

**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, creative, physical, social, and emotional development of all.

**OUR LADY STAR OF THE SEA SCHOOL PHILOSOPHY**

Our Lady Star of the Sea is a Catholic parish school. We recognize that parents are the first and primary educators of their children. The staff, along with parents 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.

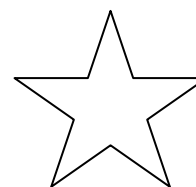
## **ACADEMIC POLICIES**

### **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-4**

- +** indicates mastery
- √** indicates progress
- indicates more work/time needed
  
- 4** Exceeds grade level standards
- 3** Meets grade level standards
- 2** Working toward meeting grade level standards
- 1** Work is beginning to show progress/understanding
- N/A** Standard was not assessed during this time period



#### **Grades 5-8**

- 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 – Grades 5-8 only**

At the end of each trimester, the grade point average (GPA) of all students in grades 5-8 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:

93-100	A	4.0
90-92	A-	3.7
87-89	B+	3.3
83-86	B	3.0
80-82	B-	2.7
77-79	C+	2.3
73-76	C	2.0
70-72	C-	1.7
67-69	D+	1.3
63-66	D	1.0
60-62	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. **ALL** classrooms have a daily home reading requirement. Recommended time spent on additional homework is not to exceed 10 minutes per grade level; for example, 30 minutes/night for 3<sup>rd</sup> graders, 60 minutes per night for 6<sup>th</sup> graders, etc.

**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 twice the number of days absent for make-up. Parents can also ask to pick up missing work at the end of the day, when calling in to report the child's absence in the morning. If an 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  
with respect 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, and satisfactory attendance.

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 to 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.

### **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.

### **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.**

## **STUDENT PROGRESS REPORTING POLICIES**

### **Conferences**

Mandatory parent-teacher conferences are scheduled twice per year, in October and February. 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.**)

### **Online grades/ Progress Reports**

Parents of children in grades 5-8 are able to view their children's grades online at any time using RenWeb. Parents of students in grades 5-8 without access to the internet at home are asked to request paper copies of their children's grades.

### **Report Cards**

Report cards are issued each trimester. The dates on which you can expect the report cards are 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.

## **ADMISSION POLICIES**

### **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.



### **Assessment**

Students new to our school may be assessed in the areas of reading, writing, and math to determine appropriate grade placement. Appointments for testing can be made by calling the school office.

### **Fees**

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 "early bird" date, the fee per child is \$50 (\$35 for pre-K). If paid after the "early bird" date, it is \$75 per child (K-8). Other fees that may be collected during the course of the school year can include athletic participation fees, eighth grade graduation fee, the Outdoor Education fee for grade 6, hot lunch fees, milk fees, field trip fees, bus fees, and Star Care fees.

### **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.

### **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. **Any student new to grades PK-8 is accepted on a 3-month period of probation. The probationary period may be shorter if warranted.**

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

### **Tuition Information**

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,

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talent, and treasure. Concretely, this involves regular Mass attendance and participation in both the Stewardship Campaign each fall, and the Annual Catholic Appeal in the spring, allowing the family to qualify for the Discount Tuition Program.

### **Discount Tuition Program:**

These are the three requirements to receive the discounted tuition rate:

1. **Mass Participation:** as Catholics we are expected to attend and participate in **every Sunday and Holy Day Masses. Your attendance is verified by our reviewing the use of offertory envelopes; e-contributors must deposit their empty offertory envelopes.**
2. Complete and return a Parish Stewardship pledge card each fall.
3. Complete and return an Annual Catholic Appeal pledged card each spring.
  - *If you are a member of Holy Trinity Parish, you must attach a signed "Non-OLSOS Discount Tuition Program Verification letter available in the office with your yearly Tuition Worksheet.*
  - *Tuition Assistance from the parish is available to families who attend Mass at a local military chapel.*

If you are not meeting these criteria by December 1 of each school year, your tuition rates will be adjusted to reflect the Full Tuition Rate, at which point you will be notified of increased monthly costs, adjusted retroactively for the remainder of the school year.

