opted to enroll in the text/email service, REMIND, in order to communicate with families. The REMIND system allows for individual teachers to notify all the families in their class of assignments and announcements. Parents will be able to use the same system to text/email their child's teacher with questions or comments. The school will use the same program to notify families of emergencies and activities. Families will be given REMIND enrollment information the first week of school.

## **Section 18. PARENT/GUARDIAN INVOLVEMENT**

### ***Parents/Guardians Involvement in the School***

A parent/guardian wishing to volunteer in any capacity at the school or with field trips are required to complete the VIRTUS Safe Environment Program. Safe Environment classes are offered at the beginning of the school year. Please see the School Office for class schedules and sign ups.

### ***School Commission***

The School Commission consists of up to ten commissioners representing various interest groups of the Grays Harbor Catholic Faith Community and the school. They may serve a maximum of two to three year terms and are an advisory committee to the Pastor and school Principal. Together with the Principal, they are responsible for determining goals, setting budget, and directing policy. If you are interested in serving on the School Commission, you should speak with either the Principal or one of the members of the current School Commission.

The School Commission meets every third Wednesday of the month at the school. Copies of the minutes from the meetings are available for download on the school website. Please see the School Commission bylaws posted on the school website for more information on membership and functionality.

### ***Parent Teacher Organization (PTO)***

All parents and teachers in the school are members of the PTO. The purpose of the Parent Teacher Organization is to facilitate, encourage and ensure ongoing community building by providing activities, fundraising events, and service to the parish school. The organization is a vehicle supporting communication between home and school, offering a mechanism for parent education and serving as a structure for political action when needed. All parents/guardians who have children attending St. Mary School and the faculty and staff are considered members in good standing. Committees are established and disbanded as necessary to accomplish the objectives of the organization, especially in helping raise revenue. The PTO meets on the third Wednesday of each month and all parents are encouraged to attend. Furthermore, one volunteer hour may be earned with each PTO meeting attended. Please see the Parent Teacher Organization bylaws posted on the school website for more information. Copies of the minutes from the meetings are available for download on the school website.

### ***Room Parents***

Room parents are an important communication link between classrooms and parents/guardians. Many activities at the school necessitate parental participation. Room parents help by contacting the families and recruiting volunteers, as well as helping to organize class parties and field trips. Room parents are expected to attend PTO meetings and assist in recruiting parents for school activities. If you are interested in becoming a room parent please contact your child's teacher.

### ***Parents/Guardians in the Classroom***

A parent/guardian wishing to volunteer in the classroom should contact the classroom teacher concerning the appropriate time and place for such work. Every volunteer needs to attend a Safe Environment class and fill out a background check information sheet in the School Office prior to volunteering as per Archdiocesan policy. The Principal encourages teachers to facilitate parental involvement with clear and explicit explanations of specific tasks and materials, teaching methods, and skills to be used. In addition, parents/guardians need to keep in mind that observation of children's behavior and academic performance are of a confidential nature. It is inappropriate and unethical for volunteers to share this information with anyone other than the teacher.

Classroom volunteers must be scheduled ahead of time. It is important that the teacher knows you are coming so that

he/she can be prepared to use your help in an efficient and effective way. Casually dropping in is not conducive to establishing an academic working environment for students.

#### Classroom Volunteer Expectations:

- If you cannot make arrangements for childcare, you may do assigned work in the School Office so as to prevent distractions for the students in the classroom.
- You may be asked to work in the classroom, on special projects or directly with students. ● If there is a substitute teacher the day you are scheduled to help in the classroom, you need to ask the substitute if you should stay or come back another day to volunteer.
- When volunteering in the classroom, please help your own child understand that you are there to assist the teacher, not to give special privileges or extra attention to him/her. Be sure your child understands this prior to your volunteer day. You are a helper for the teacher, not a personal tutor or guide for your own child.
- In the course of your volunteer work, you may learn confidential information about students or staff. You are expected to keep information confidential in any setting inside or outside the school, just as you would wish your own confidences to be respected.
- Every teacher will conduct his/her classroom differently. In preparation for volunteering in the classroom, talk to the teacher about his/her expectations and what specific ways you can be most helpful.
  - Whether we realize it or not, when we are in the presence of children, we are always teaching. Please help us maintain a good example of a working environment. When you are a volunteer in a classroom, keep distracting conversations to a minimum, work quietly with the students and refrain from conferencing with the teacher.
  - The parent/guardian volunteer should be aware of the discipline guidelines and classroom rules. It is fully the teacher's responsibility to make discipline decisions. If behavior problems arise during your volunteer time, refer them to the teacher promptly.
  - Comparing and/or judging children (your own or others) is not a helpful or valid thing to do. Please refrain from labeling or comparing children as this can be very destructive and often creates a more serious problem. ● Always do your best to affirm the children. Encourage and recognize positive behavior. Show real interest with eye contact and brief positive comments. Allow students to solve problems on their own as much as possible. ● Teachers should not be asked to discuss any student's learning needs, behavioral issues, or personal information; it is unchristian, unprofessional, and unethical to do so.
  - Although at times the reason for what you see happening in the classroom might not be apparent to you or even make much sense, please trust that we are the professionals. If you have any questions or concerns, please talk directly with the teacher or Principal at an appropriate time.

#### *Other Committees*

Other committees are formed as needed. Notice will be sent home in the newsletter as these committees are formed. Parent/guardian involvement is always welcome.

#### **Section 19. GUIDELINES FOR VOLUNTEERS AT SCHOOL**

We share an important goal with parents/guardians to provide your children with an education devoted to academic excellence and Catholic values.

There are many ways your efforts can enrich your life as well as our school. The close ties between family and school reinforce moral values and nurture our faith tradition. We hope that you will give prayerful consideration to the idea of becoming one of our dedicated volunteers, whether for a few hours or on a regular basis.

St. Mary School is committed to strengthening our students in spirit, mind and body so they may lead lives based on faith, values and learning. Parent involvement and participation in school activities enhances this commitment. Parent

involvement not only supports our faculty and the school, but also allows us to maintain and expand many of the academic and extracurricular services offered to our children.

We look forward to working with you to promote the value of service as you join in the teaching ministry of the Church. We encourage you to ask for help, direction, or advice as you participate in the numerous opportunities to volunteer. Together let us pray that God, who began this good work in us, may carry this work through to completion.

