



September 2011

Dear Families,

Welcome to St. Monica Parish School! We come together in anticipation, hope, and confidence that this school year will provide opportunities for growth, challenge and support for all of us. Part of effectively working together rests in clear and complete communication. We depend on this happening both from the school to home and from the home to school.

The following pages contain information about what we need in order to have a safe, organized, and respectful school community. The aim is to provide each of us with the love, recognition, freedom and fun that we need to be happy and effective. Please make sure that you read these pages carefully.

We ask God to send the Spirit of Wisdom to parents and teachers as we work together during this school year.

Sincerely,

Pamela J. Dellino
Principal

St. Monica Parish School Handbook

Revised August 2011

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1.1 ST. MONICA PARISH SCHOOL HISTORY AND ACCREDITATION

St. Monica Parish School is a Catholic, co-educational school established in 1960 with facilities for grades Pre-K through 8. St. Monica Parish School has a student body of approximately two hundred and forty students.

On national tests of academic achievement, St. Monica Parish School students have some of the highest scores in the State of Washington and consistently score at the same level as students in the Mercer Island Public School District

St. Monica Parish School is fully accredited by the State of Washington and is a member of the Washington Federation of Independent Schools, the National Catholic Education Association and the Washington State Catholic Conference. St. Monica Parish School received its' initial accreditation in 2002 after successfully completing an in-depth Self-Study and official review by an appointed visiting team representing the NCEA and the Northwest Association of Schools and Colleges. Formal Accreditation was granted for the maximum six-year term through 2008 which was subsequently renewed in 2009 and is now valid through 2015.

1.2 MISSION STATEMENT

The mission of St. Monica Parish School is to teach Christ-like values, to assist students in achieving academic excellence in all areas, and to maintain a warm, safe, nurturing, and loving learning environment.

1.3 PHILOSOPHY STATEMENT

St. Monica Parish School is a parish school. In union with parents as the primary educators and the Archdiocese of Seattle, we promote the internalization of the Good News of Jesus Christ as is expressed in our Catholic faith.

We foster a Catholic environment providing for the growth of the whole child by focusing on spiritual, academic, physical, and moral development.

We motivate and encourage our children to reach their highest potential by offering a challenging curriculum and a supportive environment designed to empower them with knowledge and self-discipline.

We invite our children to live a life modeled on the gospel values by encouraging a life of prayer, sacraments, and service to one another and the larger community.

We provide opportunities for our children to be leaders in our school and community, instilling in them the awareness that they can make a difference in our world.

1.4 ST. MONICA PARISH SCHOOL GOALS AND LEARNING EXPECTATIONS

1.4.1 AN ENVIRONMENT FOR LEARNING

There are specific, definable attitudes and behaviors of students, parents, and teachers which help to distinguish a superior school from those content with mediocrity. In order to attain the level of excellence desired at St. Monica Parish School, students, parents and staff are expected to espouse the expectations indicated below.

1.4.2 EXPECTATIONS FOR STUDENTS

- To arrive punctually, attend regularly, and behave appropriately.
- To be prepared and provided with books, materials, and assignments.
- To be considerate of the rights of others; peers, staff, neighbors.
- To make a sincere, concentrated effort to do well in studies.
- To respect and to comply with school regulations.
- To participate attentively and reverently in all religious observances.
- To adhere to the St. Monica Parish Schools prescribed dress code.

1.4.3 EXPECTATIONS FOR PARENTS

- To insure that students are at school on time each day.
- To insist that students conduct themselves in an orderly manner at all times.
- To respond promptly and affirmatively to any school misbehavior.
- To encourage responsibility for lunch, books, materials and assignments.
- To encourage high effort at achievement and prompt completion of assignments.
- To insure that students adhere to the St. Monica Parish Schools prescribed dress code.

1.4.4 EXPECTATIONS FOR THE STAFF

- To provide a disciplined school and classroom environment conducive to learning.
- To teach basic subject skills, employing a firm and well planned curriculum.
- To provide, insofar as possible, for students of special needs.
- To respect the personal worth, dignity, and characteristics of each student.
- To keep parents adequately informed of the progress and performance of each student.
- To provide fair and just disciplinary treatment as needed.

1.5 ROLE OF PRINCIPAL

The responsibility of the Principal is to oversee implementation of quality educational programs for the students of St. Monica Parish School. This mission carries with it a multitude of responsibilities including the hiring, evaluating and terminating of personnel, negotiating grievances of staff and students, staff training, designing curriculum and above all, seeing to the educational development of each student at St. Monica Parish School.

1.6 ST. MONICA PARISH SCHOOL OFFICE

The St. Monica Parish School Office is open Monday through Friday from 7:00 AM to 3:30 PM. All school business should be conducted during this time. The St. Monica Parish School telephone number is 206-232-5432 ext 200.

2.0 ADMISSIONS

2.1 ST. MONICA PARISH SCHOOL ADMISSIONS POLICY & PROCEDURES

The St. Monica Parish School Principal will interview all prospective students and their families. No child will be officially admitted until the Principal has completed a thorough screening and the Principal has determined that the child should be admitted to St. Monica Parish School as provided herein. This screening will include: i) in person meeting and interview with parents and the child; ii) complete review of previous school records and contact with previous school; iii) readiness testing for kindergarten students; and iv) testing as deemed necessary on an individual basis for students in grades 1 through 8 after review of school records and an interview with the student's parents.

2.2 CLASS ROSTERS

New student names will not to be added to class roster until the above admittance procedure has been completed, and the Principal has given official acceptance and the child has registered with the School. Class rosters will not be given out to parents until the first day of the new school year.

2.3 ADMISSIONS PRIORITY

The priority of admissions into St. Monica Parish School will be as follows:

1. First priority for admissions will be given to practicing, contributing parishioners who already have children enrolled in the school;
2. Second priority for admissions will be a) practicing Catholics who already have children in the School and who are actively supporting the School and the Parish, or b) practicing, contributing parishioners who are registering their children for the first time;
3. Third priority will be non-Catholics who have children in the school; and
4. Fourth priority will be new non-Catholics.

It is to be understood that if all else is equal, geographical priority, length of time as a registered, contributing member of the parish, then a first-come-first-served principle will be used. However, the Pastor and the Principal will have final authority in applying the above policy.

2.4 NON-DISCRIMINATION

St. Monica Parish School admits students of any race, color, national or ethnic origin to all rights, privileges, programs and activities made available to the students. St. Monica Parish School does not discriminate on the basis of race, color, or national origin in administration of its educational policies, admission policies, or athletic and other school administered programs.

3.0 ST. MONICA PARISH SCHOOL TUITION AND FEES

3.1 ST. MONICA PARISH SCHOOL SUBSIDIZED TUITION POLICY

Tuition covers only part (about fifty percent (50%)) of the cost of educating students at St. Monica Parish School. St. Monica Parish and its' members, including non-school families, generously support and subsidize St. Monica Parish School in order to provide for the remainder of the School's operation costs.

Therefore, in the interest of fairness and equity, and to foster educational excellence through financial stability based on a combination of tuition and subsidy, St. Monica Parish School offers two tuition rates; 1) In-Parish Participating Tuition; and 2) the Full Cost Tuition.

3.1.1 TUITION RATES

St. Monica's Tuition rates and Tuition deposits for the 2010-2011 school year are listed below.

3.1.2.1 ST. MONICA PARISH SCHOOL SUBSIDIZED TUITION RATE

To receive the St. Monica Parish School Subsidized Tuition Rate, a family must i) have a Stewardship Commitment Card on file with St. Monica Parish and must be fulfilling that pledge through regular contributions; and ii) be fulfilling the contract obligations contained in the Enrollment Contract including but not limited to on-time tuition payment, the service commitment and the fundraising commitment contained therein.

3.1.2.2. FULL COST TUITION RATE

If you do not qualify for the St. Monica Parish School Subsidized Tuition Rate, you will pay Full-Cost Tuition for your child(ren).

3.1.3 TUITION DEPOSIT AND TUITION RATE SCHEDULE

A nonrefundable Tuition Deposit as provided above must be paid to St. Monica Parish School at the time of Registration. The Tuition Deposit will be applied to the last month's Tuition payment owing to St. Monica Parish School for the school year or to the Annual Tuition if such Annual Tuition is paid in its entirety on or before July 1, 2011. The 2011-2012 Tuition Rates and Tuition Deposit amounts are listed below:

	Tuition Deposit	St. Monica Parish School Subsidized Tuition		<i>Full-Cost Tuition per child</i>	
		<i>Annual</i>	<i>Monthly</i>	Yearly	Monthly
<input type="checkbox"/> One child	\$200	\$5,675	\$515.91 X 11	\$8,950	\$813.64 X 11
<input type="checkbox"/> Two children	\$400	\$10,300	\$936.36 X 11	\$17,900	\$1,627.27X 11
<input type="checkbox"/> Three children	\$600	\$13,500	\$1,227.27 X 11	\$26,850	\$2,440.90 X 11
<input type="checkbox"/> Four + children	\$800	\$15,575	\$1,415.91 X 11	\$35,800	\$3,254.54 X 11

3.1.4 TUITION PAYMENT OPTIONS

You may choose one of two Tuition payment options. The 2011-2012 Tuition may be paid in full on or before July 1, 2011, or you may elect to pay the 2011-2012 Tuition over an eleven (11) month period using the FACTS Program beginning in July of 2011 and continuing through the end of May of 2012. In the event your first payment is not received by July 30, 2011, St. Monica Parish School may, in its sole discretion, cancel your child's enrollment in the school. In the event you have any questions regarding your tuition payment, please contact the Principal.