For current tuition rates, please see this year's schedule, available online and in the school office.

**In addition to the tuition agreement, there are 3 other important expectations of families whose children attend our school:**

- **Supporting the annual S.C.O.P.E Auction (Supporting Childrens' Opportunities for Parochial Education)**
- **Annual Scrip gift card purchase requirement**
- **Service/Stewardship volunteer hours**

**Please see the explanations of these expectations that follow.**

## **PARENT/VOLUNTEER EXPECTATIONS**

### **S.C.O.P.E Auction Commitment**

Each family is expected to procure or donate items or services worth at least \$100 to the SCOPE Auction, or pay \$100 by a specified date prior to the auction each year. The contribution raises to \$125 in items or cash donation after that date. In addition, each family is expected to either attend or work at the auction.

### **Scrip Gift Card Purchases**

Each family is expected to participate in the Star Scrip Program and raise a minimum of \$150 by the last day of each school year for Our Lady Star of the Sea School. Families who do not raise \$150 through the use of Scrip will pay the difference to the school in cash or by money order at the end of the school year. **After a family raises \$150 for the school through the use of Scrip, they earn one volunteer fundraising hour for every additional \$20 earned for the school.**

### **Service/Stewardship Hours**

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 these service/stewardship hours are so important.

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 of the 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 RenWeb at home or by using the office computer.** 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 RenWeb will not be counted.**

All volunteers must complete **Safe Environment training** and update this training yearly, online using the Archdiocesan program, **Virtus**. They must also pass a background check prior to volunteering in the school. Forms and more information are available in the school office. *Safe Environment* trainings are regularly scheduled in area parishes, including our own. You must attend the first training in person; after that, you complete each class online, once a year.



## **Volunteer Opportunities**

There are many ways that families can fulfill their volunteer hour obligation; the following list comprises the most common opportunities that families participate in. The list is divided into the 3 categories:

- School/Parish hours (25 hours/year/family)
- Fundraising hours (25 hours/year/family)
- Faith Formation Hours (6/year)

### **School/Parish Hours** **25 hours per family per year**

Assisting teachers both at school and at home  
Helping with playground supervision  
Helping with youth group activities (Fidelis, Fraternus, Faith Works)  
Helping with American Heritage Girls, Trail Life for boys  
Sunday Hospitality in Camerman Hall  
Providing food to help the Funeral Committee

### **Approved Fundraising Opportunities** **25 hours per family per year**

Advent Store  
Book Fair  
Box Tops for Education and Campbell's Soup labels  
Gently used uniforms  
Library Helper (the 1<sup>st</sup> ten hours count as fundraising)  
Lunchroom Help  
Religious Goods Store  
SCOPE Auction  
Scrip (gift card) Sales\*\*  
Purchase of Scrip (\$20 rebate to school = 1 hour)

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

### **Faith Formation Activities** **6 hours per year**

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

(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:**

Book Fair Chair/Co-Chair (fundraising)  
Class Auction Project Chair Person  
Hospitality Chairperson  
Room parent (see below)  
Sports Coach/Asst. Coach (school/parish)  
School Commission members  
Welcome Committee Chairperson

**Automatic 50 hour Positions:**

Advent Store Chair (fundraising)  
Athletic Director  
Box Tops/Campbell Soup Label Coordinator  
(fundraising)  
School Commission officers  
Religious Goods Store Chair (fundraising)  
Parents Club officers  
Saints Museum Chairperson  
School Commission officers  
SCOPE Chairperson/Co-Chair + full tuition,  
for one student (fundraising)  
SCOPE Procurement Chair (fundraising)  
Scrip Chair/Co-Chair (fundraising)

***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:**

1. **Communicate** upcoming events and other pertinent information with all classroom families by phone, email or text at least monthly.
2. **Helping the teacher** by finding volunteers for certain events, or any other needs requested by the teacher.
3. **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. Vincent de Paul. 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.