### ***Responsibility***

The Administration of St. Mary School, together with the assistance of our Parent Teacher Organization (PTO), is responsible for facilitating, monitoring, and evaluating the volunteer program and its success. The school and its PTO are committed to welcoming volunteers, informing them about their tasks, encouraging their initiatives, listening to their suggestions and ideas, and celebrating their efforts. Volunteers are expected to adhere to school rules and procedures, perform assigned tasks to the best of their ability, work cooperatively with all staff and other volunteers, and seek clarification when necessary.

### ***Volunteer Requirements***

1. A signed Parent Participation Agreement (found at the back of the Parent Participation Handbook) must be submitted to the School Office as part of your registration.
2. In order to volunteer during school hours and/or activities involving students, Archdiocese-approved Safe Environment Training must be completed.

Adult family members set up an account and register online at [www.virtusonline.org](http://www.virtusonline.org)

- a. We are located in the Archdiocese of Seattle and the location of volunteer services is Saint Mary School, Aberdeen.
- b. The first year, and periodically thereafter, the family member will be required to consent to a background check.
- c. The first year, the family member signs up for in-person Safe Environment Training/Protecting God's Children. Each succeeding year, the family member will have the opportunity to complete their training requirement online.

3. In order to drive with students in your vehicle for a school function, a Field Trip Driver Form must be completed, which includes your driver's license, insurance, and vehicle information.

All of these required forms are available in the School Office or can be found on the school website.

### ***Sign-In Procedure***

ALL school visitors (volunteers, parents, etc.) must come to the main office and sign in. For safety and security reasons, each person is required to sign in at the office when he/she enters the building for any reason. All visitors and/or volunteers are required to wear a designated badge or sticker that is provided in the main office when they sign in. Visitors and/or volunteers are to return the badge and sign out at the time of departure.

### ***Dependability***

The school and other volunteers rely on your support. We ask that you follow through on tasks that you volunteer for. Please give notice, if you are unable to keep your scheduled volunteer time, by notifying the School Office.

### ***Confidentiality***

A volunteer operates in a position of trust. Personal information pertaining to students, teachers, staff, other parents, and volunteers must be kept confidential. Children's actions, responses, progress or problems at school are not for sharing in the community. Conversations between parents, teachers and students in the school are confidential. Volunteers should not discuss these conversations outside of school.

### ***Health and Safety***

Chaperones and volunteers should at no time administer any medication to a student. This includes, but is not limited to, over-the-counter medications.

### ***Volunteer Dress***

St. Mary School has very detailed expectations for student dress. Although volunteers do not have a dress code requirement, it is expected that volunteers reflect the image of St. Mary School and wear modest clothing while working in the school or during school activities. This includes a moderate length for skirts and shorts and conservative tops.

### ***Inclement Weather***

Changes in activities due to inclement weather will be communicated to the volunteers via phone, email, and/or text.

### ***Emergency Drills***

While volunteering during school hours, volunteers are required to participate during any and all safety drills. Please consult the school Safety Plan, available in the School Office, for more information.

### ***Field Trip Volunteer Guidelines***

- Parents who chaperone a field trip may not bring infants, toddlers, preschool, school-age siblings, family or friends on the field trip.
- Chaperones may not smoke while on the field trip.
- Chaperones should dress modestly and appropriately on the field trip. Teachers will notify all chaperones of the appropriate dress attire for the trip.
- Chaperones should be involved in active supervision while on the field trip.
- Chaperones may be held responsible for failing to actively supervise students and not taking actions according to accepted standards of care, including but not limited to, ensuring students are correctly secured in an appropriate child restraint, or monitoring student activities and behavior.
- Chaperones are not permitted to take students to any location other than the designated location of the field trip.
- 

### ***Reporting Parent Participation/Volunteer Hours***

You will receive 1 volunteer hour for every hour of your time that is donated to the various school activities. The SMS Volunteer Hours Report Form will be used to report hours accrued and should be submitted to the office on a monthly basis. A copy of this form is included in this handbook, on the school website ([www.saintmaryschool.org](http://www.saintmaryschool.org)), and is sent home once a month in the Tuesday Envelope.

All hours must be accrued by June 30th. If a family situation makes completing your family volunteer hours impossible, please make an appointment to discuss this with the Principal. In the event your family cannot complete the full 40/20 hours, you are required to “buyout” of the commitment at the rate of \$20.00 per hour. If your family volunteer hours have not been fulfilled by June 30th, and your account is not settled by the end of the academic year, student report cards and/or records may be withheld until the balance of the hours/money have been reconciled.

### ***SMS Volunteer Opportunities***

This list contains some of the volunteer activities that take place at St. Mary School. Every attempt has been made to include all activities; however, as the school continues to grow, additional activities may qualify for volunteer hours. Please feel free to contact the PTO Executive Committee to determine if other activities fulfill your requirement, or if you feel the hours assigned to a completed activity are inadequate. To find out about all the volunteer opportunities available,



to register for an activity or event, or to learn more about an activity and time commitment, please contact the PTO Executive Committee or the Volunteer Coordinator

PTO attendance and/or elected office  
Volunteer Coordinator  
Family Envelope  
Baking/Cooking for a school bake sale  
BINGO  
Heritage Dinners  
Coffee Hour  
Classroom Volunteer  
Room Parent  
Uniform Closet  
Lunch Room Volunteer  
Recess Volunteer  
Parking Lot Volunteer  
Field Trip Volunteer  
Wreath Sales  
Oktoberfest  
Auction  
Fun Run Volunteer  
Library Volunteer  
SCRIP  
School Garden  
Playground/School Grounds Maintenance

Other volunteer opportunities may be added at any time, and will usually be sent via website, newsletter, and the text/email reminder system. Please ensure that we have a valid email address for you that you check frequently! You'll be enriched by doing these volunteer activities with the lifelong friendships you will make, the pride you and your child/ren will have for your work and for their school, and the many blessings you will receive.

## **Section 20. ACADEMIC PROGRESS AND ASSESSMENT**

### ***Homework***

Homework provides valuable feedback to the teacher regarding a student's progress and feedback to parents/guardians on what is being taught in the classroom. Homework may be assigned in order for students to: practice what they have learned in school; get ready for the next day's class; use resources, such as libraries, and encyclopedias; and learn things beyond the scope of direct instruction.

It is important, that while parents/guardians may help with homework, that the work done is truly reflective of the child's effort and abilities. This may be done by providing a quiet place and time for the child, as well as the resources a student may need to complete an assignment.