3.1.5 REGISTRATION FEES

The Registration Fee is four hundred dollars (\$400) for New Families and two hundred dollars (\$200) for Current Families. **The Registration Fee and Tuition Deposit are nonrefundable.**

3.2 STUDENT WITHDRAWAL

3.2.1 WITHDRAWAL FROM SCHOOL DURING SCHOOL YEAR.

Withdrawal of a student during the school year from St. Monica Parish School requires thirty (30) days prior written notice to the Principal. Tuition for the withdrawing student is due for the thirty (30) day period following receipt of such withdrawal notice. In the event of such withdrawal, the Tuition Deposit paid for such student will also be forfeited.

3.2.2 SUMMER WITHDRAWAL.

Withdrawal of a student during the Summer when school is not in session requires prior written notice to the Principal. In the event you withdraw your child(ren) during the Summer when school is not in session, the Tuition Deposit and any Tuition payments made to the

school prior to the receipt of such withdrawal notice shall be forfeited. Notwithstanding the foregoing, in the event you have paid the Annual Tuition in full prior to the school's receipt of such withdrawal notice, you will forfeit the Tuition Deposit and an additional amount equal to the monthly Tuition payments that would have been paid to date pursuant to the monthly Tuition payment plan for such withdrawing student. Any excess Annual Tuition funds shall be returned to you within thirty (30) days.

3.3 ST. MONICA PARISH SCHOOL TUITION ASSISTANCE PROGRAM

3.3.1 TUITION ASSISTANCE PROGRAM APPLICATION PROCESS. All families who wish to apply for tuition assistance at St. Monica Parish School must complete the Archdiocesan assistance form. This form must be completed online through the Seattle Archdiocese web site (Fulcrum Foundation) and a copy must be submitted to the school Principal. After the Archdiocese has made their recommendations, St. Monica Parish School will take all the applications and evaluate the ability to award tuition assistance to each applicant. Applications received after the Archdiocese application process deadline will be accepted at the discretion of the St. Monica Parish School Tuition Assistance Committee.

3.3.2 ELIGIBILITY CRITERIA FOR TUITION ASSISTANCE

3.3.2.1 The St. Monica Parish School Tuition Assistance Committee will review all applications and determine the amount of assistance to be awarded to each student applicant. The following list of criteria will be used to help determine the amount of tuition assistance awarded.

- 1) Application Review: Applications submitted to the Archdiocese as well as any applications the Tuition Assistance Committee has accepted after the initial application period will be reviewed by both the Archdiocese and the St. Monica Parish School Tuition Assistance Committee.
- 2) Rankings: The Archdiocese will rank all applications based upon need.
- 3) Applicants Standing in Parish-: The St. Monica Parish School Tuition Assistance Committee may consider whether the applicants are members of St. Monica Parish.
- 4) Discretion of St. Monica Parish School Tuition Assistance Committee: The committee can use its discretion in any and all matters regarding the award of tuition assistance.

3.3.2.2 CONTRACT REQUIREMENTS

Each family receiving tuition assistance will be required to meet all contractual requirements.

3.3.2.3 ST. MONICA PARISH SCHOOL TUITION ASSISTANCE COMMITTEE.

The St. Monica Parish School Tuition Assistance Committee's function is to decide how to best use the limited resources available for tuition assistance. The Committee's goal is to help as many families as possible and to do it's best to assist the families most in need. The Committee is comprised of the Principal and the Pastor of St. Monica Parish. The Pastor may also appoint a member of the Parish to be on the Committee. The appointee can be anyone from the parish the

pastor feels would be qualified to help such as a member of the parish's Financial Advisory Committee. The Tuition Assistance Committee conducts a blind review of the requests for tuition assistance. Only the Principal knows the identity of the applicants requesting tuition assistance.

3.4 STANDARDIZED CLASS FEES

A standardized class fee of approximately twenty-four dollars (\$24.00) will be collected from each Student at Registration to cover the costs of classroom celebrations, teacher gifts and other school activities.

3.5 FUNDRAISING COMMITMENTS

Each family is required to meet an annual fundraising obligation which is three hundred and fifty dollars (\$350) in revenue per child enrolled at St. Monica Parish School. The fundraising obligation does not apply to Preschool children. In order to meet the fundraising obligation, families may participate in a variety of fundraising activities, including but not limited to sale of gift wrap, sale of cookie dough, purchase of scrip, purchase of poinsettia's and wreaths and such other fundraising activities offered throughout the year.. The fundraising contribution is determined by the profit generated from such activities and not the total sales. If a Student does not generate the fundraising obligation provided above, the family will be required to pay the unfulfilled portion of the obligation by May 1st of such academic year. Failure to fulfill the fundraising obligation may affect future enrollment.

In the event a family wishes to buyout the three hundred and fifty dollar (\$350) fundraising commitment per child, they may fulfill such obligation by either:

1. Paying the fundraising commitment in full at registration;
2. Paying the fundraising commitment in full with their first FACTS payment; or
3. Paying the fundraising commitment in monthly payments through the FACTS program.

3.6 ST. MONICA SCRIP PROGRAM

The St. Monica Scrip Program provides a large variety of gift certificates and gift cards to area stores, restaurants and businesses to parents for purchase. The gift certificates are used like cash and are used like a debit card.

When you purchase St. Monica Scrip, you raise money for St. Monica Parish School at no additional cost to yourself. St. Monica Parish School purchases the certificates and gift cards at a discount from local vendors. The St. Monica Scrip Program sells them to you at face value. You pay the same price as if you had bought the certificates or gift cards at your local store. Our discount, which ranges from 2%-15%, is profit for the school and counts towards your

fundraising commitment of three hundred and fifty dollars (\$350) per child enrolled at St. Monica Parish School.

Scrip is on sale Monday, Wednesday, and Friday mornings from 8:15 – 9:15 AM in the large conference room near the School Office. In addition, you may submit an order form and check and place them in the ‘Scrip’ file folder in the School Office at any time. Scrip will also be on sale the second Sunday of every month in the Family Center after all morning Masses. Scrip sale days are subject to change depending on other events or holidays, which may affect the school or Church calendar.

If you order Scrip, which is not currently in stock, you may pick up your order on Friday afternoon of the following week.

Scrip will be delivered only to the person placing the order. If you would like your children or another designated person, (nanny, carpooler, neighbor, etc.) to be able to pick up your Scrip order, a “Hold Harmless” form will need to be completed. These forms are available in the Scrip file folder in the School Office.

If you have any questions regarding the Scrip Program, please contact Shari Pederson, the 2010-2011 Scrip Chair.

4.0 ACADEMIC POLICIES

4.1 CURRICULUM

St. Monica Parish School offers a standard elementary and middle school curriculum for grades Pre-K through 8, which includes religious education, reading, language arts, communication skills, spelling, handwriting, math, science, Spanish and social studies. Math, English, and Science Department Heads oversee fully integrated curricula for all grades. The Family Program, a part of the religion curriculum, teaches leadership skills to older students and contributes to St. Monica Parish School’s unique family atmosphere in which students at all grade levels know, work, and worship with one another.

4.2 HOMEWORK

Homework is an opportunity for parents to be involved in the school program. Homework is meant for reinforcement and practice of learned skills and concepts.

4.2.1 INTERMEDIATE LEVEL HOMEWORK PURPOSE

The purpose of homework at the intermediate grade levels (4th and 5th grades) is to reinforce the material being taught at school. Drill and practice of previously learned information helps solidify student mastery of the subject matter. Homework serves as a way of involving and informing parents about curriculum.

4.2.2 MIDDLE SCHOOL HOMEWORK PURPOSE

The purpose of homework at the middle school level (grades 6-8) is three-fold:

1. To reinforce material presented during class by practicing skills at home;
2. To delve more deeply into a subject through extended reading and research; and
3. To use various study techniques, correct previous errors, study for tests and review.

4.2.3 MIDDLE SCHOOL LATE HOMEWORK POLICY

In the Middle School, homework is the responsibility of the student. When homework is not completed on time, there is a reduction in the grade. A late assignment will not receive a grade higher than eighty percent (80%). Further reduction of the grade is at the discretion of the individual teacher.

4.3 MAKE UP HOMEWORK

Students may request make-up homework after twenty-four hours has elapsed between the event of the illness and request for homework assignments. Students should check online classroom websites for homework assignments that may have been missed. For absences of several days, 1 day is allowed for make-up, for each day of excused absence.

4.4 REPORT CARDS

Report cards are issued each trimester. Report card dates are indicated on the School calendar. The purpose for evaluating the student, both in subject matter areas and in character development, is so that both parents and teachers may cooperate in helping the student to reach his/her highest potential. Parents should examine the report card carefully and make arrangements to speak with the teacher if necessary.

4.5 PROGRESS REPORTS

Midway between trimester grading periods, Progress Reports are issued. Parents are asked to study the report carefully, make an appointment with the teacher if this is indicated, and return the signed report to the teacher as soon as possible. Progress Report dates are indicated on the School calendar.

4.6 SCHOOLSPEAK STUDENT INFORMATION SYSTEM

Through the online access provided by Schoolspeak, parents of students will have online access to student attendance, homework, teacher communication, all school communication, 4th – 8th grades and assignments and report cards. Parents are sent log-on and passwords in August.

4.7 GRADING SCALE

The St. Monica Parish School grading scale for grades four through eight is listed below. Kindergarten through Grade three do not use a percentage based grading scale.