**Parents Club**

The Our Lady Star of the Sea School Parents 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 some fundraisers.

All parents and guardians of students attending Our Lady Star of the Sea School are members of the Parents Club. The Parents 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.

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

### **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 eight to ten members:

- Up to 4 members from the parish at large, approved by the pastor
- 1 Evangelization Committee member, appointed by the pastor
- 5 or more parent representatives from OLSOS School, approved by the pastor
- School Principal

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

### **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 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 (Virtus 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."

## **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.

### **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).

### **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.

**Students begin to enter the gym at 8:35.  
They are tardy at 8:40. Morning assembly begins at 8:40 in the gym.  
Attendance will be taken at 8:40 a.m.  
The regular school day ends at 3:20.  
Clubs and detention end at 4:00.  
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 \$6.00 per hour.**

### **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.

### **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.

### **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.

**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).**

### **Transfer/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.

## **COMMUNICATION**

### **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. Failure of a parent to respect confidentiality may result in suspension or expulsion of their student(s).

### **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 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** - The weekly Friday Folder includes a list of upcoming school events along with other important information. Please check the Friday Folder each week!
- ❖ **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 ([school.staroffthesea.net](http://school.staroffthesea.net)) 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. Each classroom has a webpage, and students in grades 5-8 have grades and assignments posted on RenWeb.

### **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: [jwolfe@starofthesea.net](mailto:jwolfe@starofthesea.net)**

## **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 be contacted by your child's teacher or the principal should your child receive a discipline notice or detention, or 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 with Our 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

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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:

<b>Level 1 Actions</b>	<b>Level 2 Actions</b>	<b>Level 3 Actions</b>
Excessive talking/wasting class time	Bullying or peer harassment; Attitudes/actions of disrespect toward others (adults and/or students)*	Bullying or peer harassment or Attitudes/actions of disrespect toward others (adults and/or students)*
Destruction of another person's reputation (gossip)*or property	Destruction of another person's reputation (gossip)*or property	Destruction of another person's reputation (gossip)*or property
Disobeying playground rules	Cheating/Plagiarism/Dishonesty	Theft
Running, roughhousing, yelling, or otherwise disturbing school atmosphere	Running, roughhousing, yelling, swearing, or otherwise disturbing school atmosphere*	Lying when dealing with staff during disciplinary matters
Refusal to follow staff directions	Refusal to follow staff directions or physical aggression toward another student or adult	Refusal to follow staff directions or physical aggression toward another student or adult
Writing or marking on hands, arms, etc., including fake tattoos	Vandalism/graffiti	Major vandalism/graffiti or destruction of property or Arson/false alarm
Traffic/safety violations	Inappropriate or disrespectful language/materials, gestures*	Inappropriate or disrespectful language/materials, gestures*
Being in an unauthorized area	Off grounds without school permission or Skipping class	Possession of drugs, alcohol, tobacco or related paraphernalia, whether for own use or with intent to sell**
Inappropriate attire and/or appearance, including being out of uniform, wearing nail polish, chewing gum	Conduct injurious to the school's image	Serious physical violence or Possession of weapons**
	Inappropriate use of school computers/personal electronics***	Inappropriate use of school computers/personal electronics***
	Repeated Level 1 infractions	Repeated Level 2 infractions

\*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 (or 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 of out of school suspension shall be assigned at the discretion of the principal (designee) and depends on factors such as the 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. Parents 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.

### **Personal Electronic Equipment**

Cell phones must be kept in book bags/backpacks/lockers 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. E-readers are allowed as long as students receive permission from their teacher(s) to have them, and they are used appropriately.

