

Our Lady Star of the Sea Catholic School Family Handbook

2011-2012

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MISSION STATEMENT OF THE SCHOOLS OF THE SEATTLE ARCHDIOCESE

The schools of the Archdiocese of Seattle, in communion with the Archbishop, in collaboration with parents, parish leadership, and community, in the service of teaching Gospel values and the faith of the Catholic Church, educates students in grades K to 12 for leadership and service to the Church and society through excellent religious, academic, and co-curricular programs that strive to be accessible to all.

OUR LADY STAR OF THE SEA SCHOOL MISSION STATEMENT

The mission of Our Lady Star of the Sea Catholic School is to provide an academically excellent Christ-centered education that reinforces Catholic values and traditions, fosters respect for self and others, and encourages the continual spiritual, intellectual, physical, social, emotional, and aesthetic growth of all.

OUR LADY STAR OF THE SEA SCHOOL PHILOSOPHY

Our Lady Star of the Sea is a Catholic parish school. Along with parents, who are the primary educators of their children, the staff and the Our Lady Star of the Sea community are committed to providing and promoting:

- Christ-centered instruction and formation in Catholic doctrines, liturgy, traditions, and social justice teachings.
- A student-centered learning environment that encourages cooperation, self-discipline, and appreciation for diversity.
- An affordable and accessible education that strives to develop the whole child.
- An excellent academic program with age appropriate instruction that encourages life-long learning.
- Opportunities to practice good citizenship by serving the community to further the Kingdom of God.

OUR LADY STAR OF THE SEA SCHOOL SCHOOLWIDE LEARNING EXPECTATIONS

Graduates of Our Lady Star of the Sea are:

1. Active Catholics who:
 - 1.1 Participate in the life of the Church.
 - 1.2 Demonstrate knowledge, understanding, and application of Catholic doctrine.
 - 1.3 Understand and use different prayer forms.
 - 1.4 Evangelize through word and action.
2. Active learners who:
 - 2.1 Demonstrate subject knowledge and application of basic skills.
 - 2.2 Are able to think critically, logically, and independently.
 - 2.3 Strive to reach potential in all areas.
 - 2.4 Acquire 21st century technology skills.
 - 2.5 Understand the correlation between a healthy body and a healthy mind.

3. Active citizens who:

- 2.1 Apply Catholic Social Teachings to build the Kingdom of God.
- 2.2 Have an awareness of and appreciation for diversity.
- 2.3 Show respect for self and others.
- 2.4 Demonstrate accountability for actions and attitude.

STATE APPROVAL/ACCREDITATION

In compliance with the Administrative Code for Schools in the State of Washington, Our Lady Star of the Sea School meets approval standards regarding calendar days, program hours, health and safety codes, and administrative practices.

Our Lady Star of the Sea School is fully accredited by the Northwest Association of Accredited Schools and by the Western Catholic Education Association. The school completed its second accreditation study and is accredited by WCEA through 2016.

RESPONSIBILITIES

As a Catholic educational community, we are challenged to treat others with respect and love as modeled by Jesus in the Gospels. To accomplish that, we outline responsibilities for students, school staff, and parents so that together we may strive to meet that Gospel challenge in our daily lives.

Student responsibilities:

The student is responsible to participate in the educational, religious, and service programs of the school, to help maintain an orderly environment throughout the school, and to support in all possible ways other students' right to an education. To accomplish this, the student must observe the following standards of behavior:

- Modeling Christ's teachings about love for one's neighbor in all interactions.
- Behaving in a respectful and friendly manner toward all.
- Obeying all school rules.
- Encouraging others to make positive choices.
- Respecting all property.
- Listening to others and waiting for his/her turn to be heard.
- Completing all assignments and respecting the right of other students to do so, as well.
- Coming to class prepared to work.

Teacher/staff responsibilities:

Teacher and staff are responsible for educating students in a manner that ensures their intellectual, spiritual, and emotional growth. These responsibilities include:

- Maintaining an atmosphere which ensures each student's right to intellectual, spiritual, and emotional growth.
- Providing appropriate and challenging instruction.
- Helping students develop a love of, and life-long commitment to, their Catholic faith.
- Encouraging positive choices with regard to school rules.
- Fostering respect.
- Dealing promptly and consistently with any unchristian-like behavior among students.
- Keeping parents and administration informed about student behavior and academic

performance

Parent responsibilities:

Since parents are the greatest influence on a student's thinking and behavior, the school cannot fulfill its mission without active parental support. Parents are responsible for nurturing in their children a positive attitude toward learning and faith and for guiding them towards becoming responsible, caring, life-long Catholics. This includes:

- Supporting spiritual development of their children by attending Sunday Mass weekly or, if not Catholic, by attending a weekly worship service of their faith.
- Fostering in their children a Christ-like concern for all classmates and their reputations.
- Upholding school rules, policies, and programs.
- Assisting their children with homework.
- Supporting the authority of school personnel positively, especially in the presence of children.
- Following the chain of command (teacher-principal-pastor) before forming opinions about school-related situations.
- Being available for conferences and responding to communications with school.

ORGANIZATIONAL MANAGEMENT

The oversight and responsibility for a parish school flows from the archbishop to the pastor. The pastor makes his decisions in close collaboration with the principal and school commission in accordance with the Revised Code of Canon Law (1981).

A more complete description of parish governance can be found in *You Are the Branches: Policy and Guidelines for Parish Consultative Structures* (June 1, 1990).

The operation of Our Lady Star of the Sea School complies with the *Catholic School Policies and Procedures Manual* promulgated by Archbishop Brunett on August 15, 2003.

RELIGIOUS EDUCATION

Faith is a life-long journey. The Apostolate of the Laity reminds us that parents are the primary educators, "the first to communicate the faith to their children and to educate them." Working with you, we will guide your children at Our Lady Star of the Sea Catholic School toward:

- Developing a lifelong commitment to spiritual growth
- Deepening an awareness and understanding of the traditions and teachings of the Catholic Church
- Developing a firm, personal Catholic belief
- Developing skills and attitudes needed for Catholic leadership
- Developing an understanding of discipleship as one who serves others (ministry)
- Responding to their faith to share their faith with others (evangelization)

- ☑ Making stewardship an integral part of their lived faith.

Using archdiocesan-approved religion textbooks, students receive daily religious instruction. Our Lady Star of the Sea School also provides many other faith formation activities. Among them are:

- | | |
|-----------------------------|---|
| + All-school Masses | + Altar servers |
| + Prayer services | + Cantors |
| + Classroom prayer time | + Student sacristans |
| + Prayer and Adoration Club | + Memorization of prayers |
| + Stations of the Cross | + Crowning of Mary |
| + Service projects | + Recitation of the rosary |
| + Eighth grade retreat | + Mission education |
| + March for Life | + Classroom visits by Father Lappe and
Deacon Hamlin |
| + Pro-life education | |

“God has no hands or feet on earth except ours and through these He works.”

(St. Teresa of Avila)

“We can do no great things; only small things with great love.”