GRADE SCALE

A >= 94.5

A- >= 92.5

B+ >= 89.5

B >= 86.5

B- >= 84.5

C+ >= 81.5

C >= 72.5

C- >= 69.5

D+ >= 66.5

D >= 63.5

D- >= 59.5

F >= 0

AB = 0 (until assignment is complete)

INC = 0 (Incomplete)

EX = (assignment will not be used in grade calculation)

4.8 ATTENDANCE AND GRADES

Teachers may use attendance as an influencing factor in a student's grade resulting from an unexcused absence pursuant to the parameters listed below. Teachers will provide written notice to the parents if these factors may be applied to a student's grade.

0-5 days absent	no possible consequence on grades
6-12 days absent	possible lowering of grades by one grade
13-18 days absent	possible lowering of grades by up to two grades
19 or more days absent	failure of class unless special circumstances are prevalent and non-failure is approved by the teacher and Principal

4.9 CHEATING POLICY

As a Catholic school founded on religious principles, St. Monica Parish School values the academic integrity of the education that it offers. At St. Monica Parish School, cheating, in any form, is considered immoral and unethical. A student who cheats undermines both the moral and intellectual purpose of his/her education and shows a lack of respect for the school, fellow students, and himself or herself. Cheating has no place in our school because we value justice; therefore, cheating will be dealt with very seriously, according to the policies outlined below. Should a student be caught cheating in any manner, or enabling another student to cheat, the following steps will be taken:

1. Written notification will be sent by the teacher to the Principal;
2. Loss of credit for the assignment on which a student cheated, regardless of its type or scope including homework, research papers, quizzes, and exams;
3. Counseling from the Principal will occur to help the student understand the consequences of his/her actions and to assist the student in acquiring constructive methods of succeeding.; and
4. Written notification of parents by the teacher.

In addition, any or all of the following disciplinary actions may occur including but not limited to a conference with parents, detention, student suspension, and/or student failure of the course.

4.10 STANDARDIZED TESTING REQUIREMENTS

St Monica School administers the Iowa Test of Basic Skills every year in grades 1 through 8.

4.11 CONFERENCES

Parents must contact the School Office or email the teacher in advance to arrange a teacher conference. It is not appropriate to show up for unscheduled conferences or visits just prior to or after school, as often the teacher has other plans or duties already scheduled.

4.12 GRADUATION ACTIVITIES AND COSTS

St. Monica Parish School will recognize the graduation of eighth grade students with a liturgical celebration and candle passing ceremony. A nominal fee for 8th grade graduation gowns will be collected from each eighth grade student prior to the end of the first trimester.

4.13 ACADEMIC PROBATION GUIDELINES FOR ST. MONICA PARISH SCHOOL-- (Grades 4-8)

The educational goal of St. Monica Parish School is to ensure that each student will succeed academically according to his or her capabilities. Every student, parent and staff member must be committed to this goal since the work of Catholic education must involve the entire team in

order to succeed. There must be on going communication between the teachers and the parents regarding the student's progress. It is the student's responsibility to maintain passing grades, complete all assignments, have required materials, be on time for class, submit quality work, and exhibit respectful behavior. After being placed on academic probation, if a student continues to receive failing grades, the Principal may, at his or her discretion, dismiss the student from attending St. Monica Parish School. St. Monica Parish School's academic program and learning environment may not meet the educational needs of every student. In these instances, the School offers assistance to parents in discovering alternative programs to meet the specific needs of the student.

4.14 ACADEMIC PERFORMANCE POLICY

Students will be promoted to the next grade at the end of the academic school year in June if they have fulfilled the grade requirements. Students who earn two or more D's, F's or I's (incomplete) in the subjects of reading/literature, English, math, social studies, science, spelling, Worldly Wise or religion in one trimester will be placed on academic probation. All new students enter the school with Probation status. They must prove their commitment to our academic program by following the expectations above. Students who earn two or more F's (59% or below) for more than one trimester, in any sequence, will not be promoted. If a student's promotion to the next grade is in danger, the parents and student shall be notified in writing by March 31st. A final decision on the promotion of the student may be subject to evaluation of academic performance of the last trimester of the year.

4.15 RECORDS AND TRANSCRIPTS

St. Monica Parish School adheres to the Buckley Amendment (Family Education Rights and Privacy) regarding access to records. Records of students transferring to other schools will only be sent through the US Mail. No records will be given to parents to transport to the new school. Students requesting records, transcripts, or recommendations must submit a written request to the School Office with five business days notice. No records will be sent to transferring schools of students whose financial commitment is in arrears.

Parents have certain rights with respect to their child's educational records. These rights include:

1. The right to inspect and review the student's educational records within forty-five (45) days of the day the School receives a request for access. Parents should submit to the Principal a written request that identifies the records they wish to inspect. The Principal will arrange a time and place where the records may be inspected.
2. The right to request the amendment of the student's record that the parents believe is inaccurate or misleading. The request must be made in writing, which clearly identifies the part of the record they want changed, and specify why it is inaccurate or misleading. If the School decides not to amend the record as requested, it shall notify the parents in writing.

3. The right to consent to disclosure of personally identifiable information contained in the student's educational records.

With respect to the rights of non-custodial parents, and 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.

5.0 FAITH DEVELOPMENT

5.1 SCHOOL MASS

Students attend Mass 9 am every Friday as part of the regular school day. Parents are always encouraged to attend school Mass.

5.2 SACRAMENTS

All sacramental preparation is conducted in cooperation with Religious Education Office. The Religious Education Office recognizes the parents' role in the religious education of their children. Preparation is handled in the following manner:

- 1) Reconciliation – Grade 2: Students receive instruction in class and complete family activities with their parents. The reception of the sacrament is during a family-oriented parish celebration during Advent.
- 2) Eucharist – Grade 2: Students receive instruction in class and complete family activities with their parents. The celebration of First Communion is held in the spring.

5.3 ALTAR SERVERS

An altar server is a member of the Assembly who assists the Pastor and Deacon during the Celebration of the Eucharist and during other Liturgical Ceremonies. Beginning in Fifth Grade, all students are given the opportunity to be trained as altar servers and to serve at Mass. Trained altar servers are scheduled throughout the year for daily and weekend Masses. Altar servers are sometimes asked to serve at funerals during the school day.

6.0 ST. MONICA PARISH SCHOOL CALENDAR, SCHEDULE, ATTENDANCE AND ABSENCES

6.1 SCHOOL CALENDAR

2011-2012 ST. MONICA SCHOOL ACADEMIC YEAR

AUGUST

25 New Student Orientation, 10AM

25 New Parent Orientation, 10:30 AM

SEPTEMBER

1 School opens with 8AM Mass, NOON DISMISSAL

5 Labor Day, NO SCHOOL

15 Curric. Night, K-8 7PM

16 Arch. Teacher Workshop, NO SCHOOL

OCTOBER

5 Open House 8:45-10:45 AM

13 Mid-Tri Reports issued

13-14 Parent/Teacher Conferences, NO SCHOOL

12-28 ITBS testing Gr 3-8

24-28 Sixth Grade Camp

NOVEMBER

11 Veterans' Day, NO SCHOOL

19 School Auction-Gala Night

23-25 Thanksgiving Vacation, NO SCHOOL

23 End of 1st Trimester

DECEMBER

2 Report Cards issued

15 School Christmas Pageant, 7 PM

-Jan 1 Christmas Vacation, NO SCHOOL

JANUARY

2 School Resumes

4 Open House 8:45-10:45 AM

16 Martin Luther King Holiday, NO SCHOOL

25 Optional Conference Day, NO SCHOOL

26 Mid-Tri Reports Issued

Jan 29- Feb 3 Catholic Schools Week

29 Open House, 10:30-12:30 PM

29 Distinguished Graduate Mass 9:30 AM

FEBRUARY

1 Open House, 8:45AM-10:30AM

2 Middle School Information Night, 7 PM

3 Grandparents/Friends Day 9:00 AM Mass

6 In-House Reg. Mtg, 8:45 AM & 7 PM

7 & 8 Phone-a-Thon

20-24 Mid-Winter Break, NO SCHOOL

MARCH

15 End of 2nd Trimester

23 Archdiocesan In-Service, NO SCHOOL

22 Report Cards Issued

APRIL

6 Good Friday, NOON DISMISSAL

9-13 Easter Vacation, NO SCHOOL

27 Carnival/Auction

25 Open House 8:45-10:45 AM

MAY

3 Mid-Tri Reports Issued

23 Spring Concert

28 Memorial Day, NO SCHOOL

JUNE

1 8th Gr Retreat

6 Candle Passing Ceremony

7 Eighth Grade Graduation, NOON DISMISSAL

11 Moving Up Day, NOON DISMISSAL

12 Last Day of School, DISMISSAL at 10:30 AM

6.2 SCHOOL SCHEDULE

Period	Monday Schedule A	Regular Schedule B	Friday Mass Schedule	Half-Day Schedule C	Family or Afternoon Assembly Sch. E
HR	8:30 – 8:40	8:30 – 8:40	8:30 – 8:45	8:30 – 8:40	8:30 – 8:40
First	8:43 – 9:15	8:43 – 9:24	MASS 9:00 – 9:45	8:43 – 9:08	8:43 – 9:18
Second	9:18 – 9:50 32 min.	9:27 – 10:08 41 min.	9:58 – 10:34 36 min.	9:11 – 9:36	9:21 – 9:56 35 min.
Recess	9:50 – 10:05	10:10 – 10:25	10:34 – 10:50		10:10:15
Third	9:53 – 10:25	10:11 – 10:52	10:37 – 11:13	9:39 – 10:04	9:59 – 10:34
Fourth	10:28 – 11:00	10:55 – 11:36	11:16 – 11:52	10:07 – 10:32	10:37 – 11:12
Lunch/ Recess	MS 11:03 – 11:33 K4 11:03 – 11:38	MS 11:40 – 12:10 K4 11:40 – 12:15	11:55 – 12:25 11:55 – 12:30	None	MS 11:15 – 11:45 K4 11:15 – 11:50
Fifth	11:36 – 12:11	12:13 – 12:48	12:28 – 1:03		11:48 – 12:23
Sixth	12:14 – 12:46	12:51 – 1:32	1:06 – 1:42	10:35 – 11:00	12:26 – 1:01
Seventh	12:49 – 1:21	1:35 – 2:16	1:45 – 2:21	11:03 – 11:28	1:04 – 1:39
Eighth	1:24 – 1:56	2:19 – 3:00	2:24 – 3:00	Spanish 11:31 – 12:00	1:42 – 2:17
Assembly Family					2:20 – 2:55

6.3 ATTENDANCE

6.3.1 ATTENDANCE POLICY/STUDENT ABSENCE

Three factors make school attendance imperative including:

1. State law requires that minors between the ages of 8 and 17 be in attendance at school during normal instructional periods;
2. Absences make it difficult for the teachers to maintain continuity in the student's educational program; and
3. When students are taken out of school frequently for non-illness reasons, we may be sending them the wrong message about the importance of attending school on a regular basis.