### **Playground/Recess Expectations**

Students will:

- Be seen at all times
- Be careful of others, especially small children
- Walk carefully and safely to the playground with the class – ALWAYS USE THE CROSSWALK
- Use the slides appropriately – feet first going down, one student at a time; go up on the ladder, not the slide
- Climb only on playground equipment, not railings
- Line up with the class as soon as the whistle is blown
- Play tag on the grass, not on the playground equipment
- Be respectful of others in words and actions
- Keep shoes and uniform on when at the park

Students will not:

- Play on or stand on baby swings
- Pick at, pull on, or ruin any park property, including trees, plants, and grass

**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.**

### **Rules for Computer Use**

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.

### **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.

### **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.

### **DRESS CODE – Revised for 2016-17**

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 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. We recommend that girls wear shorts under their skirt, especially on PE days.
- No sagging or oversized pants are permitted.
- **Socks must be at least ankle height or above.**
- 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 and crocs are not allowed.*
  - *Boots may only be worn to school in inclement weather, and the student must change into appropriate shoes after arriving.*
- 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, combed, and natural in color. 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.

**“Sports liner” socks are not allowed for boys or girls. The shortest socks allowed are “quarter socks,” which cover the ankle.**

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

#### **Boys' Uniform Code**

1. **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
2. **Shirt**
  - White dress shirt with collar (long or short-sleeved)

White collared polo shirt without logo (long or short-sleeved)  
→ **BOYS IN GRADES 5-8 MAY ALSO WEAR RED OR BLUE COLLARED SHIRTS, BUT ONLY ON NON-MASS DAYS.**

3. **Sweater** Red (K-5) or Navy (gr. 6-8) long-sleeved sweater, sweater-vest, or cardigan available from **Land's End** or **Ideal Commercial Uniforms** (in Pt. Orchard) with our school logo. *Unique Expressions*, located in Bremerton, can also add our logo to plain red or navy sweaters.
4. **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.

### **Girls' Uniform Code**

1. **Jumper/skirt** Marymount plaid – knife pleat jumper (K-4)  
Marymount plaid – knife pleat skirt (5-8)  
Both can be purchased from **Dennis Uniform Company, Ideal Commercial Uniforms (in Pt. Orchard)**, 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 with collar (long or short-sleeved)  
White, collared polo shirt without logo (long or short-sleeved).  
→ **GIRLS IN GRADES 5-8 MAY ALSO WEAR RED OR BLUE COLLARED SHIRTS, BUT ONLY ON NON-MASS DAYS.**
4. **Sweater** Red (K-5) or Navy (gr. 6-8) long-sleeved sweater, sweater-vest, or cardigan available from **Land's End** or **Ideal Commercial Uniforms** (in Pt. Orchard) with our school logo. *Unique Expressions*, located in Bremerton, can also add our logo to plain red or navy sweaters.
5. **Shoes/socks** Athletic shoes recommended. Leather "Mary Jane" style shoes or loafers are permitted. No open-toed shoes or Crocs are allowed.  
  
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 sweater or vest with logo, and white shirt, must be worn on all student Mass days.**  
**Girls must wear skirts/jumpers on Mass days.**

### **Spirit Attire**

On Spirit Wednesdays (check the school calendar), students may wear spirit t-shirts, spirit sweatshirts, or red (K-5) or blue (gr. 6-8) school sweatshirts. However, if there is a Mass on one of the spirit Wednesdays, students **must** wear their dress uniform – no spirit attire. Spirit Wear is available at Ideal Commercial Uniforms

### **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.

### **On-line Ordering Instructions**

- Dennis Uniforms at [www.dennisuniform.com](http://www.dennisuniform.com) using school code XSO255.
- Ideal Commercial Uniforms at [www.icuniforms.com](http://www.icuniforms.com)
- Land's End at [www.landsend.com](http://www.landsend.com)



## **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
- required emergency information.

- NOTE: If a student earns 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.

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

### **Student Council**

All candidates must have a "C" average to be eligible for Student Council. Each candidate must submit a permission slip signed by a parent and three teachers as well as a grade slip signed by his/her teachers to the Student Council Advisor (SCA).