(Mother Teresa)

COMMUNICATION

Parental Concerns

The staff of Our Lady Star of the Sea School recognizes that parents have both a right and an obligation to be aware at all times of the ongoing program for/progress of their child(ren). If, at any time, you have a concern regarding some aspect of the school program, please use the following procedure:

- **Don't wait until a small concern becomes a big one.** There's always the temptation to put off doing something in the hope that a problem will go away. Even if you have a problem and think it is a small one, contact the school promptly so that it can be resolved.
- **Remember that your child is still a child.** Verbal reports from your child may not always be accurate. Sometimes children add details that didn't happen or forget to include something that did happen. Check out the story carefully before judging. Speak first with the staff member most directly involved, not with another child or school parent.
- **Call the school office to schedule a conference** at a mutually convenient time and place. Unscheduled conferences are generally less successful than scheduled ones.
- **Always follow the chain of command:** staff member, principal, and then pastor.

A great way to contact staff – by e-mail
Each staff member has an e-mail address.
For example: jjones@sosbremerton.org

Confidentiality

At no time should situations involving students or personnel be discussed publicly or with anyone other than the individuals directly involved. Those working with children, both paid and volunteer, must respect the confidentiality of school situations and the privacy of children. Discretion must always be used in conveying experiences within Our Lady Star of the Sea School.

Home/School Communication

We are committed to keeping our parents informed about school events and issues, both current and upcoming. To help with this, we have implemented a weekly communication envelope (also available by email), the **Friday Folder**. This envelope (or electronic message) may contain one or more of the following items:

- ☑ **Notes and Reminders** - This weekly school newsletter includes a list of upcoming school events along with other important information. Reading this newsletter is your best way of knowing what is or will be happening at Our Lady Star of the Sea School.
- ☑ **Letters from the principal** - These address a variety of topics, including education in general, the Catholic faith, or Our Lady Star of the Sea School.
- ☑ **Classroom newsletters and field trip permission slips**
- ☑ **Teacher notes/student work**
- ☑ **Volunteer hour updates/other school related billings** (such as overdue library books, hot lunch bills, etc.) - These are sent home as needed to keep you apprised of your current status.
- ☑ **Midterm reports** - At the midterm of each trimester, each student receives a report in each subject listing his/her academic progress up to that point.
- ☑ **Information about the SCOPE auction, Scrip, and other fundraising activities**

**Invitations to birthday parties may be distributed at school
only if all members of the class are invited or all boys or all girls.**

Each Friday, (or at other times as needed), the youngest child in each family brings home a manila envelope. Please make asking your child for this envelope a regular part of your Friday routine.

If you would like an announcement to be included in the *Friday Folder*, submit it to the school office no later than 3:15 on Wednesday of the week you would like it to be published. (You may also e-mail the announcement to the school office.) All announcements and flyers must be approved by the principal prior to being published/sent home.

Non-custodial parents wishing to receive the *Friday Folder* information and other school communications by mail are asked to provide stamped, self-addressed envelopes.

Just a reminder: Our school website (www.sosbremerton.org) is updated on a regular basis. On it, you'll find a wide range of information about Our Lady Star of the Sea School. Most *Friday Folder* information is posted on the website each week, along

with classroom information and assignments.

PARENT/VOLUNTEER INVOLVEMENT

Service/Stewardship Hours

Our Lady Star of the Sea School families can give of their time and talents through many avenues. Each two-parent family is required to provide fifty hours of service. (Single parent families are required provide twenty-five hours of service.) At least half of these hours must be fundraising hours. A total of 6 hours must be devoted to adult religious education. For more information about service opportunities, contact a Parents' Club officer. (Note: Activities may vary according to the school year.)

Fundraising helps keep down the operating costs of our school and tuition increases. **All hours must be logged into the Volunteer Book located in the school office.** You will find a sheet in the book with your family name on it. Please log in your hours and activity.

Hours will be tallied and reminders will be sent home throughout the school year. You are responsible for logging in your hours. **Hours not logged into the book will not be counted.**

All volunteers must complete *Safe Environment* training and update this training as required. They must also pass a CICS background check prior to volunteering in the school. Forms are available in the school office. *Safe Environment* trainings are regularly scheduled in area parishes, including our own.

Approved Fundraising Opportunities

(Only these activities will be counted toward fundraising.)

Advent Store
Book Fair
Box Tops for Education and Campbell's Soup labels
Gently used uniforms
Hospitality Sunday
Jog-a-thon
Kitsap Card sale
Library Helper (the 1st ten hours count as fundraising)
Lunchroom Help
Magazine Sale
Religious Goods Store
SCOPE Auction
Scrip (gift card) Sales**
Purchase of Scrip (\$100 = 1 hour)
Star Siblings
Spirit Wear Sales

**** Scrip volunteer hours for weekend Masses are calculated as follows: One hour per Mass.**

Faith Formation Activities

Wednesday night talks
Sacramental prep classes for parents
Bible studies, both during the day and in the evening
Mother's group

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(Many different adult faith formation opportunities are available throughout the year. Please check the school newsletter and parish bulletin for other opportunities.)

Automatic 25 hour Positions:

Advent Store Chair (fundraising)
Sports Coach/Assistant coach (school/parish)
Book Fair Chair/Co-Chair (fundraising)
Box Tops/Campbell Soup label Coordinator (fundraising)
Jog-a-thon coordinator (fundraising)
Magazine sale Chair/Co-chair (fundraising)
Star Siblings Chair (fundraising)

Automatic 50 hour Positions:

Athletic Director
Hospitality Chair
Parent's Club officers
Religious Goods Store Chair
Saints Museum Chair
School Commission officers
SCOPE Chairperson/Co-Chair
SCOPE procurement Chair
Scrip Chair/Co-Chair
Spirit Wear Chairperson
Sweatshirt Chairperson
Used Uniform Chairperson
Volunteer Chairperson

Those unable to meet their fifty-hour service requirement are charged \$20 per commitment hour not worked.

Depending on the school year, projects may arise whose chairperson may automatically receive 25 or 50 hours of service. The principal has the final word in determining the amount of time invested in these projects.

Room Parent Responsibilities:

Field Trips: Making arrangements, organizing drivers, and organizing chaperones.

Thanksgiving baskets: In November, each class provides a food basket for a client selected by the St. Vincent de Paul Assistance Office. Teachers will need help with the project, which includes collecting food items and dropping the basket off at St. VdeP. Instructions will be provided along with the size of the family your class will host. All families in each class are expected to donate items for the class baskets.

Classroom parties: Assisting the teacher. Reminder: food items need to be non-sugar in nature.

Phone Tree/email tree: Calling or emailing the families should the need arise. You will be provided with a phone/email list.

Cultural Fair: This is an end-of-the-year fundraiser. Although there is an overall chairperson, individual teachers may require assistance.

Finding volunteers for certain events, or to fulfill other responsibilities as needed or requested.
Making phone calls or sending emails.

Along with the possibilities already mentioned above, two additional and important ways in which parents can serve are:

1. School Commission

The OLSOS School Commission advises and supports the pastor and the principal in the formation of policy and the ongoing development of the parish school.

Members of the School Commission are baptized and confirmed Roman Catholics in good standing with the Church. They participate actively in parish life and serve as Catholic role models for the school and parish community.

The School Commission consists of ten members:

- 4 members from the parish at large, approved by the pastor
- 1 Pastoral Council member, appointed by the pastor
- 5 parent representatives from OLSOS School, approved by the pastor
- school principal

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The School Commission meets once a month, August through June. School Commission meeting dates are published on the school's monthly calendar.