Regular attendance at school is required, and discretionary absences are discouraged since any absence from school is detrimental to a student's progress. However, there are unique opportunities, such as family celebrations, field trips and travel opportunities, which offer invaluable experiences. The goal is to limit the number of absences due to these experiences without prohibiting them.

6.3.2 EXCUSED ABSENCES

The following absences will be considered excused:

- 1) Personal illness;
- 2) Family emergencies; and
- 3) Doctor and dentist appointments which cannot be arranged outside school time.

6.3.3 DISCRETIONARY ABSENCES

Discretionary absences include but are not limited to absences for family trips, travel, field trips and athletic activities. Discretionary absences may or may not be excused pursuant to Section 6.3.4 below.

6.3.4. PROCEDURE FOR APPLYING FOR A DISCRETIONARY ABSENCE

Students must apply to the Principal for a discretionary absence at least five (5) days before the planned absence from School. The Principal will consider unexpected circumstances which prevent a student from providing the five (5) day notice. As part of this process, teachers will be asked to state their recommendations regarding the absence to the Principal and indicate how the absence might affect the student's progress. The Principal will

determine if a discretionary absence will be considered as excused based up the number of days the student has already been absent, the teacher’s recommendations and the application for discretionary absence.

6.3.5 UNEXCUSED ABSENCES

All other reasons for absence from School shall be considered unexcused absences.

6.4 MAKE UP WORK FROM ABSENCES

The student is responsible for making up work associated with any absence from School pursuant to the parameters listed below.

6.4.1 EXCUSED ABSENCES

Within one (1) day of return to school from an excused absence, the student will contact his or her teachers and request the specific assignments missed. On occasions, when actual assignments cannot be duplicated, teachers may need to assign parallel work covering the course material. All assignments may be made up and turned in for credit within the time limit specified by the teacher. The teacher will check make up work and give full credit earned. The School cannot guarantee that the parallel work will provide the same quality instruction as the student would have received in class.

7.0 EMERGENCIES AND SCHOOL CLOSURES

7.1 EMERGENCY PROCEDURES

In the event of snowstorms, windstorms, earthquakes or other emergencies occurring during the School day which result in School closure, students will be kept at School until a parent or authorized person picks up the students. Off-island students will have the opportunity through the school office to have an on-island host family in case of emergency. Parents are responsible to make the arrangements for an on island host family and informing the office of that choice.

7.2 INCLEMENT WEATHER/EMERGENCY CLOSING DAYS

When there are hazardous conditions due to evening or early morning snowfall, inclement weather or other emergencies, St. Monica Parish School will inform KOMO, KING, KIRO and KJR radio and KOMO, KING, and KIRO television stations whether or not school will be delayed or closed. St. Monica Parish School often follows the Mercer Island School District school closure schedule, but because of the number of off-island students that attend St. Monica Parish School, the school may, on occasion, be closed when Mercer Island schools are delayed or open. Also please check the school website and school phone message as these will be updated and kept as current as possible. In addition the School will send a School Reach message in the event of closures or delays as provided in Section 7.3 below.

7.3 SCHOOL REACH COMMUNICATION

St. Monica Parish School uses a communication system called “School Reach”. The School Reach system sends an automated phone call to all school families in the event of a school closure, delay, emergency or other message of importance.

7.3.1 The School Reach System will display 206-232-5432, the main number for St. Monica Parish School, on your caller ID. Several of the features of the School Reach System are listed below:

a) Live Answers: There is a short pause at the beginning of the message, usually just a few seconds. Answer your phone as you normally would and say “hello” and then hold for the message to begin. Multiple “hellos” will delay the start of the message. Inform all family members who may answer your telephone of this process.

b) Answering Machines: The system will detect that your machine has answered and will play the recording to your machine. The maximum number of rings before hang-up is five. Make sure your machine answers after four rings or you may miss the message.

c) Morning & Day Calls: In the event a cancellation decision is made the night before, or in the early morning hours, the broadcast message will be sent to home phone numbers only. In the event a cancellation decision is made mid-day, the broadcast message will be sent to home and cellular numbers. General announcements would be sent only to home numbers.

d) Message Repeat: At the end of the message you will be prompted to ‘press one’ to hear the message again. This is very helpful when a child answers the phone and hands it to a parent, who can then ‘repeat’ the message in its entirety.

e) Emails: If you have this option and if you supply the school with your email address, you can be included in the email broadcasting service. The Principal can then send a text message to you or even attach a .wav file of the message sent home.

7.4 EMERGENCY CARD/INFORMATION

It is the responsibility of the parents to provide the most current emergency contact information to St. Monica Parish School. The School Office will maintain an Emergency Card for each student. (The emergency information must be provided by parents at the time of registration.)

7.5 AUTHORIZED PICK-UP PERSON

Any person picking up a child at St. Monica Parish School must be authorized by the child’s parent. It is the responsibility of the child’s parents to provide prior written notice authorizing pick-up by a named person to the School Office. Children will not be released to any unauthorized person.

7.6 SAFE ENVIRONMENT/DRILLS

St. Monica Parish School will conduct periodic emergency and evacuation drills as required by law.

8.0 HEALTH MATTERS

8.1 ILLNESS AND INJURY

A student should not remain at School if he or she is ill, as it is unfair to both the student and his classmates. Students who become ill or injured while at School will be sent to the School office for observation and rest or first aid. If there is any question as to the seriousness of an injury, the parents will be notified immediately. If the parents are not able to be contacted, the people listed as the emergency contacts will be called. If they are unable to be reached, the child will remain in the School's Office. No student will be sent home unless there is an adult to receive them.

8.2 MEDICATION AT SCHOOL

8.2.1 Authorization to Dispense Medication.

If a student requires medicine during the school day, the parent must complete an Authorization to Dispense Medication Form which will be kept on file in the School Office. The Authorization to Dispense Medication Form must be signed by the parent and the physician. It is the parent's responsibility to keep this form current. An example of this Authorization to Dispense Medication Form is included in the Forms section of this Handbook and is also available in the School Office.

8.2.2 Medication Records

One of the requirements of the state regarding disbursement of medication is that a daily, written record be kept. In addition to the authorization forms from parents and physician, the School must keep a record indicating who dispensed medication, what the dosage is, and the time the medication was administered. Disbursement of Tylenol, motrin, aspirin or any type other type of anti-inflammatory also requires an authorization form on file in the School Office.

8.2.3 Oral Medication

Oral medication will be handled by the School pursuant to the following parameters:

1. All medication will be stored in a locked drawer or cupboard in the School Office or designated health area.
2. All medication must be stored in the original pharmacy container listing the student's name and proper dosage.
3. In the event that the School does not employ a school nurse, then medications will be dispensed by employees of the School who have received necessary training to administer the medication. A parent or other consultant who is a nurse or doctor will do this training annually. The employees dispensing medication include the School

secretary, the Principal, and the Director of Student Life. Additionally, the entire School staff will receive a brief in-serve annually explaining this training in order to become familiar with the office procedures)

4. A list is maintained in the School Office with the names of all students who come for medication along with a place on the form to indicate the time medication is to be administered and the initials of the adult who administered them. Lines should be provided on the form to add the occasional student who must receive medication at School.
5. The adult reads the label and verifies that the correct child is receiving the medication.
6. The adult should always observe that the student has actually swallowed the medication before he/she leaves the office.
7. Students who receive oral medication at School must have on file a written parent request as well as doctor's authorization form. This form must be signed, current and unexpired. (The request must be from a parent, legal guardian, or other person having legal control over the student).
8. If a child fails to come to the office in a timely manner to receive medication, the authorized adult must send for him/her.

8.2.4 Medication on Field Trips

When students are on a field trip, parents are responsible for administering medication or making arrangements for medication disbursement.

8.2.5 Training of Designated School Staff in the administration of Medication

Designated School Staff will receive training in the following policies and procedures prior to administering any medication to students:

1. School policies and procedures governing the administration of oral medications.
2. Procedures to follow in administering medication, including description of when not to administer medication.
3. Procedures to follow in the event of a medication error, missed dose, or delayed dose.
4. Required charting.
5. Confidentiality issues regarding the administration of medication and student health information.