Parents/guardians should contact the teacher if a child consistently has no homework or struggles with assignments.

Students in grades 3 through 8 are required to have an assignment notebook in which they record their homework assignments. Students are given planners by the school at the beginning of the academic year. Students are expected to complete the work neatly, accurately, and on time. Students may be required to re-do homework that does not meet

expectations.

Homework will be collected and recorded by the teacher in a timely manner. Not every assignment must be given a letter grade, but each one must be recorded in some fashion. Students have the right to know what portion of their grade is obtained through homework assignments and how well they did on individual assignments.

Homework may be given to students on the weekends, during the summer, or vacations.

The age of the student is a general guideline for amount of homework assigned. Students in the younger grades (K-2) should expect 10-30 minutes per night, grades 3 through 8, 30-60 minutes per night. The actual amount of time spent, however, depends on the individual student. If a student is spending more than 60 minutes per night completing homework on a regular basis, please contact the classroom teacher to discuss the situation.

### ***Student Absences and Homework***

If a student is going to be absent from school for more than one day, the student is required to complete a Pre-Arranged Absence Form. These forms can be found in the School Office. The form should be completed at least two school days prior to the absence and a copy will be retained in the School Office. If a form is not completed prior to the student's departure, the student may not be allowed to make up the work that is missed for full credit. This is up to the teacher's discretion. The absence may also be considered an unexcused absence. Teachers are not expected to provide assignments for students missing class due to family vacations or trips if a Prearranged Absence Form has not been completed. Direct instruction/classroom interaction time cannot be replaced or made up.

Students returning from a non pre-arranged absence are expected to make-up all assignments, but in some cases may not be given full credit for the work missed. It is the student's responsibility to ask for assignments he/she has missed.

When a child is absent due to illness for more than 2-3 days, parents/guardians should make arrangements with the teacher to get the child's work. Missed classwork/homework may be obtained by calling the School Office before 9:30 a.m. to request the student's work. The School Office will then pass the message on to the classroom teacher(s) and the assignments in question will be available for pick up in the school office by the following morning. It is also helpful for students to have peers record assignments for them when they are ill.

The teacher(s) will work with the student, upon their return, to set a schedule for make-up assignments. Assignments not made up within the designated timeframe may be recorded as a "0" in the gradebook.

### ***Report Cards and Progress Monitoring***

Report cards are issued three times during the year, following the end of each trimester. All report cards are published via email through ALMA. (Please make sure you have a current email address on file in the School Office.) Dates for trimester report card distribution are noted on the yearly and monthly calendar.

In grades 1 through 8 parents have live access to ALMA, the student information system. Parents are encouraged to check their child's ALMA account weekly for class assignments and grades, missing work, and upcoming assignment/project due dates and materials. To obtain parent login credentials for ALMA, simply email the Principal at [cmarlow@saintmaryschool.org](mailto:cmarlow@saintmaryschool.org). The Principal will enter your email address into the ALMA system and you will receive an email from ALMA with your personalized login credentials. **Progress monitoring of student grades throughout a trimester is the responsibility of parents and students.** Concerns and questions regarding missing assignments and grades should be addressed with your child's teacher. Parents and students should not wait until the end of a trimester to address concerns.

### ***Grading Scale***

Content and curriculum are based on CCSS (Common Core State Standards) for each grade level and are graded accordingly. Students also receive marks for effort and/or behavior for certain subjects as well as the Schoolwide Learning Expectations. Pre-3, Pre-K, and Kindergarten have a report card tailored to their specific needs, standards and learning activities.

Academically, students in grades K through 3 are evaluated using Standards Based Grading:

4 = Exceeds the grade level expectations

3 = Meets the grade level expectations

2 = Approaching the grade level expectations (but inconsistent)

3 = Performing below grade level expectations

Effort and behavior marks are given in certain subjects/areas using the following key:

O = Outstanding

S = Satisfactory

I = Improvement Needed

U = Unsatisfactory

Students in grades 4 through 8 are evaluated academically using the following:

A	93 - 100
A-	90 - 92
B+	88 - 89
B	83 - 87
B-	80 - 82
C+	78 - 79
C	73 - 77
C-	70 - 72
D+	68 - 69
D	63-67

D-	60 - 62
F	below 60

Effort and behavior marks are given in certain subjects/areas using the following key:

4=Exceeds expectations

- 3= Meets expectations
- 2= Approaching expectations (but inconsistent)
- 1= Performing below expectations

### ***Standardized Assessments***

In addition to frequent classroom assessments through homework, quizzes and tests, St. Mary School students participate in a standardized assessment program. Students in Kindergarten - 8th grade participate in the Measures of Academic Progress (MAP). Kindergarten and 1st grade complete the assessment two times a year, while all other grades take the test three times per year. Scores are reported to parents/guardians when the school receives them. They are also recorded on the student's permanent Cumulative Record Card.

### ***Promotion/Retention***

Students are promoted once a year, only at the end of the school year. Promotion to the next grade level is based on the student having fulfilled the requirements of the current grade placement.

Retention is a possibility when a student's academic and/or social progress has not consistently met the expectations of the current grade level, and it would be to the advantage of the child to remain at the current grade level. This is a serious process and will be done after consultation with the parents/guardians of the student, the teacher(s) and the Principal. The process must begin by mid-year and a final decision will be made at the end of the school year. If the parent/guardian refuses retention, the student's report card and supporting documentation will reflect the teacher's recommendation. Parents/guardians will then be required to sign a statement acknowledging the retention recommendation and their disagreement with it. All documentation regarding the retention recommendation and the outcome will be kept in the student's permanent file in the School Office.