2. Parent's Club

The Our Lady Star of the Sea School Parent's Club advises and supports the pastor and principal, builds and supports positive relationships between home and school, facilitates ways in which parents can provide service to Our Lady Star of the Sea School, and coordinates fundraisers.

All parents and guardians of students attending Our Lady Star of the Sea School are members of the Parent's Club. The Parent's Club board consists of the president, vice president, secretary, and treasurer. The board is elected in spring prior to the start of each new school year.

Parent's Club meets monthly, September through May. Meeting dates and times are noted in the school newsletter, on the monthly calendar, and on the school website.

Parent/Volunteer Eligibility Requirements

All those planning to volunteer/earn stewardship hours by working with children at Our Lady Star of the Sea Catholic School must fulfill the following archdiocesan requirements and have them on record at the school:

- complete (and pass) the in-depth CCIS background check process (valid for two years)
- if driving on field trips, have current, complete car insurance information on file (completed each year) with a minimum of \$100,000/\$300,000 liability coverage per occurrence
- respect confidentiality
- complete archdiocesan-mandated training for child/vulnerable adult safety (Safe Environment training)
- sign and submit the volunteer agreement form stating that they have received a copy of the archdiocesan "Policy for Prevention of Sexual Abuse of Minors."

ADMISSION POLICIES

Non-Discrimination Policy

Our Lady Star of the Sea School admits students of any gender, race, color, or national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to all students at the school. It does not discriminate on the basis of race, color, national, and ethnic origin in administration of its educational policies, admission policies, scholarship, and loan programs and athletic and other administered programs.

Registration Fee

There is a nonrefundable registration fee per child. This fee must be paid when registration papers are submitted to the school office. If paid by the designated date, the fee per child is \$50. If paid after the designated date, it is \$100 per child.

Fees

There is a nonrefundable book/supply fee of \$135 per student, usually paid through the SMART Tuition Program, to help defray the cost of textbooks and other instructional supplies. There is a \$10.00 per student, nonrefundable classroom auction project fee, which may also be paid through the SMART Tuition Program. Other fees may be collected during the course of the school year. These can include athletic participation fees, the eighth grade graduation fee, the

Outdoor Education fee for grade 6, hot lunch fees, milk fees, field trip fees, and Star Care fees.

Tuition (2011-12)

<u>Preschool</u>	<u>Tuition</u>
3-year old class (Tuesday/Thursday)	\$110/month + \$2/day for "Lunch Bunch" (optional)
4 year old class (Mon/Wed/Fri)	\$160/month + \$2/day for "Lunch Bunch" (optional)

Active Parishioners	K-8
1 child	\$3875
2 children	\$5943
3/4/5 children	\$7556

The "Active Parishioner" rate is made available to registered, participating members of Our Lady Star of the Sea Parish. This includes families who have recently moved to Kitsap County and were registered, contributing members at their former parishes, as evidenced by a letter from the pastor or parish administrator attesting to their registered, active, and contributing status in their home parishes.

Parents of non-Catholic students will meet with the bookkeeper.

Requirements for Subsidized Tuition Rates

As members of the Our Lady Star of the Sea Parish family, we are called upon to do our part in contributing to our Catholic community. An active parishioner seeking to live the parish mission and vision participates in two areas: spiritual commitment and stewardship of time, talent, and treasure.

Knowing that each school family can be relied upon to do their part and make their contributions in a ready and willing manner is incentive for the parish to continue to invest in Our Lady Star of the Sea School. This is why commitment hours are so important.

Expectations for active parishioner status:

- The family regularly participates in Sunday and Holy Day Masses and other liturgical celebrations. This is confirmed by your deposit of your Sacrificial Giving envelope in the weekly collection basket at Mass. If you are unable to give monetary tithing, we ask that you place your envelope in the collection basket anyway.
- Child/ren in the family are enrolled in sacramental preparation (i.e. First Reconciliation and First Eucharist) and participate in parish programs such as altar servers and Youth Group.
- Parents receive the sacraments on a regular basis and participate in at least six hours of adult religious formation activities per year.
- The family volunteers in other parish ministries. (Legion of Mary, Young Adults, Altar Society, Knights of Columbus, etc.)

Parenting Plan

According to archdiocesan policy, in the case of legally separated or divorced parents, a copy of the parenting plan must be submitted to Our Lady Star of the Sea School for inclusion in their child(ren)'s files. This must be done prior to the first day of school. Parents are responsible for informing Our Lady Star of the Sea School of any changes in the parenting plan and about the issuance of court orders restricting parental or third party access to their child/ren. The school is responsible **ONLY** for enforcing the conditions of the most recent parenting plan on file in the school office.

Age of Entry

To be eligible for enrollment in Our Lady Star of the Sea School, a child must have reached the age of five on or before August 31 to enter kindergarten. Entry to the higher grades will be based on successful completion of the preceding grades.



Transfer Students

Children transferring into Our Lady Star of the Sea School after kindergarten will be assigned grade placement according to the recommendation of the Our Lady Star of the Sea principal. Placement testing and consultation with the parents may be used to assist the school principal in making a grade placement decision. The principal of Our Lady Star of the Sea School has the final word in the placement of students entering Our Lady Star of the Sea School for the first time.

Continued enrollment will be based on compatibility with the student's needs and the school's program.

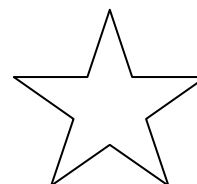
ACADEMIC POLICIES

Grading

Our Lady Star of the Sea School teachers use a variety of methods for presenting and evaluating information in the classroom. The following symbols are those used in the classrooms and on the Our Lady Star of the Sea School report cards to indicate the variety of levels of achievement.

Grades K-2

- +** indicates mastery
- √** indicates progress
- indicates more work/time needed
- O** Outstanding
- S** Successful
- I** Improving yet having difficulty
- H** Having difficulty



Grades 3-8

- A** A student earns an evaluation of **A** when he/she satisfies all the requirements for **B**, and in addition exhibits independent scholarship with extra work of a superior nature.
- B** A student earns an evaluation of **B** when he/she completes his/her work with above average success; completes his/her work on time; and completely meets the requirements of his/her grade.
- C** A student earns an evaluation of **C** when he/she completes his work with average success; requires additional time to complete his/her work; and meets the requirements of his/her grade.
- D** A student earns an evaluation of **D** when he/she is inconsistent in completing assignments and shows inadequate understanding of subject matter.

Honor Roll

At the end of each trimester, the grade point average (GPA) of all students in grades 3-8 is calculated. Those students whose grade point is **3.2** or better and who have no grade below a **C** in any class will be included in the honor roll listing.

- **Principal's list:** 3.8 - 4.0
- **First honors:** 3.5 - 3.79
- **Second honors:** 3.2 - 3.49

All classes that the student takes are included in the determination of the GPA. The following is used to calculate the honor roll:

95-100	A	4.0
94-90	A-	3.7
89-87	B+	3.3
86-84	B	3.0
83-80	B-	2.7
79-77	C+	2.3
76-74	C	2.0
73-70	C-	1.7
69-67	D+	1.3
66-64	D	1.0
63-60	D-	.7
59 and below	F	0

Homework

Homework may be given for one or more of the following reasons:

- to stimulate initiative, independence, and self direction
- to develop an interest in reading and learning as worthwhile leisure time activities
- to give further practice and application to strengthen learning

The amount of time any individual child spends to complete assigned work will vary according to the **ability** and **study habits** of the child.