8.3 BIRTHDAY PARTY/SCHOOL CELEBRATION POLICY

In order to avoid hurting the feelings of others, party invitations may not be distributed at School unless the entire class is invited. Distribution of birthday treats during the school day to the entire class must be arranged in advance with the student's teacher. For school celebrations and birthday party treats, parents may only bring store purchased food items and should give strong consideration to "healthy choices" to help promote, staff and community wellness. Parents should also be aware of any food allergies that might be present in a classroom as they select the

foods and beverages that might be consumed within a classroom. In addition, Parents must adhere to the Nut Free policy in choosing any birthday treats as further provided in Section 8.4.

8.4 No Nuts Policy

St. Monica Parish School is a nut-free campus. No nuts or nut derivatives of any kind will be allowed at St. Monica Parish School.

8.5 ALLERGY POLICY

8.5.1 ASTHMA POLICY

St. Monica Parish School recognizes that asthma is an important condition affecting many school children and positively welcomes all students with asthma. St. Monica Parish School encourages children with asthma to achieve their potential in all aspects of School life by having a clear policy that is understood by School staff, and students. Teachers and new staff are also made aware of the policy. All staff that comes into contact with children with asthma is provided with training on asthma which is updated once a year.

8.5.2 ASTHMA MEDICATION

Immediate access to reliever inhalers is vital. Students are encouraged to carry their reliever inhaler as soon as the parent, doctor or nurse and class teacher agree they are mature enough. Parents are asked to ensure that the School is provided with a labeled spare reliever inhaler. All inhalers must be labeled with the student's name by the parent.

8.5.3 ASTHMA RECORD KEEPING

At the beginning of each school year, or when a child joins St. Monica Parish School, parents are asked to submit a child's medical record. All parents of children with asthma are given an Asthma Action Plan to give to their child's pediatrician to complete and return to the school. From this information the School keeps its asthma register which is available for all School staff. Action Plans are then sent to parents on an annual basis to update. If medication changes in between times, parents are asked to inform the School.

8.5.4. THE SCHOOL ENVIRONMENT

The School does all that it can to ensure the School environment is favorable to children with asthma. As far as possible the School does not use chemicals in science and art lessons that are

potential triggers for children with asthma. Children are encouraged to leave the room and go and sit at the office if particular fumes trigger their asthma.

8.5.5 FOOD ALLERGY POLICY

St. Monica Parish School recognizes that life threatening food allergies are an important condition affecting many school children and positively welcomes all students with food allergies. In order to minimize the incidence of life threatening allergic reactions, St. Monica Parish School will maintain a system-wide procedure for addressing life threatening allergic reactions and maintain an Emergency Action Plan for any student whose parent/guardian, and physicians have informed the School in writing that the student has a potentially life threatening allergy. At the beginning of each school year, the School Office will send a letter to parents of students in any classroom where one or more students have a food allergy. In this way, all parents in the classroom will be informed and make safe food choices when bringing treats to school or when packing lunches for students.

8.5.5. TRAINING

In order to minimize the incidence of life threatening allergic reactions, St. Monica Parish School will provide training and education for all St. Monica Parish School staff. In conjunction with the student's parents or guardian and primary care provider or allergist, the School will maintain an Emergency Action Plan for any student identified with a potentially life-threatening allergy. The training will be provided to ALL School employees and will include but not be limited to:

- 1) A description and definition of severe allergies and a discussion of the most common food, medication, latex and stinging insect allergies;
- 2) The signs and symptoms of anaphylaxis;
- 3) The correct use of an epinephrine auto-injector (EpiPen);
- 4) Specific steps to follow in the event of an emergency;
- 5) Completion of an "Evaluation Form" by each employee after training;
- 6) Activating Emergency Medical Response by dialing 911;and
- 7) the Location of emergency EpiPen.

This Policy and procedure will be reviewed at the beginning of every School year.

8.5.6. NOTIFICATIONS

The School Office will be responsible for notifying classroom teachers about the nature of the life threatening allergies faced by students. This notification will include an explanation of the

severity of the health threat, a description of the signs and symptoms to be aware of and what allergen (food, materials, etc.) to avoid.

8.5.7. CLASSROOMS

Teachers must be familiar with the Emergency Action Plan of students in their classes and respond to emergencies as per the emergency protocol documented in the Emergency Action Plan. In the event of a suspected allergic reaction (where there is no known allergic history), the School Office will be called and the School's Emergency Response Plan activated. Emergency Medical Services will be called immediately. Information will be kept about student's food allergies in the classroom and in the substitute emergency folder, accessible by teachers, substitutes or other responsible adults. All teachers and substitutes will be educated about the risk of food allergies. A parent or guardian of a student with food allergies is responsible for providing all food for his/her own child. Snacks will be kept in a separate snack box or chest provided by the parent or guardian. Tables will be washed with soap and water following any food related events held in the classroom. Proper hand cleaning techniques will be taught and encouraged before and after the handling or consumption of food.

8.6 SCHOOL FIELD TRIPS

St. Monica Parish School will insure field trip planning takes into account any medical requirements. Medications including an EpiPen and a copy of the student's Emergency Health Care Plan must accompany the teacher or driver. A cell phone or other communication device must be available on the trip for emergency calls. The adult carrying the EpiPen will be identified and introduced to the student as well as the other chaperones.

8.7 GUM/PLAYGROUND FOOD

Chewing gum is not permitted at School during class or on the playground during recess. No food is allowed on the playground during recess.

9.0 COMMUNICATION

9.1 COMMUNICATION PROCEDURES

As with all communities, sometimes there can be a miscommunication between members. St. Monica Parish School wants to ensure that any miscommunications are cleared up quickly. If this happens with you, please use the following procedures:

1. First, talk with the person involved;
2. If that does not arrive at a satisfactory resolution, please discuss your concerns with the Principal;

3. If there is no resolution to your concerns after discussing them with the Principal, then the Pastor may be consulted on the issue. The Pastor is the final authority in the School and the Parish; and

4. If you have questions or concerns of a general nature, please contact the School Administrative Assistant in the School Office or the School Principal.

9.2 ST. MONICA PARISH SCHOOL PARENT EMAIL LIST

As provided in the Enrollment Agreement, when you give St. Monica Parish School your email address, it is added to the Parent Email Group. The Parent Email Group is used to communicate St. Monica Parish School announcements, Wednesday packets and other School related information. The Parent Email Group may not be used for any purpose other than official School communication and should not be used by parents without prior approval for use of the Parent Email Group list from the Principal.

9.3 WEEKLY COMMUNICATION BETWEEN SCHOOL AND FAMILIES

Each Wednesday, an all-parent email will be sent out to School families which include the weekly newsletter, Principal letter, and other important information. All information and forms will be readily available for families to complete and return to the School. On the last Wednesday of each month, paper copies of certain weekly newsletter information, as well as flyers and brochures from outside of St. Monica Parish School, will be sent home with students. Families wishing weekly communication via the former “Weekly Envelope” must contact the School Office to make this request.

9.4 NON-CUSTODIAL PARENT COMMUNICATION

Upon request, duplicate report cards and parent-teacher conferences will be arranged for divorced or separated parents. Unless otherwise noted, the parent responsible for paying tuition is the parent to whom official transcripts will be forwarded from the School. In situations where parents are divorced or separated and one parent is designated as legal guardian with limited visitation rights granted to the other parent, completed copies of the custody papers (parenting plan) must be kept on file in the School Office. A copy of any restraining order is also required to be kept on file in the School Office.

10.0 DISCIPLINE

10.1 STUDENT DISCIPLINE

Students, faculty and parents at St. Monica Parish School participate in a community with roots and reputation in the neighborhood, Church, and Mercer Island community. Each of us needs to act, both in and out of School, in a way which demonstrates our respect for ourselves, other people, and St. Monica Parish School. We must be proud of who we are and what St. Monica

Parish School stands for in this community. Enrollment at St. Monica Parish School expresses an agreement on the part of the parents and students to abide by the academic, procedural and behavioral requirements of the School.

10.2 RIGHTS AND RESPONSIBILITIES

As in any community, each member of our St. Monica Parish School community gains certain rights as a member of this community. Likewise, he or she also has certain responsibilities which come with those rights. This section of the Student Handbook outlines those rights and responsibilities, and goes through procedures that will be followed when students do not carry out those responsibilities.

<u>Student Rights</u>	<u>Student Responsibilities</u>
Students have the right to be treated with respect by everyone.	Students have the responsibility to treat others with Christian respect.
Students have a right to learn in class.	Students have the responsibility to allow others to learn in class.
Students have the right to safety and fun	Students have the responsibility to follow rules that insure safety for everyone.
Students have the right to be heard when there are needs, concerns or sides to be presented.	Students have the responsibility to listen to others and respect their positions.
<u>Teacher and Parent Rights</u>	<u>Teacher and Parent Responsibilities</u>

Teacher and parents have the right to be respected in how they are treated, spoken to and referred to by all.	Teachers and parents have the responsibility to speak, act and refer to none another with Christian respect, especially before children.
Teachers and parents have the right to be heard by one another.	Teachers and parents have the responsibility to listen and attempt to understand one another.
Teachers and parents have the right to be contacted about the students when there are issues, which impact their dealing with the children.	Teachers and parents have the responsibility to keep the lines of communication open and active regarding the students.
Teachers and parents have the right to rules, policies and procedures which enhance their work with the children.	Teachers and parents have the responsibility to know, abide by, and enforce rules, policies, and procedures of the School.
<u>Principal Rights</u>	<u>Principal Responsibilities</u>
The Principal has the right to be regarded as the religious, instructional, and organizational leader in the School.	The Principal has the responsibility to administer and lead the School in conforming to its philosophy and goals. This insures that the School continues to be a life-giving environment.