### ***Special Needs***

If the teacher and/or parent/guardian determines that a child is having difficulty performing at grade level, the school may recommend that the parent/guardian seeks assistance for the child by:

- Having the child privately tutored
- Seeking counseling services
- Having the child assessed through the child's home school (public) district or other private resources. If a formal evaluation is requested by the school, parents/guardians are expected to follow through with the recommendation. Services recommended through testing shall be coordinated with the school and the service provider. **It must be recognized, however, that St. Mary School may not be able to meet the needs of all students.**

## **Section 21. SCHOOL SAFETY**

### ***Emergency Closures – Snowy/Inclement Weather***

In the event of bad weather/roads, the school may decide, for the safety of all, to change the schedule. These changes are announced on radio, TV, the school Facebook page, the school text/email messaging system Remind 101, and the school website beginning at about 6:30 a.m. When announcements are made on the TV or radio, **WE USUALLY FOLLOW THE ABERDEEN SCHOOL DISTRICT**. If Aberdeen is 2 hours late, we are 2 hours late, and no morning ESS and no Pre-K class. If Aberdeen is closed, we are closed and all activities for the day/evening are canceled. Periodically, the situation calls for St. Mary School to make their own decision regarding closure. In these cases, St. Mary School will be listed separately on media outlets. The media outlets that will announce our schedule changes are:

- KBKW (1450 AM)
- KSWW (Sunny 102.1)
- KDUX (104.7 FM)

- KXRO (1320 AM)
- KOMO, KING, and KIRO TV

Different stations make their announcements at different times so parents/guardians need to listen carefully. You may also check the school website. Please do not call the School Office or staff at home as they are likely listening to the radio! Many of the staff drive from considerable distances. We will not bring staff in early to watch children whose parents/guardians bring them earlier than the scheduled opening.

Parents/guardians are asked to make their own decision about attendance based on their own local conditions. Only you can decide what is best for your family. Children will not be marked tardy on snowy mornings.

Likewise, in the case of an early closure, parents/guardians should listen to local radio stations for information about picking-up children.

### ***Emergency Drills***

Although it is necessary to keep classroom interruptions to a minimum, it is also imperative that the faculty, staff, and students know how to react in a disaster. It is for this reason that each of the following drills be conducted at least TWO times each year. Each drill should be evaluated for problems or areas in which improvement is needed.

#### **Fire**

State law requires that fire drills be held monthly. During the fire drills, students should follow these instructions.

- Students will rise and line up in silence when the alarm sounds.
- The teacher will gather emergency materials and the emergency backpack.
- The teacher will close windows (if able) and doors before leaving their classroom.
- Students will walk outside toward the designated meeting spot in the parking lot, in a single file at all times and in silence.
- When students arrive at their assigned place, they will remain in a single file line, facing away from the building.
- The teacher will check attendance once his/her class is outside the building and report to the administrator. ● Teachers and students will return to the building in a single file line and in silence when the signal is given.

#### **Earthquake**

This drill prepares students for what to do if an earthquake should occur during school time. Students will practice the following steps as if an earthquake were actually occurring. An administrator/teacher will announce that a **Drop, Cover, Hold Drill** will begin.

- At the administrator/teacher's command, all students will drop under their desks.
- All students will hold the desk with one hand and place their other hand over the back of their neck/head and remain under the desk or table. Students need to have their backside facing the windows.
- Teachers will monitor students to be sure all students are under his/her desk.
- The administrator/teacher will tell the students when it is safe to evacuate the building.
- Each teacher will lead the students in their classroom in evacuating the building.
- Teachers will direct their classes to gather in the designated meeting space in the parking lot. ● Students will also be reminded to be aware of aftershocks and stay away from buildings and falling objects in an actual earthquake.
- Teachers will check attendance once his/her class is outside the building and report to the administrator.
- Teachers and students will return to the building in silence when the signal is given.
- The administrator/teacher will remind students of the need to follow this procedure whenever there is an

earthquake and to remain in the cover hold position until they are told to evacuate the building. ● The teacher will gather emergency materials and the emergency backpack, if possible, in an actual earthquake.

### **Tsunami/ Flooding**

- The teacher will gather emergency materials and the emergency backpack when evacuating the building.
- Administration, teachers, and students will evacuate the building in an orderly manner and gather in the predetermined safe area outside the tsunami hazard zone (Sam Benn Park).
- Teachers will check attendance once his/her class is outside the building and report to the administrator. ● If a tsunami warning were to follow an earthquake the evacuation route would be examined to make sure there are no potential hazards that may prevent teachers and students from using this evacuation route safely. If the evacuation route is blocked or unsafe, the safest place out of the tsunami hazard zone will be determined by administration and teachers and students will move as a unit to the determined safety zone, such as Sam Benn Gymnasium.