Parents or guardians should contact the teacher if a student consistently has no homework, struggles with assignments, or needs an excessive amount of time to complete homework.

Accommodations can be made.

Assignments are considered part of regular schoolwork, to be completed and turned in at the appointed time. Students may be required to redo homework that does not meet expectations.

The kindergarten teacher will send a note if something needs to be done at, or brought from, home.

Homework Policy During an Absence for All Grades

If a student has an **excused** absence due to **ILLNESS or FAMILY EMERGENCY**, he/she receives the number of days absent for make-up. If absence due to illness or family emergency exceeds 5 days, a student/parent should contact the teacher for a timeline for submitting missed work.

There are rare times, other than illness or family emergency, when families are away from school. The following are required procedures for these absences:

- ☑ A letter or e-mail indicating the time period must be submitted to the principal **at least two weeks** prior to the time away.
- ☑ Assignment requests must be submitted to the classroom teacher **a minimum of 10 school days** before the absence. However, not all assignments can be given in advance.
- ☑ All school assignments given prior to the absence are due on the day of the student's return. All assignments given prior to the absence and not returned on the day of the student's return will be considered late.
- ☑ Make-up assignments given after the student's return to class are due **five days** after they are assigned.

Please make every effort possible to schedule vacations according to the school calendar.

Promotion/Retention

Students are promoted once each year only at the end of the school year. Promotion to the next grade level is based on the student's fulfillment of the requirements of the current grade.

A student may be retained in their current grade placement for the succeeding school year if, in the judgment of the principal, it would be the student's educational advantage to remain at the current grade level. When there is a possibility that a student may be retained, his/her parents will be advised of the situation in a timely manner. Once the parents are notified, the student is considered to be on academic probation. Whether the student will be promoted or retained at the end of the year will then be determined by his/her academic progress for the balance of the year.

Students who fail two or more courses may be retained.

Students who fail eighth grade will not receive a diploma from Our Lady Star of the Sea School. If a student is retained, he/she may not be able to continue at Our Lady Star of the Sea School due to factors such as lack of space in the upcoming class.

Special Needs

If the teacher, principal, and/or parents/guardians determine that a child is having difficulty performing at grade level, the school may request that the parents/guardians seek assistance for the child through private tutoring, counseling services, or assessment by the child's public school district or other private resources.

When a formal evaluation is requested by the school, parents/guardians are expected to follow through with the request. Services recommended through testing will be coordinated between the school and service provider. It must be recognized, however, that Our Lady Star of the Sea School may not be able to meet the needs of all students.

Student Records

Student records are maintained in the school office for school use only. The records contain information that is pertinent to school personnel, including the registration form, the cumulative record card, copies of past report cards, testing data, and other such documents.

According to the *Family Education Rights and Privacy Act of 1974* (the Buckley Amendment), parents have the right to view their child's school file. Parents wishing to do so should contact the principal at least 24 hours in advance to set up an appointment. The principal (or designee) may be present while the file is being read. If a parent questions or disagrees with any item in the file, he/she is entitled to include a signed, written statement indicating the concern and the reason for including the concern.

**A student's records may be held by
Our Lady Star of the Sea School
until all financial commitments incurred by, or on
behalf of, the student are satisfied.**

Rights of Non-Custodial Parent

At Our Lady Star of the Sea School, we recognize that students do not always live with both parents. Therefore, it is our position that the non-custodial parent has identical rights and access to his/her child's school progress as the custodial parent. The only exception would be if a court order has been served upon the non-custodial parent prohibiting him/her from access to the child. In this case, a copy of the court order must be provided to the school, where it will be included in the child's file.

ATTENDANCE POLICIES

Absences: Excused/Unexcused

All children between the ages of eight and sixteen are required by law to attend school.

The only absences recognized as excused are for illness, family emergency, medical or dental appointments, participation in school sponsored activities, or those others approved **in advance** by the school principal. Students absent for medical reasons for more than five consecutive

days may be asked to provide a release signed by a physician before returning to class.

Daily Attendance/Procedure

If your child will be tardy/absent on any given school day, call the school office (360-373-5162) prior to 9:00 A.M. In the case of students who have not arrived at school by 9:00 A.M., we will make a reasonable effort to contact the parents. In an effort to keep such calls at a minimum, we ask parents to take the responsibility to make the call rather than making it the school's responsibility to locate the student.

Tardiness

When a student arrives at school after his/her class has entered the school building, he/she must check in the office. If tardiness continues, the student may be required to make up the accumulated missed time after school.

**Students begin to enter the gym at 8:35.
They are tardy at 8:40. Morning prayer begins at 8:40 in the gym.
Attendance will be taken at 8:40 a.m.
The regular school day ends at 3:15.
Clubs and detention end at 3:55.
Students in clubs or in detention must be picked up by 4:00;
otherwise, they will be put in Star Care and parents will be charged
the drop-in rate of \$5.00 per hour.**

Attendance and Grade Promotion

Attendance in class is an integral part of academic progress. Student interaction and participation give depth to written material and constitute the social character of their school experience. Also, to advance to the next grade level, students must show satisfactory classroom progress and be in attendance to show this successful progress.

Allowing for health emergencies and individual situations, unsatisfactory attendance may be interpreted to mean absences in excess of 18 days per year (or six per trimester) or unexcused tardies totaling 18 per year (or six per trimester).

Any student having excessive absences and/or tardiness during a particular trimester or year may be subject to any or all of the following:

- ❖ being assigned a failing grade,
- ❖ being retained at the present grade level (placement contingent on availability),
- ❖ being required to sign an attendance contract.
- ❖ being turned over to the court system for action mandated by the Becca Bill (truancy).

Withdrawal

In the case of a mid-year move or transfer to another school, records will be transferred only after a family has fulfilled all financial commitments to OLSOS. Should a tuition refund be in order, the refund will be made within 45 days of the student's last day at Our Lady Star of the

Sea School.

Excusing Students During the School Day

Students must be accompanied by a parent or authorized adult if leaving school before the scheduled dismissal time. The parent/authorized adult must report to the school office and record the child's early dismissal time in the sign-out book. The student will be called to the school office. If returning to school, the student must be signed back into school by a parent or authorized adult. The parent or authorized adult must bring the student back into the building for readmission, and the student will be sent back to the classroom from the office.

Dismissal

Parents are asked to wait outside for their students in the area between the gymnasium and the school's east door. If there is a change in who will be picking up your student or a change in their after school schedule, notify the school office so the information may be relayed to the teacher.

STUDENT PROGRESS REPORTING POLICIES

Progress Reports/Online grades

Parents of children in grades 3-8 are able to view their children's grades online at any time using a program called Engrade. Parents of students in grades 3-8 without access to the internet at home are asked to request paper copies of their children's weekly grades. The primary teachers (grades K-2) will continue to issue progress reports at the midpoint of each trimester.