10.3 GUIDELINES FOR BEHAVIOR

As members of the St. Monica Parish School community each of us, including students, is expected to act in ways that are respectful, reasonable, and responsible. Some examples of such behavior from students include the following:

- 1) respect the person and property of others;
- 2) respect School property;
- 3) cooperate with teachers, adults and other students;
- 4) follow School and classroom rules and procedures;
- 5) be honest and courteous;
- 6) complete homework;
- 7) stay on School grounds during the School day;
- 8) include all other classmates in games or activities;
- 9) find positive ways or seek teacher assistance to resolve conflicts on the playground (e.g. use procedures from Second Step);
- 10) report any strangers to the nearest School adult
- 11) use appropriate language; and

12) be conscious of the feelings and needs of others.

10.4 DISRESPECTFUL BEHAVIOR

There are times when students choose to act in a manner which does not show respect and responsibility. The following are some typical, disrespectful or irresponsible behavior situations of varying levels of seriousness:

- Behavior which is disruptive or unsafe, such as running in the halls;
- Being out of uniform;
- Bullying and/or teasing behaviors;
- Chewing gum;
- Chronic tardiness;
- Littering;
- Pushing and being too rough on the playground;
- Speaking rudely to or about adults or students; and
- Using inappropriate language

10.5 HARMFUL BEHAVIOR

More serious behavior that is harmful to the community or to the individual includes:

- Cheating;
- Conduct harmful to the School's reputation;
- Disobeying adults;
- Fighting;
- Forging signatures;
- Forming cliques or excluding others;
- Going-off school grounds;
- Lying;
- Repeated disrespectful behavior;
- Repeated rough behavior on the playground;
- Smoking;
- Spreading rumors (written or spoken including email and online methods);
- Stealing; and
- Vandalism

10.6 SEVERE BEHAVIOR

The most severe behaviors require a review regarding the students ability to continue as a member of St. Monica Parish School including but not limited to:

- Repeated behavior, which harms the community;
- Major vandalism or destruction;
- Stealing;

- Physical or verbal violence or threats;
- Destroying another person’s reputation;
- Skipping school repeatedly;
- Lying or misleading adults;
- Possession or use of alcohol or drugs or related paraphernalia;
- Providing of the same to others, on or off the school grounds;
- Possession of a weapon or any object that could be used as a weapon; or
- Bullying or harassing behaviors that target other people

10.7 ST. MONICA PARISH SCHOOL BEHAVIOR EXPECTATIONS

The St. Monica Parish School Behavior Expectations are listed below and apply to all students enrolled in the School. Failure to follow these behavior expectations may result in the student receiving a violation notice as indicated below.

Behavior Expectations	Consequences for failure to follow Behavior Expectations
1. Fighting is not acceptable.	1. The first offense will result in issuance of a major violation notice, a” Pink Slip,” and the student will be required to serve 2 days of in-house suspension. The parents and student will also be required to meet with the Principal. If there are further incidences of fighting, the student will be placed on a short-term suspension.
2. The use of profanity is not acceptable.	2. The first offense will result in the issuance of a Blue Slip which must be signed by the parent and returned to the School Office. If there are repeated offenses, the student will receive a Pink Slip and the parents and student will be required to meet with the Principal.
3. St. Monica Parish School is a closed campus. All students must stay on School grounds when School is in session.	3. The first offense will result in the parents being notified by School Office. Any repeat offense will result in the issuance of a Pink Slip and the student and parents will be required to meet with the Principal. The student will also be referred to the Principal for detention.
4. Students are to follow School behavior expectations when on field trips or off-	4. An offense will result in the parents being notified and a conference will be held with the Principal to determine the appropriate consequences.

campus activities.	
5. Students are to respect School property, other students, and adults by refraining from acts of vandalism including but not limited to writing on walls and dismantling displays.	5. An offense will result in issuance of a Pink Slip and the student and the parents will be required to meet with the Principal. The Principal will determine the appropriate disciplinary action.
6. Students are not to possess, use, distribute, or sell any tobacco or mind-altering substance or drug including but not limited to alcohol, marijuana, or other chemical stimulants.	6. An offense will result in immediate suspension from School with re-admittance dependent upon the student and family successfully attending a chemical dependency workshop.
7. Students are not to have any form of weapon or toy that resembles a weapon in their possession.	7. An offense will result in a parent and student conference with the Principal to determine the appropriate consequences. Referral to the Mercer Island Police Department is mandatory if a real weapon is brought on campus.
8. Since it is impossible to anticipate every issue that may arise, it is to be understood other inappropriate behaviors will be dealt with in an appropriate manner consistent with our mission policy and goals.	8. Minor infractions will be dealt with by the Principal whereas major infractions will necessitate a conference with the parents and appropriate disciplinary action will be taken.

10.8 CONSEQUENCES FOR INAPPROPRIATE BEHAVIOR

Inappropriate behaviors may be dealt with by School personnel including teachers, playground supervisors and the Principal. Consequences for inappropriate behavior will be determined by such variables as the infraction itself, the age of the child, and his/her pattern of previous behaviors. Possible consequences include one or more of the following.

Blue Slip	Defined as a “time out” for students to reflect upon a behavior incident and make a plan for change in the future. Parental signature is required on the slip in order to alert parents to any School incident. Discuss the incident with your child, but no further steps are being asked of you.
Pink Slip	These indicate repeated or more serious behaviors as outlined. Please treat these as very serious incidents. Generally some other consequence will go along with pink slip and a parent response is expected immediately. Students receiving a pink slip will be required to meet with the Principal with their parents participating in such meeting.

Parental cooperation is essential for the welfare of students at St. Monica Parish School. If, in the opinion of the administration, parent behavior seriously interferes with the teaching and learning process, the School may require parents to withdraw their children and sever the relationship with the School. Obviously, this type of action is very drastic and will be undertaken only after other attempts at conflict resolution have failed.

10.9 SUSPENSION & EXPULSION

The following actions may result in either in-house or out of School suspension for a period prescribed by the Principal or expulsion from St. Monica Parish School:

1. Disrespectful treatment of teachers and staff members;
2. Verbal or physical violence toward classmates;
3. Possession or use of alcohol, tobacco or drugs on campus;
4. Possession of a weapon on campus;
5. Theft;
6. Refusal to obey School staff, including failure to complete assignments on a regular basis;
7. Vandalism;
8. Cheating on a test or project; and
9. Repeated teasing and bullying behavior.

10.10 OFF-CAMPUS CONDUCT

The administration of St. Monica Parish School reserves the right to discipline its students for off-campus behavior that is not in-line with behavior expectations of its students during the course of the School day. This off-campus behavior includes but is not limited to cyber-bullying.

11.0 HARASSMENT AND BULLYING

11.1 HARRASSMENT.

Harassment of any type is not tolerated at St. Monica Parish School. St. Monica Parish School will investigate all complaints of harassment. Students involved in harassing behavior will face detention, suspension, and/or expulsion.

11.2 BULLYING

St. Monica Parish School attempts to provide a safe environment for all individuals. Verbal or written threats made against the physical or emotional well-being of any individual are taken very seriously. Students making such threats (seriously or in jest or online) face detention, suspension, and/or expulsion. Any cyber bullying will be reported to the Mercer Island Police Department.

12.0 TECHNOLOGY

12.1 BLOGS

Student engagement in online blogs including but not limited to, MySpace.com®, Xanga®, Friendster®, and Facebook® may result in School disciplinary actions if the content of the student's blog includes defamatory comments regarding the School, the faculty, other students or the Parish. It is the responsibility of the parent to monitor on-line activities.

12.2 CELL PHONES, ELECTRONIC EQUIPMENT AND AUDIO EQUIPMENT

Students are not allowed to have cell phones, walkmans, CD players, IPODS, video equipment, camera equipment, handheld video games, or other electronic games or equipment at School.

If permission has been given to a Student to have a cell phone at School for emergency purposes, it must be turned off and kept in the locker, back pack, or with the teacher during the school day. Cell phones can be turned on only after school has been dismissed and students have left the building.

12.3 Acceptable Use Policy *see link on Handbook Agreement Page

13.0 ST. MONICA PARISH SCHOOL DRESS CODE

13.1 GENERAL DRESS CODE INFORMATION

The St. Monica Parish School uniform requirements are to be strictly observed by all students. The Principal has the final say in all dress code matters.

- If some unforeseen emergency prevents wearing the uniform for a day, a written note from the parent to the Principal is required. This note is valid for one day only.

- All students must have the uniform sweatshirt with them at School every day except on free dress days.
- Shirrtails must be tucked in at all times.
- Colored shirts or T-shirts with designs that can be seen through the uniform shirt or blouse are not to be worn.
- Uniform sweatshirts must be worn to Mass on days when there is a school Mass, and shirrtails are not to be visible.
- Hair is to be neatly groomed. Extreme hairstyles, including inappropriate colors, are not acceptable. Students who come to School with extreme hairstyles will be sent home. It is important that s and their families use good judgment. Neatness is an expectation.
- Hats and caps are not to be worn in Church or inside the School building.
- The School does not encourage the use of make-up by students. Those who choose to wear it must do so in a manner which is not distracting.
- Jewelry should not interfere with the traditional school uniform. For safety reasons long dangling or loop earrings are not encouraged. Simple and appropriate jewelry is allowed but is not encouraged.
- On free dress days, students should wear appropriate, neat clothing. Bicycle pants, shorts that are too short, torn, holey, or tattered jeans or pants, clothes that are skintight or are excessive in size are never acceptable garb to wear to School. Low riding pants, bare midriffs and low cut tops are all unacceptable.
- Shorts: long, baggy, cargo style are not allowed. Tailored, walking shorts are permitted. It is important that students and their families use good judgment. No cut-off pants are allowed.
- Socks: Socks must be worn with shoes including regular sandals
- Shoes: No Flip-Flops are allowed. Boots can only be worn as weather dictates. No shoes with wheels in the soles are allowed.