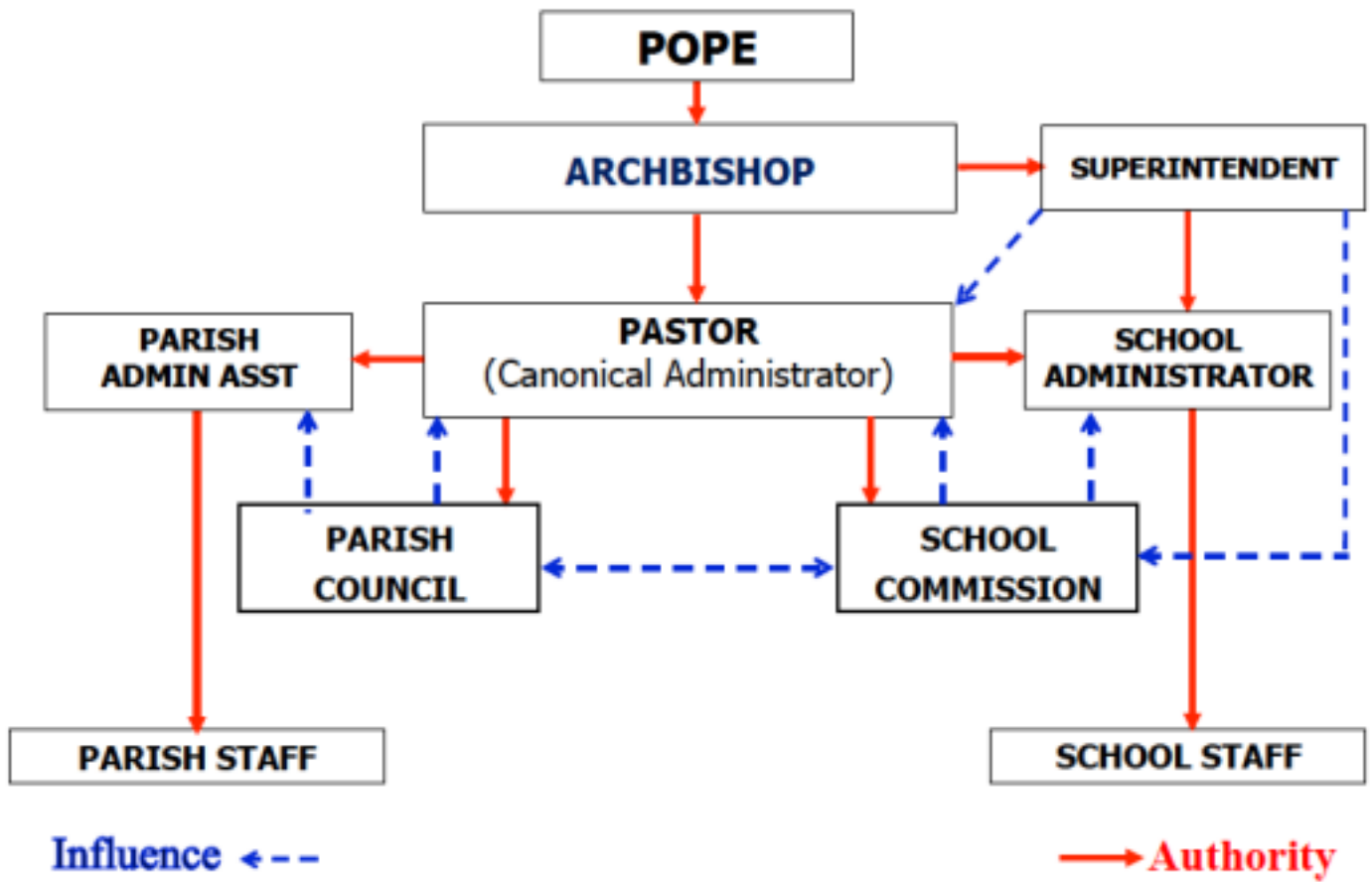
### **School Emergency Plan**

- Lockdown Procedure- This procedure is used in the event of an intruder or hostile situation inside the building.
- Lockout Procedure- This procedure is used in the event of a dangerous situation outside of the building. ●
- Evacuation Procedure- This procedure is used in a fire, earthquake, tsunami or other similar situation. ● St. Mary School evacuation floor plan is posted in all rooms and given to the Aberdeen Fire and Police Departments.

***This handbook is intended to provide a clear guide to the policies and procedures that foster the spirit and mission of St. Mary School. It cannot possibly cover every circumstance or every situation. It is the Principal's prerogative and right to amend these guidelines at any time and as necessary.***

# Appendix 1: Organizational Management Chart

## Parish School Governance



## ***Appendix 2: Parent Participation Handbook (text only)***

Dear St. Mary School Parents/Guardians,

On behalf of the faculty and staff, School Commission, and Parent Teacher Organization, we welcome you to St. Mary School. We share in an important mission to educate the whole child: spiritually, physically, emotionally, and socially. We are also devoted to providing a rigorous, affordable, and faith based education to all students whose families desire it for their students. May this letter serve as a sign of our gratitude for your willingness to share your time, talent, and treasure with the faith community of St. Mary School. It is estimated that our parents and volunteers have donated over 10,000 hours of their time to ensure St. Mary School is a faith-filled, learning environment for all students.

There are many ways for you to get involved in helping us to fulfill the mission of the school. Building close ties between the school and families reinforces our moral values, beliefs, and faith traditions. We appreciate you becoming one of the dedicated parent participants in our school.

St. Mary School is committed to strengthening students in mind, body, and spirit so that they may lead lives based on gospel values, learning, and ethical decision-making. Parent participation in school activities reinforces and enhances this commitment. Parent involvement not only supports the faculty and staff, but also allows us to maintain and expand the academic and extracurricular services we can offer to our students.

We appreciate the priceless time, talent, and treasure that you provide our school and parishes. Over the course of the next academic year, we are excited to share in a variety of community events and activities to build community, keep our school affordable, and help provide the quality, rigorous, and Catholic education all our students deserve.

In the following pages you will find our school's mission and vision statement, a description of various parent organizations, and your Parent Participation Contract. We look forward to working in partnership with you to promote service learning and the importance of missionary discipleship.

If you have any questions or need help, please feel welcomed to ask myself, the office, or any of our parent organization members. We are happy to help in any way we can. Together, let us pray, that God who began His good work in us, will continue this work through our hands and pass it on to our students.

Together in Christ,



Carrie Marlow  
School Principal

## **St. Mary School Vision and Mission Statement**

### **Vision:**

St. Mary School is a parish supported Catholic school educating the next generation of innovative thinkers and ethical leaders in Grays Harbor and beyond. St. Mary School offers a rigorous education that celebrates diversity, individuality, and academic excellence. Sound ethical and moral values are taught by passionate teachers who lead by example, demonstrating what it means to be a St. Mary Lion.

### **Mission:**

Through innovative programs, curriculum, faith-based activities, and with the guidance of passionate teachers, St. Mary students become lifelong learners, responsible Christians, and leaders that integrate their thinking and believing into action for the benefit of our community. St. Mary School nurtures the development of the whole child: spiritually, academically, emotionally, and socially. St. Mary School provides a strong, accessible, and rigorous Catholic education to students of greater Grays Harbor and their families.

## **Parent Participation Requirements**

As part of our St. Mary School community, each two-parent household is required to serve 40 volunteer hours between July 1 and June 30, by volunteering for school and parish activities. One-parent households, preschool or Pre kindergarten families must serve 20 hours. Any adult family member, immediate or extended, may earn hours for a family, provided the family name is included on the Volunteer Hours Report Form. Lists of participation activities are listed on the following pages. Other opportunities will be communicated through the weekly newsletter and other parent communication.

## **Parent Organizations**

### **Parent Teacher Organization (PTO)**

The Parent Teacher Organization is open to all parents and guardians of St. Mary School students, including all designated Room Parents. The PTO meets monthly and meeting times are communicated through the weekly newsletters and website. The overall purpose of the Parent Teacher Organization is to facilitate, encourage and ensure ongoing community building by providing activities, fundraising events and service to the school. The club is a vehicle to support communication between home and school, offering a mechanism for parent education and serving as a structure for collaborative thinking and improvement.

### **School Commission**

The School Commission is an advisory body to the pastor and principal of St. Mary School. The purpose of the School Commission is to participate in the adoption and fulfillment of the vision and mission of the school and periodic review of its operations. Some of the other functions of the Commission are formulating and recommending school policy, planning and goal setting, budgeting, recruitment, advancement/marketing, and assisting the principal in other tasks as requested.

## Volunteer Code of Ethics

- **Confidentiality**

A volunteer operates in a position of trust. Personal information pertaining to students must be kept confidential, as well as conversations between parents, teachers and students.