Report Cards

Report cards are issued each trimester. The dates on which you can expect the report cards are noted on the school calendar and published in the *Friday Folder*. Third trimester report cards and/or transcripts will be "held" until parents/guardians fulfill all financial commitments to Our Lady Star of the Sea School. In general, third trimester record cards are mailed at the end of June.

Conferences

Mandatory parent-teacher conferences are scheduled at the middle of the first trimester. We encourage you to conference with your child's teacher(s) at other times during the school year aside from the formal conference time. Additional conferences may be arranged as follows: request a conference in writing or call the office and the teacher will call or e-mail you to set up the conference time. The principal is also available for conferences when appropriate. To ensure availability and the attention you deserve please schedule all conferences ahead of time. We discourage "parking lot" or "drop in" conferences. (See also **Communication: Parental Concerns.**)

DISCIPLINE POLICY

Philosophy

Central to the mission and goals of Our Lady Star of the Sea School is the maintenance of a learning environment which upholds the dignity of all individuals through faith, justice, and love.

Our goal is to develop and maintain a positive school climate that encourages students to be

active Catholics, active learners, and active citizens.

Use of Practical and Effective Rules

Teachers post and teach appropriate behavior within the classroom and within the school and church community.

We expect students to be aware of the expectations of the various learning environments and their corresponding consequences. Since you, the parent, are the most important support system, you will normally be consulted should your child be involved in a serious or severe act or should your child's behavior change significantly.

Our Lady Star of the Sea School cannot guarantee that all students will observe all rules and act in a Christian manner at all times. However, our goal is to make all students accountable for their actions and to guide them always toward making the best possible choices.

Conflict Resolution Procedures

The pastor of Our Lady Star of the Sea Parish, in consultation Lady Star of the Sea School, has the final recourse in all disciplinary measures and has the right to take into account an individual student's particular circumstances or needs when making a decision.

The principal, vice principal, and/or teachers are available to assist students with conflict resolution.

When a child has a conflict, the resolution process is as follows:

- Each child is allowed to relate his/her side without interruption.
- The adult moderator paraphrases each side in order to clarify positions and checks for understanding and level of agreement.
- The students and moderator together decide on a solution.
- The students and moderator evaluate the behavior so that the students can prevent the situation from reoccurring in the future.
- The students express reconciliation through an apology or a positive action.

Occasionally, there are times when a student's behavior choices may be inappropriate in relation to the school environment. When a student's behavior harms the Our Lady Star of the Sea community or reputation and cannot be successfully corrected at the classroom level, the student becomes subject to any or all disciplinary steps as determined at the discretion of the principal or disciplinary designee.

The following are **examples of inappropriate choices** a student may make in his/her behavior and lists of possible consequences for those choices:

Level 1 Actions	Level 2 Actions	Level 3 Actions
Unexcused tardiness	Repeated Level 1 action	Repeated Level 2 action
Littering	Cheating	Theft
Eating outside authorized areas	Conduct injurious to the school's image	Lying when dealing with staff during disciplinary matters
Running, roughhousing, yelling, or otherwise disturbing school atmosphere	Running, roughhousing, yelling, or otherwise disturbing school atmosphere*	Serious physical violence
Being in an unauthorized area	Vandalism/graffiti	Major vandalism/graffiti or destruction of property (school, personal, etc.)

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Chewing gum	Inappropriate or disrespectful language/materials, gestures*	Inappropriate or disrespectful language/materials, gestures*
Traffic/safety violations	Plagiarism or dishonesty	Possession of weapons**
Inappropriate attire and/or appearance, including being out of uniform	Off grounds without school permission	Possession of drugs, alcohol, tobacco or related paraphernalia, whether for own use or with intent to sell**
Writing or marking on hands, arms, etc. (including fake tattoos)	Destruction of another person's reputation*	Destruction of another person's reputation*
Disobeying playground rules	Attitudes/actions of disrespect toward others including bullying and/or harassment*	Attitudes/actions of disrespect toward others including bullying and/or harassment*
	Inappropriate use of school computers*	Inappropriate use of school computers***
	Skipping class	Arson or false alarm

*Severity of action determines level

** Materials in these categories will be confiscated.

***Inappropriate use of computers may also cause student to lose computer privileges for the remainder of the school year or more.

Possible Consequences for any of above infractions:

Step*	Level 1 Consequence	Level 2 Consequence	Level 3 Consequence
1	Discipline slip	Discipline slip and after-school detention	In-school suspension – length TBD by principal – and parent conference
2	Discipline slip and one after-school detention	Discipline slip and two after-school suspensions	Out-of-school suspension – length TBD by principal – and parent conference
3	Discipline slip and two after-school detentions	In-school suspension -- one day	Probation
4	In-school suspension – one day	In-school suspension – two days	Expulsion
5	In school suspension – two days	Out-of-school suspension – length TBD by principal	
6	Out of school suspension**	Probation	
7	Probation	Expulsion	
8	Expulsion		

*The principal (designee) will not necessarily start at Step 1 and/or may skip steps if student action is dangerous to the welfare of others and/or another staff member has already processed the student through one or more disciplinary actions before referral to the office.

**The number of days out of school suspension shall be assigned at the discretion of the principal (designee) and depend on factors such as student's prior offenses, severity of current offenses, etc. Suspended students are not allowed to attend afternoon or evening school events. They may not participate in athletic practices or games.

Expulsion

When a student is expelled, he/she must leave Our Lady Star of the Sea School and find educational accommodation in another school. Expulsion may be the consequence for a one-

time dangerous, aggravated, and serious offense. Repeated offenses after a period of suspension can also result in expulsion.

Procedure for Probation, Suspension, or Expulsion

1. Parents will be notified to pick up their child.
2. They are expected to conference with the principal and teacher (and possibly the pastor) before a student is allowed to return to school.
3. Students may not participate in school activities while suspended from school.
4. During the conference regarding suspension, a parent may be notified by the principal or pastor that probation or expulsion may follow.
5. The principal will present to the parents in writing the terms of probation.
6. In case of expulsion, parents and/or student have the right to request a hearing from the pastor and/or his delegate.
7. If the parents request a hearing, they must do so within five school days. If a reply is not received within this five-day period, the student and parents are deemed to have waived a hearing, and the disciplinary action takes effect.
8. The principal may exclude the student from all school activities during the Due Process.

Parental Support of School Policies

Unfortunately, there are occasions when the behavior of parents renders any meaningful home/school relationship impossible. An example might be a parent who consistently refuses to cooperate with school policies. Parental cooperation is necessary for the welfare of students. If, in the opinion of the administration, parent behavior seriously interferes with the teaching/learning process, Our Lady Star of the Sea School may require parents to withdraw their children and sever relationships with the school. This type of action would be very drastic and undertaken only after other attempts at conflict resolution were made.

Right of Appeal

Parents may appeal a suspension or expulsion of their son or daughter. A written appeal should be made first to the principal in the case of the suspension being assigned by the assistant principal; and next, to the pastor. In the case of the suspension or expulsion being assigned by the principal, the appeal should be made directly to the pastor.

Weapons Policy

The policy of the Archdiocese of Seattle and of Our Lady Star of the Sea School is that it is unlawful for persons, with the exception of law enforcement officers, to carry any firearm or dangerous weapon, as defined by RCW 9.41.250 and RCW 9.41.280 onto school premises, school provided transportation, or other facilities being used exclusively by the school.