13.2 UNIFORMS

St. Monica Parish School uniforms may be purchased from the Dennis Uniform Store located in Tukwila, WA or online at www.dennisuniform.com. The St. Monica Parish School dress code is listed below.

Item	Description	Grades	Comments
GIRLS			
Polo Shirt	White	All	
Jumper	Sequoia	K-3	
Skirt	Sequoia	4-5	
Skort	Sequoia	3-5	
Skirt/Skort	Navy Blue	6-8	
Knee highs	Green/White	All	
Anklelets	White	All	

Tights	Green/White	All	
Walking shorts	Navy Twill/Khaki	All	4/1 - 11/1
Pants	Navy Twill/Khaki	All	
Capri's	Navy Twill	All	4/1-11/1
BOYS AND GIRLS			
Turtleneck	White	All	
Knit Shirt (Polo)	White flat knit	All	short/long sleeves
Fleece Vest	Forest Green	All	
Sweatshirts	Forest Green	All	
Gym shorts	Forest Green	All	Grades 4-8 only
BOYS			
Pants	Navy corduroys	All	
Pants	Navy Twill/Khaki	All	
Walking shorts	Navy Twill/Khaki	All	4/1 - 11/1

All khaki Uniform clothing must be purchased at Dennis Uniform Store unless approved by the Principal.

13.3 PHYSICAL EDUCATION UNIFORMS

All students in Grades 4-8 are required to have a uniform for Physical Education classes. These uniforms are the same for boys and girls and consist of green knit shorts and the white polo shirt or an acceptable white t-shirt. All students, regardless of grade, must wear gym shoes during Physical Education class.

13.4 FREE DRESS DAYS/NUT COUPONS

13.4.1 FREE DRESS.

On Free Dress days or when a NUT coupon is used, Students may wear appropriate, neat clothing which may include jeans, khakis, athletic pants, cargo pants, Capri pants or appropriate shorts or skirts. Shirts may include T-Shirts, golf shirts and team shirts or jerseys. Clothing must be modest in appearance and must not be disruptive to the educational process. Clothing that is not allowed includes mini skirts, shirts with spaghetti straps, tank tops and t-shirts with offensive or inappropriate language or content or any torn or ripped clothing, bicycle pants, tattered jeans or pants, clothes that are skintight or are excessive in size, low riding pants or low cut tops. Bare midriffs are unacceptable. Hats are not allowed. The rule of thumb is that if you need to ask if it's appropriate, it probably isn't appropriate.

13.4.2 NUT COUPONS

From time to time, the Principal may award NUT (No Uniform Today) coupons to students which may be used for Free Dress on any day except for First Friday Mass days or during Catholic School Week.

14.0 STUDENT ACTIVITIES

14.1 GENERAL ACTIVITIES.

The chart below depicts a number of activities available to students at St. Monica Parish School. A complete listing and description of all activities may be found in the Enrichment Section of the School’s website.

Art	
Chess Club	Second Step/Steps to Respect Program
Beginning & Advanced Band	Science Adventures
	School Choir
Drama	Spanish
Field Trips	Sparrow Club
Hand bell choir 7 th grade	Families
Middle School Honor Roll	Leadership Council
Music K-5	Speech Team – grades 6, 7, 8
Math Olympiads	Yearbook-Grade 8
Math Buddy Tutoring	

14.2 BAND

Beginning band is offered as part of the regular curriculum to students in the fifth grade. The band meets twice per week during after school followed by Advanced Band. A Band Fee of one hundred and fifty dollars (\$150) will be collected at Registration from each student participating in Advanced band.

14.3 CYO SPORTS.

CYO Sports are offered through the Parish. If you are interested in CYO sports, please go to the School website for sports opportunities, registration materials and contact information.

14.4 FIELD TRIPS

Field trips are a privilege offered to students. Students may be denied participation in a fieldtrip if they fail to meet academic or behavioral requirements. The following Fieldtrip Guidelines apply to all St. Monica fieldtrips:

1. Field trips are designed to correlate with teaching units and to achieve curricular goals.

2. Each grade does not have the same number of field trips.

3. Field trips are permissible for all grades when advanced planning, location, and the experience insure a successful learning opportunity.

4. Each student must provide a written, official permission slip, signed by his or her parent before the student will be permitted to attend the field trip activity. Verbal permission from the parent will not be accepted. Permission slips are due in the School Office at least forty-eight (48) hours prior to the event.

5. An official field trip permission slip is included in the Forms section of this Handbook or online on the School website. The official field trip permission slip is the only format that may be used to allow a student to participate in a fieldtrip. If your child fails to bring his or her permission slip home, you may tear out and use or copy the official field trip permission slip provided in the handbook or print one off from the School website. If you have any questions regarding completion of the Official field trip permission slip, please call the School Office.

6. Parents may refuse to permit their child from participating in a field trip by stating so on the proper form. Students who do not attend a field trip will remain at home with the parent and will be marked absent for the day.

7. Students who are participating in the field trip must ride to and from the fieldtrip in the designated transportation.

8. All monies collected for field trips are non-refundable.

9. Cell phones are not allowed on field trips unless otherwise directed by the teacher and/or administration.

15.0 AFTER SCHOOL CARE

Students participating in the St. Monica Parish School After School Care program will receive a separate After School Care Handbook.

16.0 LUNCH AND RECESS

Students may bring their own lunch or participate in the St. Monica Parish School Hot Lunch Program. All food is to be eaten in the gym or other designated areas. No food is to be taken out to the playground. No student may mistreat, handle, or conceal food belonging to another.

16.1 HOT LUNCH

A hot lunch is available for students every day. Queen Ann Catering QAC serves healthy, nutritious, home-made lunches. They use fresh, wholesome ingredients and will be preparing

meals each morning in the parish/school kitchen. They are also very accommodating of special dietary needs, so please contact them directly if you need to make arrangements for your child. Lunches will be \$4.25 and include an entree, fruit, vegetable and beverage. Your child will need to either bring cash or have a lunch and/or beverage card on file with Queen Ann Catering.

All information and order forms are on the Queen Ann Catering website:

<http://www.queenanncatering.com/index.html>

16.2 MILK PROGRAM

New this year is the addition of apple juice or orange juice to the beverage line-up of plain and chocolate milk. Individual beverages can be purchased for \$0.25.

All information and order forms are on the Queen Ann Catering website:

<http://www.queenanncatering.com/index.html>

16.3 LOST OR FORGOTTEN LUNCH TICKETS OR MONEY

Unfortunately, there will be no IOU's for lost lunch tickets or money. Please make sure your child comes to School with sack lunch, a lunch ticket or \$4.25 cash every day.

16.4 SMOOTHIE AND OTHER LUNCH FUNDRAISING ACTIVITIES

From time to time, students will be offered the opportunity to purchase smoothies and various other food items to benefit the Sparrow Program. Parents should refer to the weekly school packet online for special food and fundraising information.

16.5 PLAYGROUND RULES

Playground Equipment Rules:

1. Only one person at a time on the slide pole, ladder, slide and trolley. Wait for the area to be cleared before taking your turn.
2. When using the slide, you must be sitting feet first.

General Playground Rules

1. Leave all rocks on the ground. Climbing trees is prohibited.
2. No tackle football; only flag football is allowed and this is at the discretion of the playground supervisor.
3. Do not throw anything except balls.
4. No fighting with words or body.
5. No swearing, cursing, or personal put-downs.
6. No gum or food at recess.
7. No student may leave the School boundaries to retrieve playground equipment.

8. Share and be respectful to all people. No teasing or bullying behaviors.
9. Always try to show good sportsmanship.
10. When the whistle is blown, STOP what you are doing and WALK to the line.
11. Once in line, remain QUIET and follow any instructions by the supervisor or the teacher.

17.0 PARENT INVOLVEMENT

Parents have abundant opportunities to become involved at St. Monica Parish School. Many parents serve as coaches in the year-round CYO competitive sports program. Other School families volunteer to serve through the many school programs coordinated through St. Monica Parents Club. These programs include library aides, hot lunch, fundraisers and family socials.

17.1 REQUIRED VOLUNTEER COMMITMENT HOURS

St. Monica Parish School requires that parents volunteer time to the School during each year as provided below. Volunteer Commitment hours may accrue from June 10th through the last day of school the following year. All two parent families must volunteer a minimum of forty (40) hours each academic year as provided above unless such family only has an eighth grade student enrolled in the School, in which case, such family will only be required to volunteer for twenty (20) hours during such academic year. Single Parent families must volunteer a minimum of twenty (20) hours each academic year.

A minimum of ten (10) hours of the total Volunteer Commitment Hours must be completed in a fundraising capacity. Families are responsible for documenting their Volunteer Commitment Hours by either entering the information on the School website or by filling out a Volunteer Hour Commitment form in the School Office. Volunteer hours will be reviewed periodically and families not showing an effort to fulfill this commitment will be contacted. Families will receive written notice of their documented volunteer hours each trimester. Those unable to meet this requirement may be excused by making arrangements with the Principal.

Families will be charged \$15.00 per unfulfilled volunteer hour at the end of the school year per their school contract.

17.2 VOLUNTEER TRAINING & APPROVAL

All individuals who volunteer in the School must complete a Volunteer Sign-Up sheet and will be asked to complete the Diocesan mandated background check.

All volunteers must also take the Safe Environment Training Class offered through the Archdiocese prior to participating in unsupervised interaction with Students including but not limited to field trip chaperones and drivers.