- **Communication**

Always direct other parents' concerns to the classroom teacher. Written notes and comments are most helpful to the teachers because of time. If there is a conflict or difference in opinion, please go directly to the source and deal with the challenge. It is the school's responsibility to inform parents of student progress. If problems or concerns arise, first discuss them with the appropriate staff member, and if necessary, the Principal.

- **Quality Work**

If you don't think you can do the job, please be honest and talk to the teacher involved. If directions need clarity, please ask.

- **Dependability**

The school relies on your support. Follow through on tasks by attending to scheduled times and please give notice of absence whenever possible. If your schedule changes throughout the year, just let us know.

- **Respect for Others**

Children learn from watching you. Practice patience and understanding toward the children and staff, which helps learners value and apply these qualities.

- **Role**

At all times a volunteer is there to support the needs of the teachers, students, or program. Observations of staff must never be evaluative in nature, and tasks should be carried out according to the teacher's request.

*We encourage all parents to complete the Archdiocesan Safe Environment Program. Completion of this free program is mandatory to drive on field trips, chaperone certain school events, and work in the classrooms. The Safe Environment Program is offered periodically throughout the year in English and Spanish. Dates will be communicated in the school newsletter.*

## Volunteer Hours

Required volunteer time keeps costs down, builds community, and helps families invest in the educational process. St. Mary School requires a two-parent household to serve 40 volunteer hours between July 1st and June 30th, by volunteering for school and parish activities. One-parent households, preschool or pre-kindergarten families must serve 20 hours. Families turn in Volunteer Hour Forms monthly to document volunteer time. **Those unable to meet the requirement will be charged a fee of \$20 per hour.** Student transcripts and year-end report cards may be withheld until all hours are completed and/or fees paid. It is the responsibility of the parent/guardian to watch for volunteer opportunities through the weekly newsletter and information sent home.

## Participation Opportunities

Attend PTO, Oktoberfest, Auction, or other school meetings

Sell additional Oktoberfest Raffle Tickets  
Volunteer more hours for Oktoberfest or Auction  
Procure additional items for the auction  
Volunteer in the classroom, office, lunchroom or for recess duty  
Volunteer to stuff Tuesday Envelopes  
Volunteer to chaperone one of the Outdoor Camps  
Volunteer to help with the Cinco de Mayo celebration  
Buy more than \$1,500 a year in SCRIP -1 hour for every \$100 over \$1,500  
Donate your expertise, trade, or talents (must be pre-approved by Principal)  
Chaperone field trips (must complete Safe Environment requirements)  
Bring in two reams of paper to the office - 1 hour  
Bring in three additional BINGO prizes – 1 hour  
Sell additional Christmas wreaths - 1 hour per wreath  
Lead a service project or committee  
And more...

## **Submitting your Hours**

Families must submit all of their own hours through the Volunteer Hour Form available in the School Office. This includes, but is not limited to hours for Oktoberfest, the Auction, additional wreath sales, additional SCRIP purchases, and other volunteer hours listed above.

Volunteer Hour Forms can be found in the School Office and should be submitted to Mrs. Brumley in a timely manner at the completion of each event to ensure accurate record keeping. You can also submit your served volunteer hours online. Please see the School Office for details.

## **Fundraising Efforts**

Tuition and fees only cover a portion of the actual cost of a student's education. Therefore each family agrees to participate in school development efforts and fundraising. This means that families are required to sell items in all fundraisers or donate to the fundraiser. The following is a list of each of your contracted obligations for our major fundraisers.

### **FALL:**

#### **Oktoberfest (All Families)**

- Volunteer a minimum of 4 hrs. for Oktoberfest (in addition to the required 20/40 volunteer hours). Unfulfilled Oktoberfest hours will be billed at \$30/hr.
- Sell Oktoberfest Raffle Tickets (up to **120 per household**) or **“buy out” is \$240.00.**
- Bring in 5 bingo prizes or “buyout” at \$10.
- Bring in 2 baked goods or “buyout” at \$20.
- Bring in 2 bottled water/sports drink or “buyout” at \$5.00.

### **WINTER:**

### **Wreath Sale (All Families)**

In late Fall, every family is to sell Christmas Wreaths and/or gift items from a catalog.

- Families must sell at least **\$150 worth of items or “buy out” at \$75.00.**

### **SPRING:**

#### **Fun Run (All Families)**

This fundraiser is a jog-a-thon where students collect pledges (per lap or one time donation) to run laps around a course set in the parking lot or adjacent field.

#### **SPIRIT Auction (All Families)**

The Auction is held every other year. This is an auction year.

- Parents must procure a minimum of 2 items at a combined value of \$150.00 or more (not including the classroom projects) or “buyout” at \$150.
- Contribute to the classroom project(s).
- Volunteer 4 hours (in addition to the required 20/40 volunteer hours). Unfulfilled auction hours will be billed at \$30/hr.

It is possible that an additional fundraiser may be added during non-Auction years depending upon budgetary needs. Parent involvement requirements for added fundraisers will be communicated to families in a timely manner.

### **YEAR ROUND:**

#### **SCRIP (All Families)**

This involves purchasing gift cards at the school office. The school receives a rebate with this program.

- Purchase \$1,500 worth of SCRIP cards during the school year.

Additional volunteer hours will be awarded for purchases beyond \$1,500 (1 hour earned for every \$100 over the required \$1500). All SCRIP purchases must be made by June 30th of the current school year. Families will be charged 14% of the unpurchased SCRIP amount under the required \$1,500. Charges will be added to tuition accounts.

#### **Coffee Hour Sundays (All Families)**

- Commit to attending and helping staff one Coffee Hour a year at either St. Mary Parish or Our Lady of Good Help.
- Families may also fulfill this requirement by signing up to provide baked goods for a Coffee Hour.

The time commitment is roughly two hours and counts towards your volunteer requirement. Sign-ups will be available at *Move in Night* in August.

# *Appendix 3: Discipline Protocols*

## St. Mary School Primary Discipline Protocol

Students who lack self-discipline or who violate the rights of others can expect disciplinary action.