Candidates for the Executive Council (President, V.P., Secretary, and Treasurer) may post ONE campaign poster in the student lunchroom prior to the election. All posters must be student made and approved by the SCA before posting. Each candidate will also give a 3-minute speech to the student body prior to the election.

Candidates may not give or promise campaign gifts of any kind to other students.

## **FINANCIAL POLICIES**

### **Financial Assistance**

The first step in seeking tuition assistance is by first applying for Grant and Aid through the Fulcrum Foundation between November and January for the following school year. The Fulcrum Foundation manages the funds, but the actual application process requires that you go to the FACTS "Grant and Aid" tab to apply online. Your information is then assessed by the Fulcrum Foundation.

Grant awards 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.) The application requires tax information from the year prior to the beginning of the school year. (For example, if you apply in January, 2017, you will need to submit your income tax information from 2015.) In April, families are notified directly by the Fulcrum Foundation as to whether or not they have received a Fulcrum Tuition Assistance grant.

**Scholarships are also available from Our Lady Star of the Sea Parish, but families must have first applied for Grant and Aid from the Fulcrum Foundation.** Families in need of assistance must complete the *OLSOS Tuition Assistance* application available during the registration process. Scholarships are granted by the end of June. Among factors considered are: family size, ages of family members, income (as verified by tax information), 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 FACTS tuition management service. The non-refundable registration fee is due at time of registration.

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. **This includes SCOPE, Scrip and service hour requirements.**

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.**

## **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.

Our Lady Star of the Sea School provides students with mobile tablets to support learning. Students are expected to treat these devices with extreme care and caution; these are expensive devices that the school is entrusting to your care. Students should report any loss, damage, or malfunction to the classroom teacher immediately. Students/parents may be financially accountable for any damage resulting from negligence or misuse.

**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.**

### **Emergency Closure Procedures**

#### **During the school day:**

Should there be a need to release students from school while in session, we will use the school website, Facebook, Twitter, email, and phone to communicate with families. Please be assured that all students will be properly supervised until they are picked up. **It is imperative that we have current emergency contact information for each of our students!**

#### **Prior to the start of the school day:**

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.

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.**

### **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 3:20-5:30 PM.

### **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@starofthesea.net**. 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 of students**

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.

## **HEALTH and SAFETY POLICIES**

**Sick children belong at home.**

**Well children belong at school.**

### **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.

### **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; **all** head injuries will result in a phone call to the parent/guardian. 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.

### **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.

### **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 in RenWeb  
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.

### **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.**

### **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.

### **SAFETY TIPS**

- **Regular school hours are 8:40-3:20.**
- **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.
- Between 8-9 a.m. and 3-4 p.m. there is no parking in front of the school; this area is for drop-off and pick-up only, as indicated by the yellow curb.
- Volunteers are asked to park in the church parking lot or the JPII Youth Center 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.
- 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!

### **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 the Parish Administrator at the Parish Office, 360-479-3777.

## **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
- + Pro-life education

- + Classroom visits by Father Lappe and Deacon Hamlin

***"We can do no great things; only small things with great love."***

(Mother Teresa)

## **RESPONSIBILITIES – Students, Staff, Parents**

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:

## *Our Lady Star of the Sea School Family Handbook*

- 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.

### **Parenting Plans**

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.

## **SCHOOL-WIDE 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 21<sup>st</sup> century technology skills.
- 2.5 Understand the correlation between a healthy body and a healthy mind.

#### **3. Active citizens who:**

- 3.1 Apply Catholic Social Teachings to build the Kingdom of God.
- 3.2 Have an awareness of and appreciation for diversity.
- 3.3 Show respect for self and others.
- 3.4 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 Western Catholic Education Association. The school completed its second accreditation study and is accredited by WCEA through 2016.

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

(St. Teresa of Avila)

## **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.
- ❖ **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.
- ❖ **Volunteer:** Any person who actively participates in an educational program/activity at Our Lady Star of the Sea School on a part-time basis.

## **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.**