17.3 USE OF SCHOOL GROUNDS AND FACILITIES

Students or School families may not use any School facilities or parish facilities unless they receive prior written consent from the School Principal or Parish Office, as applicable.

17.4 OFF-LIMITS AREAS

The School and Parish off limit areas include:

Church vestibules and halls	Kitchen
Commons room, unless scheduled and supervised	Lawn between school and rectory
Elevator, unless permission given	Main Office behind the counter
Faculty room	Maintenance rooms
Family Center	Principal’s desk
Furnace room	Secretary’s desk
Grotto area	Storage areas
Gym, unless scheduled and supervised	Teacher desks

17.5 PARENT CLUB

The Parent Club is a service group whose main purpose is to aid and support education efforts of the Principal and staff. It also maintains communication between home and the School, and coordinates the many volunteer efforts needed by the School community.

St. Monica Parish School Parents Club was established during the 1985-86 school year to provide services, which significantly enhance the Catholic elementary, and middle school educational experience. The function is to assist students, faculty and administration in whatever areas are appropriate and useful.

Every parent who has a child enrolled in St. Monica Parish School is a member of the Parent Club. Parents are encouraged to participate in the child’s education by becoming involved in any of the variety of volunteer programs that are available and by attending the Parent Club meetings, which are held the first Thursday of each month, unless otherwise scheduled. There are no fees or dues.

Responsibilities have been divided into four categories - education, social, service and ways and means. Volunteers have many opportunities to serve under this arrangement.

Those who enjoy working directly with students may participate in the many programs under the direction of the Education Board.

Many volunteers work on the Service Board as library aides, room parents and assisting with the hot lunch program.

The Social Board offers parents many occasions to become better acquainted with one another through family socials and new family orientation.

Finances to support these endeavors and to provide teacher “Needs List” items for classroom use are reviewed by the Ways & Means Board.

Eight parents serve as Parent Club officers and about thirty parents chair activities for each School year. They are assisted by many additional volunteers. Please feel free to call any of the members with questions regarding Parent Club.

The Parent Club is responsible for organizing the Host Program for off-island students. Hosting off-island students in case of an emergency or inclement weather is a courtesy arrangement by our Parent Club to help facilitate a safe environment for our many off-island students.

17.6 PARENT CLUB ROSTER

The Parent Club Roster can be found at: <http://www.stmonicasea.org/ParentLinks/Roster.htm>

17.7 SCHOOL COMMISSION

17.7.1 SCHOOL COMMISSION ROLE AND RESPONSIBILITIES

The purpose of the Commission is to serve as a consultative body to advise and support the Principal of St. Monica Parish School and Pastor of St. Monica Parish on matters pertaining to St. Monica Parish School. The Commission’s responsibilities, in cooperation with the Principal and the Pastor, include without limitation, the following:

- a. Recommending a mission statement for the School grounded in the Catholic faith tradition;
- b. Advising on policy decisions affecting St. Monica Parish School;
- c. Setting long range goals for St. Monica Parish School;
- d. Developing a plan to finance the School including but not limited to setting tuition structures, financial development and fund-raising;
- e. Evaluating the School’s goals and plans;
- f. Acting as a liaison between and among parishioners, parents, and the School;

- g. Reviewing the proposed annual school budget with particular attention to evaluating the effectiveness of the budget of the preceding year together with demonstrated needs, and making a final budget recommendation to the Pastor and the Principal which will include but not be limited to recommendations on tuition and registration fees;
- h. Advising upon such other matters as may be brought to the attention of the Commission by the Pastor, Principal, parishioners or parents;
- i. Participating in Catholic Schools Week and the Annual St. Monica Phoneathon;
and
- j. Attending Commission Meetings on a regular basis.

17.7.2 SCHOOL COMMISSION ELIGIBILITY

In order to be eligible for the Commission, an individual should: a) have a genuine interest in Catholic education; b) be a parent of one of the school children, or a parent of an Alumni of St. Monica Parish School, or a Parishioner for an At-Large position or meet the criteria of the designated positions outlined in Article II, Section C of the Bylaws; c) be able to remain objective, but influence public opinion when necessary; d) be able to maintain group confidentiality; e) be willing to support Commission decisions—even if they don't completely agree; f) support the Archdiocesan, parish, and School philosophy and mission; g) work as a group member in a spirit of cooperation and consensus; and h) deliberate with justice and charity, serve willingly, and contribute your personal talents and expertise.

17.7.3 COMMISSION SELECTION PROCESS.

Persons interested in the Commission will be asked to submit a written statement to the School Office identifying their interest in joining the Commission and their background and skills. The Discernment Committee will discuss all Commission candidates at a subsequent meeting and provide recommendations to the Commission and the Principal. Candidates may be interviewed by the Principal if the Principal deems such interviews necessary. Based on the Candidate submissions, the Discernment Committee comments and Candidate interviews if applicable, the Principal will determine which Candidates to invite onto the Commission and will notify such Candidates prior to the end of the academic year.

17.8 SCHOOL COMMISSION ROSTER

2011 - 2012 School Commission Members

Pam Dellino - Principal

Connie Anastasi - Development Director

Angie Foster - Teacher Liaison

Jaymie Cizek

Kris Dippold

Sonia Gray

Mike Harrington

Renee Holland

Jennifer Iverson

David Moe

Krista Pittiglio

Stephanie Raffetto

Shelly Sailer

Brion Taylor

17.9 HEAD ROOM PARENT ROSTER

Contact Jessika Mazure for Head Room Parent Roster

18.0 TRANSPORTATION

18.1 CAR POOL PROCESS

All cars should enter from the south end of the parking lot off 44th Street. There are two lanes of traffic entering the lot. Stay in the right hand lane if you are going to pick up a student. This is a “drive through and pick up lane” only. Please do not park in this lane. Cars must continue to pull forward as others exit. When you have picked up your student(s), please pull into the left lane and exit the parking lot.

If you plan to park in the limited spaces available, please enter from 44th Street and stay in the left hand lane. Please abide by the coned off areas and park in the lined spaces.

Students and parents walking to and from their cars need to enter and exit the parking areas using the designated crosswalk only.

Traffic flows into the lot from 44th Street and exits the lot onto 87th Street.

See the office for a diagram.

Once students are released by the School to the supervision of their parents, it is the parent's responsibility to monitor their behavior. Students cannot play on the Big Toy and small field until the carpool process has concluded. This rule is for the safety of your children.

18.2 BICYCLES

Students in Grades 3 and above may ride bicycles to School. Bicycles are not to be ridden on School property. Bicycles must be parked in the bicycle rack in the North parking lot. St. Monica Parish School is not responsible for bicycles that are stolen or vandalized while on School property.

18.3 SCOOTER, SKATEBOARDS, ROLLERBLADES, & SHOES WITH WHEELS

Skateboards, scooters, roller blades or shoes with wheels are not allowed on School property.

18.4 SAFETY

Students who walk to School should regularly follow an open, populated route which is the same daily. Parents should be able to easily check the route if there are questions about delays, or questions about arrival or departure of the Student. Students should avoid using shortcuts. Parents of students who observe or are aware of any dangerous or unsafe conditions or activity should report it to the School Principal immediately.

19.0 MISCELLANEOUS

19.1 LOST AND FOUND

Students and parents may retrieve lost articles in the School lost and found throughout the year. The lost and found is located on the first floor of the School around the corner from the School Office near the Scrip room. Please label all sweatshirts and School items so that the owner may easily reclaim them. Any items not claimed after one month, will be donated to a charity.

19.2 LOCKERS

Lockers and desks are the property of the School and may be opened without the presence or permission of those who use them.

19.3 VISITORS

Parents should contact the School Office or email the teacher directly to arrange all visits to the classroom. All visitors must check in at the School Office whenever they enter the building. This rule is for the safety of all students and staff at St. Monica Parish School.

19.4 LIBRARY

The library is designated as a place for quiet study and research and should be used for no other purpose unless specifically scheduled or authorized by the Principal. The library is open for use during lunch recess provided students get a pass from their homeroom teacher and there is an adult present to supervise the students. No food is allowed in the library.

19.5 PHOTOS OF STUDENTS

Upon receipt of a signed consent St. Monica Parish School may publish photos, art work and written work of students.

19.6 ANIMALS/PETS

To ensure the safety of all students, animals or pets are not allowed in the School building or on School grounds without the permission of the School Office.

19.7 BOOSTER SEATS

Pursuant to Washington State law, effective June 1, 2007, children less than eight years old must be restrained in child restraint systems, unless the child is four feet nine inches or taller. Child restraint systems include a child car seat, booster seat, vest, or other restraint that is federally approved for use in the car. A child who is eight years old or older, or four feet nine inches or taller, must be properly restrained either with the motor vehicle's safety belt or an appropriately fitting child restraint system. Children under thirteen years old must be transported in rear seats where it is practical to do so. It is the parent's responsibility to be familiar with the current booster seat laws. For more information, Parents should contact the Washington State Booster Coalition at 1-800- BUCK-L-UP or www.boosterseat.org.

20.0 RIGHT TO AMEND

St. Monica Parish School reserves the right to amend this Handbook. Notice of amendments will be sent to parents via the weekly email packets.

21.0 DIRECTORY INFORMATION

The St. Monica Parish School Directory information is the portion of the educational record that is not generally considered harmful or an invasion of privacy if disclosed. Generally this information includes a student's name and school activities, family members' names, addresses, email addresses, and telephone numbers. Pictures, video clips, degrees and awards received yearbook, biographical information and the height and weight of athletes is also considered directory information.

FORMS

See the office for all necessary forms.

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