Any violation of this policy by a student shall result in expulsion for at least one year if a firearm is involved and may result in expulsion if another type of dangerous weapon is involved. The principal (or designee) may modify the expulsion on a case-by-case basis.

For further information, the complete Archdiocesan policy regarding weapons on school

grounds or during school sponsored activities is available for reference in the school office.

Search and Seizure

Our Lady Star of the Sea School reserves the right, with reasonable suspicion, to examine any student's personal possessions and will seize items not permitted on school grounds. This includes, but is not limited to, lockers, cubbies, book bags, knapsacks, and desks.

Electronic Equipment

Cell phones must be kept in bookbags/backpacks during school hours. iPods will be confiscated if brought to school and returned at the end of the day. Staff members have the right to determine what other such items should not be brought to school and will confiscate them.

**Students will play outside on most school days. Please ensure that they arrive at school with the proper attire: coats, raincoats, mittens, and the like.
There are so many rainy days that we keep students in from recess only on the most inclement of days.**

Playground/Recess Rules

1. Stay inside the fenced schoolyard. Retrieve playground items outside of fence only with permission.
2. Play safely. Do not climb fences.
3. Be considerate of playground visitors and parishioners visiting the parish office.
 4. Show good sportsmanship.
 5. Line up at the sound of the bell/whistle.
 6. Be in compliance of special grade level rules.
 7. Be inclusive.
 8. Stay off grass and out of flower beds.

Rules for Computer Lab

Computer technology is part of the curriculum of Our Lady Star of the Sea School. Thus, use of the school network, computers, and internet is a privilege for students who agree to adhere to the school's **Acceptable Use Policy**. Refusal to follow the rules regarding internet access and respectful treatment of school software and hardware could result in revocation of computer use privileges and possibly other disciplinary action.

Our Lady Star of the Sea School Dress Code

We expect students to dress in a neat, clean, and modest manner. **Any attire or appearance that is disruptive to the learning environment, contrary to basic Christian values, outside of age-appropriate modesty standards, or a safety (or potential safety) hazard is not appropriate.**

General Dress Guidelines (also for “free dress” days)

- Clothing must be in good repair -- no holes, tears, or other excessive signs of wear.
- Shirts must be tucked in by both boys and girls.
- Sweaters and sweatshirts are to be worn as an extra layer over shirts.
- Girls' shorts, skirts, jumpers, or dresses can be no more than one inch above mid-knee in length.
- No sagging or oversized pants are permitted.
- For health and safety reasons
 - Shoes and socks/hose must be worn at all times by both boys and girls.*
 - Laced shoes must be thoroughly tied.*
 - Flip-flops are not allowed.*
- Hats and sunglasses may be worn in the school building only when special permission is given.
- Coats may be worn in the classroom only when special permission has been given.
- Hair must be neat, clean, and combed. The hair length must be above the eyebrows. Boys' hair must be cut above the collar line. The principal has the final word in determining which hairstyles are distracting and must be changed.
- No make-up is allowed, including nail polish.
- Watches and small or post-type earrings (no hoops or dangling earrings) may be worn. Any inappropriate jewelry will be confiscated and returned at the end of the school year or to the student's parents, if requested.

The principal will provide specific directions for any days when student attire may vary from the specified dress code/guidelines.

Boys' Uniform Code

- Pants**

Navy, ankle-length cords or slacks
Dress belt or pants with elastic waist
No contrasting top-stitching or decorations
No denim or sweat/jogging pants or cargo pants
- Shirt**

White dress shirt with collar (long or short-sleeved)
White collared polo shirt without logo (long or short-sleeved)
- Sweater**

Purchased at the Uniform Store (Dennis Uniform) or from our *Gently Used Uniform Corner*.
Red, long-sleeved cardigan, or pull-over or v-neck red pullovers for gr. K-5;
No sweaters for grades 6-8.
- Sweatshirt**

Sweatshirts with the official “Star logo” may be worn instead of the sweater.
Sweatshirts without logos are not allowed, nor are sweatshirts with the “old” Star logo.

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Grades K-5 wear red sweatshirts with the Star logo. Grades 6-8 wear navy blue sweatshirts with the Star logo.

New and gently used sweatshirts may be purchased at the school's *Gently Used Uniform Corner*.

5. **Shoes/socks** Shoes must be comfortable, practical, and neat in appearance. Tennis shoes are recommended. Solid white or dark blue socks are to be worn by boys.

Previously “sports liner” socks were allowed. However, they are no longer allowed. The shortest socks allowed are “quarter socks,” which cover the ankle.

Girls' Uniform Code

1. **Jumper/skirt** Marymount plaid – knife pleat jumper (K-4)
Marymount plaid – knife pleat skirt (5-8)
Both to be purchased from Dennis Uniform Company or the school's *Gently Used Uniform Corner*
2. **Pants** Navy, ankle-length cords or slacks
Dress belt or pants with elastic waist
No contrasting top-stitching or decorations
No denim or sweat/jogging pants or cargo pants
3. **Blouse/skirt** Plain (no lace or decoration) white blouse with collar (long or short-sleeved)
White collared polo shirt without logo (long or short-sleeved)
4. **Sweater** Red long-sleeved sweater or cardigan (K-5) purchased from the Uniform Store or from our *Gently Used Uniform Corner* at school. Navy blue cardigans purchased from the Uniform Store (Dennis Uniform) for grades 6-8 are permitted.
5. **Sweatshirt** Sweatshirts with the official Star logo may be worn instead of the sweater. Sweatshirts must have the Star logo. Sweatshirts with the “old” Star logo are no longer permitted.
Grades K-5 wear red sweatshirts with the Star logo.
Grades 6-8 wear blue sweatshirts with the Star logo.
New and gently used sweatshirts may be purchased at the school's *Gently Used Uniform Center*.
6. **Shoes/socks** Athletic shoes recommended. Leather “Mary Jane” style shoes or loafers are permitted. No open-toed shoes are allowed.

“Sports liner” socks are no longer permitted; the shortest socks permitted are “quarter” socks.

Girls' socks must be white or navy blue. White or dark blue tights (no leggings) may be worn during the winter months. No designs on tights allowed.

Full (dress) uniform, including school sweatshirt with logo.

must be worn on all student Mass days.
Girls must wear skirts/jumpers on Mass days.
Summer Uniform, Boys and Girls

At the discretion of the school principal, a summer uniform of solid navy walking shorts and white shirts may be worn by both girls and boys during the month of September, as well as from May 15 through the end of the school year. Shorts are to be no shorter than two inches above the knees with no contrasting top-stitching or decorations. No shorts may be worn on Fridays or other Mass days.

Spirit Attire

On Spirit Wednesdays (check the school calendar), students may wear spirit t-shirts or spirit sweatshirts. However, if there is a Mass on one of the spirit Wednesdays, students **must** wear their dress uniform – no spirit attire.



EXTRA-CURRICULAR ACTIVITIES

After-School Programs

Our Lady Star of the Sea School provides an **after-school sports program** for middle school students. Fourth grade students may be invited to participate if there is room on the team. Fall sports are flag football and girls' volleyball. Winter sports are boys' and girls' basketball, each with their own separate schedule. A track program is offered in the spring for both boys and girls. In order to participate in Our Lady Star of the Sea athletics, a student must have on file in the school office the following:

- verification of health insurance coverage
 - a parental permission form
- the required emergency information.