### **Minor Discipline Issues**

- Inappropriate/hurtful language
- Inappropriate gestures/drawings
- Defiance toward staff
- Disruption
- Unwanted physical contact
- Property misuse
- Excessive talking in class
- Disrespectful attitude and/or behavior
- Cell phone possession or use during school hours
- Unpermitted computer usage

### **Major Discipline Issues**

- Abusive language
- Habitual/excessive inappropriate language
- Cheating
- Fighting/physical aggression
- Overt defiance
- Harassment/teasing/taunting
- Bullying-demonstrating a pattern of physical, verbal, emotional, or cyber-bullying
- Habitual/excessive disruption
- Damage of school or student property
- Stealing of school or student property
- Inappropriate use of school computer

### **Severe Discipline Issues**

- Weapons
- Assault
- Drugs/Alcohol/Tobacco Use or Possession

- Inappropriate/Sexual Physical Contact

## **Consequence Protocol**

### **Minor Referrals\***

First minor offense referral = Parent notification and one lunch detention

Second minor offense referral = Parent notification and two lunch detentions

Third minor offense referral = parental contact AND three lunch detentions

Fourth minor offense referral = major offense referral = parent conference AND behavior contract (may include additional age appropriate consequences)

Breaking of a behavior contract = in or out of school suspension, whichever is most appropriate to the individual case

\* Any missed detention consequences due to absences, forgetfulness, or irresponsibility will add additional detention days

### **Major Referrals\***

First major referral = parental conference AND three lunch detentions AND a behavior contract (may include additional age appropriate consequences)

Second major referral = parent conference AND three days of lunch detention AND review of behavior contract, which may result in changes to said contract

Third major referral = parent conference AND in or out of school suspension for a TBD number of school days AND a review/adjustment of behavior contract prior to student's return to class

Fourth major referral = immediate parent contact and immediate out of school suspension AND a review/adjustment of behavior contract before a return to school

Beyond four major offense referrals = expulsion from St. Mary School

\* Any missed detention consequences due to absences, forgetfulness, or irresponsibility will add additional detention days and possible additional consequences

## **Minor and Major Offense Referral Process**

1. All school staff will be provided with copies of the SMS Discipline Referral Form.
2. Minor offense referrals will be filed with the classroom teacher and copies will be provided to the

parent and principal.

3. Primary students will serve lunch detention at the lunch detention table in the lunchroom under the supervision of a primary teacher. Once all detention students have eaten, the detention supervisor (teacher) will monitor lap walking on the playground until the end of lunch recess.
4. Major offense referrals will be filed with the principal and copies will be provided to the parent(s). Parents will be required to sign the original referral copy.
5. For any offense, minor or major, students will also complete a Behavior Journal entry (written or verbal completion depending upon age). Copies will be kept on file with the teacher and principal and may be shared with parents for a parent signature.

### **Severe Behavior Incidents**

A severe behavior incident will be met with swift action.

1. Student will be immediately isolated from peers.
2. Parent(s) will be contacted immediately.
3. An immediate consequence of, at minimum, out of school suspension for a TBD number of days to, at maximum, expulsion from St. Mary School.

**THE PRIMARY DISCIPLINE PROTOCOL OUTLINED ABOVE IS MEANT TO BE AN ADDITION TO THE STUDENT CODE OF CONDUCT. PLEASE SEE THE ST. MARY SCHOOL STUDENT CODE OF CONDUCT FOR ADDITIONAL INFORMATION.**

**PLEASE CONTACT MRS. MARLOW SHOULD YOU HAVE ANY QUESTIONS OR CONCERNS**

## St. Mary School Primary Discipline Referral Form

Name \_\_\_\_\_ Date \_\_\_\_\_ Time \_\_\_\_\_  
 Teacher/Staff \_\_\_\_\_ Location \_\_\_\_\_ Grade \_\_\_\_\_

Discipline Issue	Possible Motivation Consequence
<p><b>Minor:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Inappropriate/hurtful language</li> <li><input type="checkbox"/> Inappropriate gestures/drawings</li> <li><input type="checkbox"/> Defiance toward staff</li> <li><input type="checkbox"/> Disruption</li> <li><input type="checkbox"/> Unwanted physical contact</li> <li><input type="checkbox"/> Property misuse</li> <li><input type="checkbox"/> Excessive talking in class</li> <li><input type="checkbox"/> Disrespect</li> <li><input type="checkbox"/> Cell phone possession or use during school hours</li> <li><input type="checkbox"/> Unpermitted computer usage</li> <li><input type="checkbox"/> Other _____</li> </ul> <p><b>Major:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Abusive language</li> <li><input type="checkbox"/> Habitual/excessive profanity</li> <li><input type="checkbox"/> Cheating</li> <li><input type="checkbox"/> Fighting/physical aggression</li> <li><input type="checkbox"/> Overt defiance</li> <li><input type="checkbox"/> Harassment</li> <li><input type="checkbox"/> Bullying</li> <li><input type="checkbox"/> Habitual/excessive disruption</li> <li><input type="checkbox"/> Damage of school or student property</li> <li><input type="checkbox"/> Stealing of school or student property</li> <li><input type="checkbox"/> Inappropriate use of school computer</li> </ul> <p><b>Severe:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Weapon(s)</li> <li><input type="checkbox"/> Assault</li> <li><input type="checkbox"/> Drugs/Alcohol/Tobacco</li> <li><input type="checkbox"/> Inappropriate/Sexual Contact</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Obtain peer attention</li> <li><input type="checkbox"/> Obtain adult attention</li> <li><input type="checkbox"/> Obtains items</li> <li><input type="checkbox"/> Avoid peers</li> <li><input type="checkbox"/> Avoid adult</li> <li><input type="checkbox"/> Avoid task or activity</li> <li><input type="checkbox"/> Don't know</li> <li><input type="checkbox"/> Other _____</li> </ul> <p style="text-align: center;">Any other important notes to add?</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>
	<ul style="list-style-type: none"> <li><input type="checkbox"/> Lunch Detention               <ul style="list-style-type: none"> <li><input type="checkbox"/> # of days _____</li> </ul> </li> <li><input type="checkbox"/> Parent Contact</li> <li><input type="checkbox"/> Parent Conference               <ul style="list-style-type: none"> <li><input type="checkbox"/> Date _____</li> </ul> </li> <li><input type="checkbox"/> Behavior Contract</li> <li><input type="checkbox"/> In School Suspension               <ul style="list-style-type: none"> <li><input type="checkbox"/> # of days _____</li> <li><input type="checkbox"/> Date(s) _____</li> </ul> </li> <li><input type="checkbox"/> Out of School Suspension               <ul style="list-style-type: none"> <li><input type="checkbox"/> # of days _____</li> <li><input type="checkbox"/> Date(s) _____</li> </ul> </li> <li><input type="checkbox"/> Expulsion</li> <li><input type="checkbox"/> Other _____</li> </ul>

Others involved in incident: \_\_None \_\_Peers \_\_Staff \_\_Teacher \_\_Substitute \_\_Unknown \_\_Other  
 If peers were involved, list them:

\_\_\_\_\_

**All minor issues: original filed with teacher, copies to principal and parent.**  
**All major issues: original filed with principal, copies to teacher and parent. Parent signature required.**

\_\_\_\_\_ Parent Signature \_\_\_\_\_ Date



## **St. Mary School Middle School Discipline Protocol**

Students who lack self-discipline or who violate the rights of others can expect disciplinary action.