The school also offers **after-school clubs** that meet for about forty minutes once a week on a designated day, usually Monday or Tuesday. Clubs vary according to year but can include *Math Counts*, spirit, story time, yearbook, knitting, fitness, "fun math for little kids," prayer and adoration, *Little Flowers*, rocketry, and puzzle solving.

Student Council

All officers must maintain **AT LEAST** a "B" average. All candidates must have a "B" average.

In order to run, a candidate must submit to the student council moderator a permission slip signed by a parent and three teachers as well as a grade slip signed by his/her teachers.

Candidates may post two campaign posters per story of the school, one in each of the three stairways, and one in the cafeteria, making a total of **10** campaign posters. All posters must be

student made and approved by the student council moderator before posting.
Candidates may not give campaign gifts of any kind to other students.

Extra Curricular Commitment

Should a student earn repeated disciplinary referrals or a **Level 3 offense** during the same sports season, she/he may be declared ineligible to remain a member of the team.

GENERAL INFORMATION

Care of School Property

The care we give to our school and school property is a reflection of our school's reputation and school spirit. For this reason, all students should use carefully whatever school property is assigned to them. Lockers are to be kept clean inside and out and are subject to periodic inspections. Fines equal to the repair or replacement costs are imposed for the loss or damage to school property from carelessness, negligence, or disregard for school regulations.

**Books (library or text) must be taken home in a waterproof back pack or book bag.
Hardbound books that are taken home are to be covered at all times.**

Child Abuse/Neglect Reporting

There is mandatory reporting of suspected child abuse or neglect within 48 hours. School personnel, by law, are required to report suspected child abuse either to Child Protective Services or the Bremerton Police Department.

This means that if any adult volunteer or paid staff member responsible for children at Our Lady Star of the Sea School **hears** or **observes** or **suspects** that a child is a victim of child abuse, that adult is required by law to report the suspected abuse to the local law enforcement agency. School personnel have no choice whether or not to report a suspected case of child abuse.

Child Protective Services or the police may visit the school, take information, and then determine what action to take. This could mean that the children would be taken into custody for their own protection. School personnel will make every effort to protect the confidentiality of this information. Volunteers must also respect the confidentiality of the information.

Suicide Threats

It is the policy of Our Lady Star of the Sea Parish as well as the policy of the Archdiocese of Seattle that if a person mentions being suicidal while on parish property, we are to contact the Bremerton Police immediately. The Bremerton Police Department is the link between the person seeking help and the appropriate health care facility. The police are able to transport and access the health care system better and faster than we are able to.

A staff member in the front office that encounters this situation must contact another staff member to come and be present. One shall call the police while the other stays with the

person.

If there are any questions regarding this policy, contact Barbara Weedin at the Parish Office.

Extended (Star) Care

Star Care extended care is a before and after school extended care program designed to serve the children of families of Our Lady Star of the Sea School by providing a healthy, nurturing, stimulating, and supportive environment. We strive to encourage the development of the whole child by providing caring supervision both before and after school.

Fulltime, morning, afternoon, and hourly rate schedules are in effect. Star Care hours are 6:30-8:20 AM and 3:15-5:30 PM.

Emergency Closure

If the Bremerton School District announces an emergency closure or late start due to inclement weather, Our Lady Star of the Sea School will also close or start late.

Star may occasionally start late or close when the BSD doesn't, as many of our students commute from areas outside of the BSD.

The following television stations will provide information on school closure from 6:30 AM:

- KIRO, Channel 7 (CBS)
- KOMO, Channel 4 (ABC)
- KING, Channel 5 (NBC)

The school website will also carry closure or late start information. A message will be available on the school answering system at (360) 373-5162, after 6:30 AM.

If the school is closed or starts late, Star Care will also be closed or have a late start.

- ☑ **In the case of school closure:** All activities for the day will be canceled, including afternoon and evening programs (including programs for adults) and/or sporting events.
- ☑ **In the event of a late start:** All before-school and after-school activities are canceled. Students are not to be dropped off before starting time. They must be picked up promptly.

Field Trip Policy

Archdiocesan approved field trip permission forms are sent home for your signature when an activity (such as a field trip or athletic event) is planned that will take your child off school grounds. The form must be completed, signed, and returned to school prior to the scheduled departure for the activity. The archdiocesan-approved permission slip may be faxed to the school. A note from home, even though signed by the parent, does not constitute permission for your child to participate in the activity. Additionally, permission may never be granted over the phone or by someone who does not have legal custodial care of the student. This is archdiocesan policy.

Students should understand that field trips are a privilege, not a right, and are to act accordingly. Only those students who will benefit from a given off-campus activity and whose behavior reflects the spirit of Our Lady Star of the Sea School will be invited to participate.

Since chaperones must focus their attention on the school children

they are supervising.
they cannot bring siblings or guests.

Each student riding in a vehicle on a school-sponsored trip must be in compliance with all Washington State traffic laws regarding personal restraint devices (seat belts and/or car seats.) When volunteering for an outing, all drivers must provide information verifying that they have \$100,000/\$300,000 liability insurance coverage per occurrence. This information need be given only one time per school year unless you change insurance companies, vehicles, or coverage.

Hot Lunch Program

Our Lady Star of the Sea School participates in the USDA School Lunch Program. Hot lunch is available daily, except on half days, and on special event days that have been previously announced. Milk is served with hot lunch or may be purchased separately. Hot lunch is never served the first or last weeks of the school year. When lunch is not served, milk will not be available. A menu is sent home monthly.

Free and reduced cost lunches are available when the required income information is submitted and eligibility criteria are met. Application forms for free or reduced lunches are sent home to all families at the beginning of each school year and are always available in the school office.

Hot lunch is served in the school cafeteria, the Star Café.



Hours of Operation of School Office

During the school year, the school office is open Monday through Friday from 8:00 AM to 4:00 PM. (Office hours between the end of school and June 30 and during August are 9:00-3:00). The school office opens in early August (check the website) and remains open through the end of June. Messages may be left on the school answering machine at (360) 373-5162 or on the school e-mail at star@sosbremerton.org. We will respond to messages and e-mails in a timely fashion.

Library Use

We are proud of our updated library and its comprehensive and growing collection of 6,000 age-appropriate fiction and nonfiction books, magazines, and other related resources. We have a large collection of *Accelerated Reader* books. Students have access online to literally thousands of *Accelerated Reader* tests. Each student in grades 3-8 is expected to pass at least three *Accelerated Reader* tests per trimester. Students are responsible for lost or damaged library books.

School Telephone

School telephones are generally not available for student use. Permission may be given in an emergency of extraordinary situation (for example, the cancellation of a sports practice) at the

discretion of the office staff or teacher.

Supervision

From 8:20 AM to 3:15 PM (4:00 for students in school sponsored clubs) staff members will supervise students. There is no supervision before 8:20 AM or after 3:30 unless your student is participating in Star Care or one of the after-school clubs or teams. Parents must make arrangements to pick up their students promptly after school, school clubs, or detention. If you are late in picking up your children, you will find them in Star Care. You will be charged the hourly drop-in rate.