### **Minor Discipline Issues**

- Inappropriate language
- Defiance toward staff
- Disruption
- Unwanted physical contact
- Property misuse
- Excessive talking in class
- Disrespectful attitude and/or behavior
- Cell phone possession or use during school hours
- Unpermitted computer usage

### **Major Discipline Issues**

- Abusive language
- Habitual/excessive inappropriate language
- Cheating
- Fighting/physical aggression
- Overt defiance
- Harassment/teasing/taunting
- Bullying-demonstrating a pattern of physical, verbal, emotional, or cyber-bullying
- Habitual/excessive disruption
- Damage of school or student property
- Stealing of school or student property
- Inappropriate use of school computer

### **Severe Discipline Issues**

- Weapons

- Drugs/Alcohol/Tobacco Use or Possession
- Inappropriate/Sexual Physical Contact

## **Consequence Protocol**

### **Minor Referrals\***

First minor offense referral = one lunch detention the following school day Second

minor offense referral = two lunch detentions the following two school days

Third minor offense referral = parental contact AND three lunch detentions the following three school days AND one day of after school detention (dates TBD)

Fourth minor offense referral = major offense referral = parent conference AND five days of lunch detention the following five school days AND three days of after school detention (dates to be TBD)

More than four minor offense referrals = major offense referral = parent conference AND in school suspension for a TBD number of school days AND a behavior contract

Breaking of a behavior contract = out of school suspension

\* Any missed detention consequences due to absences, forgetfulness, or irresponsibility will add additional detention days

### **Major Referrals\***

First major referral = parental contact AND three lunch detentions the following three school days AND one day of after school detention (date TBD)

Second major referral = parent conference AND five days of lunch detention the following five school days AND three days of after school detention (dates TBD)

Third major referral = parent conference AND in school suspension for a TBD number of school days AND a behavior contract

Fourth major referral = immediate parent contact and immediate out of school suspension AND a behavior contract before a return to school

Beyond four major offense referrals = expulsion from St. Mary School

\* Any missed detention consequences due to absences, forgetfulness, or irresponsibility will add additional detention days and possible additional consequences

### **Minor and Major Offense Referral Process**

1. All school staff will be provided with copies of the SMS Discipline Referral Form and the Behavior Journal Entry Form (see attached).
2. Minor offense referrals will be filed with the classroom teacher and copies will be provided to the parent and principal.
3. Major offense referrals will be filed with the principal and copies will be provided to the parent. Parents will be required to sign the original referral copy.
4. For any offense, minor or major, students will also complete a Behavior Journal entry (see attached). Copies will be kept on file with the teacher and principal and shared with parents for a parent signature.

### **Severe Behavior Incidents**

A severe behavior incident will be met with swift action.

1. Student will be immediately isolated from peers.
2. Parent(s) will be contacted immediately.
3. An immediate consequence of, at minimum, out of school suspension for a TBD number of days to, at maximum, expulsion from St. Mary School.

**THE DISCIPLINE PROTOCOL OUTLINED ABOVE IS MEANT TO BE AN ADDITION TO THE STUDENT CODE OF CONDUCT. PLEASE SEE THE ST. MARY SCHOOL STUDENT CODE OF CONDUCT FOR ADDITIONAL INFORMATION.**

**PLEASE CONTACT MRS. MARLOW SHOULD YOU HAVE ANY QUESTIONS OR CONCERNS**

## St. Mary School Middle School Discipline Referral Form

Name \_\_\_\_\_ Date \_\_\_\_\_ Time \_\_\_\_\_ Teacher/Staff \_\_\_\_\_  
 Location \_\_\_\_\_ Grade \_\_\_\_\_

Discipline Issue	Possible Motivation Consequence
------------------	---------------------------------

**Minor:**

- Inappropriate language
- Defiance toward staff
- Disruption
- Unwanted physical contact
- Property misuse
- Excessive talking in class
- Disrespect
- Cell phone possession or use during school hours
- Unpermitted computer usage
- Other \_\_\_\_\_

**Major:**

- Abusive language
- Habitual/excessive profanity
- Cheating
- Fighting/physical aggression
- Overt defiance
- Harassment
- Bullying
- Habitual/excessive disruption
- Damage of school or student property

- Stealing of school or student property \_\_\_\_\_
- Inappropriate use of school computer \_\_\_\_\_

**Severe:**

- Weapon(s) \_\_\_\_\_
- Assault \_\_\_\_\_
- Drugs/Alcohol/Tobacco \_\_\_\_\_
- Inappropriate/Sexual Contact
- Obtain peer attention
- Obtain adult attention
- Obtains items
- Avoid peers
- Avoid adult
- Avoid task or activity
- Don't know
- Other \_\_\_\_\_

Any other important notes to add?

\_\_\_\_\_

\_\_\_\_\_

- Lunch Detention
  - # of days \_\_\_\_\_
- After School Detention
  - # of days \_\_\_\_\_
  - Date(s) \_\_\_\_\_
- Parent Contact
- Parent Conference
  - Date \_\_\_\_\_
- In School Suspension
  - # of days \_\_\_\_\_
  - Date(s) \_\_\_\_\_
- Out of School Suspension
  - # of days \_\_\_\_\_
  - Date(s) \_\_\_\_\_
- Expulsion \_\_\_\_\_
- Other \_\_\_\_\_

Others involved in incident: \_\_None \_\_Peers \_\_Staff \_\_Teacher \_\_Substitute \_\_Unknown \_\_Other

If peers were involved, list them:

\_\_\_\_\_

**All minor issues: original filed with teacher, copies to principal and parent.**

**All major issues: original filed with principal, copies to teacher and parent. Parent signature required.**

\_\_\_\_\_ **Parent Signature** \_\_\_\_\_ **Date**