Visitors to the School

Students are permitted, at times, to have guests under the following conditions:

- A formal request (written or spoken) is made to the principal no less than two days in advance.
- Teachers must inform the principal that they are willing to accept a guest.
- The reason for the visit must seem reasonable in the judgment of the principal.

MEDICAL POLICIES

Health Plan

According to state law and archdiocesan policy, in the case of a student with a life-threatening (or potentially life-threatening) illness or condition, Our Lady Star of the Sea School must have a health plan on file prior to the student's first day of attendance. It is the parents' responsibility to provide this plan to the school office.

Illness at School

Students who become ill or injured at school are cared for temporarily in the school office by office staff. If it is determined that the student should go home, parents or emergency contacts will be notified. (Students will automatically be sent home if they show symptoms of a communicable disease, have a temperature, or are vomiting.) It is very important for each family to complete the school's information emergency sheet with current numbers to call (including cell phone numbers) and desired procedures for emergency care.

**Please update emergency information
whenever changes occur.**

Immunizations

Washington immunization law requires that all students attending schools must provide proof of immunization or present a medical exemption signed by a physician or a personal/religious exemption signed by a parent or guardian **on or before entering school.** Failure to comply with the immunization requirements will result in exclusion from school by order of the State Board of

Health. Immunization records are updated at the beginning of every school year. For current immunization requirements, check with the Our Lady Star of the Sea School office or the Kitsap County Health Department.

Head Lice Policy

Our Lady Star of the Sea School has a “no nit” policy regarding head lice. Upon discovery that a student has head lice, the parents will be notified immediately to pick up the child from school. Heads of siblings and classmates will be examined as well. The child must be kept at home until all signs of head lice are removed. The student will be reexamined upon return to school to ensure that no signs of head lice (including nits) remain.

First Aid

General first aid will be given for minor injuries which occur at school. School staff members have received first aid/CPR training. If a child is seriously injured while at school, parent(s) or emergency contact(s) will be notified. If parents/emergency contacts cannot be reached, the school will determine if emergency services are needed. Parents will be responsible for payment of such services.

Medications

Oral medicine (both prescription and non-prescription) may be administered to students by designated school personnel only from the original, labeled container. The medication law addresses only oral medications. Therefore, eye drops, ear drops, and creams may not be administered at school by unlicensed personnel.

Parents are required to complete a form which indicates the time(s) and dates(s) during which the medication is to be dispensed. Current, written, and unexpired instructions must be included on the form, along with the licensed physician's (MD or DO), nurse practitioner's, or dentist's signature. (Washington State School law does not permit office nurses' signatures.)

Any dosage change must be accompanied by a new medication form, again signed by the physician, nurse practitioner, or dentist.

All medication must be brought to the school office by an adult. No medication is allowed to be carried to school by a student, **except by students authorized to carry inhalers and/or Epi-pens.**

Sick children belong at home.

Well children belong at school.

Returning to School After an Illness

A child should **NOT** return to school after an illness unless he/she is well enough to go outside at recess time. Only on rare occasions, an exception to this policy may be granted. Also, if your child has been running a fever, please keep the child home until the temperature has been normal for 24 hours.



FINANCIAL POLICIES

Financial Assistance

Our Lady Star of the Sea scholarships are provided by Our Lady Star of the Sea Parish.

To be considered for an Our Lady Star of the Sea scholarship, a family must first apply for an archdiocesan (Fulcrum Foundation) tuition assistance grant in early spring. These grants are based on criteria including family size, ages of family members, and income. (Families need not be Catholic in order to receive a Fulcrum grant.) Fulcrum applications require tax information from the previous year. Forms without income tax information are not considered by Fulcrum. In April, families are notified directly the Fulcrum Foundation as to whether or not they have received a Fulcrum tuition assistance grant.

Our Lady Star of the Sea scholarship are granted by the end of June. Letters to Father Lappe asking for financial aid are due June 1. Among factors considered are: family size, ages of family members, income (as verified by tax information for the previous year), use of Sunday envelopes (even if turned in empty) and level of participation in the life of Our Lady Star of the Sea Parish.

Tuition Payments

Tuition is due one month in advance. The amount for the year is prorated with monthly payments through the SMART tuition management service. The non-refundable registration fee is due at time of registration. Book/supply fees and the SCOPE fee are rolled into the SMART plan and are non-refundable.

All financial obligations must be paid in full to receive test scores and report cards or for student files to be released to a new school.

Re-enrollment in the current year or enrollment for the following year will not be accepted until tuition and fees are paid in full.

**Thank you for fulfilling your financial commitments
to Our Lady Star of the Sea School in a timely manner!**

WHEN SENDING MONEY TO SCHOOL

- ✓ Seal it in an envelope;
- ✓ On the front of the envelope, write your child's name, grade, and teacher, the amount of money enclosed, and the purpose of the money.

SAFETY TIPS

- **Regular school hours are 8:40-3:15.**
- **Children should be dropped off at school no earlier than 8:20 a.m. unless enrolled in Star Care.**
 - If an emergency arises and you will be late picking up your children, please call the school, (360) 373-5162.
- Before and after school, when visiting with friends in the enclosed playground area, parents **must** supervise their children.
 - During school hours, parking in front of the school is for drop-off and pick-up only.
 - Volunteers are asked to park in the church parking lot.
 - Do not double park in front of the school.
- Do not park in the alley adjacent to the school. Doing so inconveniences our neighbors and would obstruct emergency vehicles if an emergency were to take place in the school, parish, or neighborhood.
- Many people speed on Fifth Street. Look both ways before crossing!
 - Please do not jaywalk in front of the school.
 - Always use the crosswalk at Fifth and Veneta – even if it's out of the way.
 - While waiting for parents, some of the older students jaywalk across Sixth Street, headed for Noah's or the Midtown Market. This is very dangerous and is not permitted by Our Lady Star of the Sea School.
 - Some students (even in the older grades) have not memorized their parents' home, work, and cell phone numbers. Please help them memorize these numbers!

RIGHT OF SCHOOL AND PRINCIPAL TO AMEND THE HANDBOOK

The principal reserves the right to amend this handbook for just cause. Should such an occasion arise, parents will be notified of the changes and reasons for the changes.

Not all policies of Our Lady Star of the Sea School are found in this handbook.

DEFINITIONS

- ☑ **Parent:** Any person legally responsible for the care, welfare, and education of a child. This may be the birth parent, foster parent, stepparent, adoptive parent, or any other person designated for the care of the child on a full-time basis. It does **NOT** include neighbors, babysitters, childcare providers, or any other individual who functions in a temporary or part-time capacity.
- ☑ **Staff:** Any person employed by Our Lady Star of the Sea School or volunteering as part of the regular educational program. This includes teachers, aides, specialists, secretaries, administrators, custodians, coaches, and other such school personnel.
- ☑ **Volunteer:** Any person who actively participates in an educational program/activity at Our Lady Star of the Sea School on a part-time basis.
- ☑ **Student:** Any child enrolled in Our Lady Star of the Sea School during the current school year.
- ☑ **Visitor:** Any other person on Our Lady Star of the Sea School grounds. All visitors, including parents, must stop in at the school office, sign the Visitors' Log, and pick up a stick-on identification tag, and wear it throughout their visit to our school.

