

# OUR LADY STAR OF THE SEA CATHOLIC SCHOOL

## FAMILY HANDBOOK 2022-2023



*“Catholic education is above all a question of communicating Christ, of helping to form Christ in the lives of others.” - John Paul II*

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## MESSAGE FROM THE PRINCIPAL

Dear Parents and Students,

Welcome to Our Lady Star of the Sea Catholic School! In choosing Our Lady Star of the Sea Catholic School, you have demonstrated a commitment to the values and philosophy of a Catholic education. The Parent/Student Handbook reflects the policies of Our Lady Star of the Sea Catholic School for the 2022-2023 school year.

The Our Lady Star of the Sea Catholic School Handbook is available online and hard copies are available in the school's main office. All school families must read this document carefully and have a signed handbook agreement form on file. By signing this agreement form, you and your student(s) agree to abide by the policies of Our Lady Star of the Sea Catholic School during the 2022-2023 school year.

The faculty and staff of Our Lady Star of the Sea Catholic School look forward to working with you to promote academic excellence and spiritual development in the context of the teachings of the Catholic Church. Together let us pray that God, who has begun this good work in us, may carry it through to completion. God bless you.

Respectfully,

Tina Powell

c

## **SCHOOL PARENTS CLUB/ORGANIZATION MEMBERS**

Auction Chair                                      Greg and Ruth Rivaldi                                      [rrivaldi@gmail.com](mailto:rrivaldi@gmail.com)

Scrip Coordinator                                      Ronald and Kay Thompson                                      [scripolsos2@gmail.com](mailto:scripolsos2@gmail.com)

### OUR LADY STAR OF THE SEA CATHOLIC SCHOOL INFORMATION

## **SCHOOL LOCATION**

Our Lady Star of the Sea Catholic School is a Pre-Kindergarten through 8th grade Catholic elementary school. It is located at 1516 5th Street, Bremerton, WA 98337.

## **SCHOOL PHILOSOPHY**

Our Lady Star of the Sea is a Catholic parish school. We recognize that parents are the 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 learning environment that encourages and expects cooperation, self-discipline, and appreciation for diversity.
- An affordable and accessible education that develops the whole child.
- An excellent academic program with age-appropriate instruction that develops life-long learning.
- Opportunities to practice good citizenship by serving the community to further the Kingdom of God and to foster disciples.

## **HISTORY OF OUR LADY STAR OF THE SEA CATHOLIC SCHOOL**

In 1921, Bishop O’Dea returned to Bremerton to bless a new \$40,000 building built at the corner of Sixth Street and Veneta Avenue. A school was planned for the lower level. In 1925, Father Camerman and three parishioners traveled to the Dominican Motherhouse in Everett to plead for Sisters to teach in the new school.

On the first Friday of September, 1926, three Sisters from St. Dominic Convent arrived in Bremerton to open a school. They expected between sixty and seventy-five students, but, on the morning of the 8th of September, they greeted 110 pupils in the first six grades.

Enrollment grew steadily and seventh and eighth grades were added. By 1944, twelve Sisters taught Our Lady Star of the Sea’s five hundred students.

By 1982, Sister Amanda was the only Sister teaching at Star. When she retired in June of 1994, the operation of the school passed completely to Catholic lay people.

The present, award-winning school building opened in September 1997, incorporating doors, woodwork, statues and bricks salvaged from the original school. Currently, one hundred and seventy students and a full and part-time staff of twenty-two learn and work in the modern and well-maintained facility.

In 2011 and in 2012, Our Lady Star of the Sea opened pre-school classes for three and four-year-olds. These classrooms have been full since opening. Twenty-seven pre-schoolers attend each year.

September 2017 saw the return of the Dominican Sisters (of Nashville) to our staff. We were excited to introduce Sister Mariana who presently teaches Kindergarten; Sister Daniela, Second Grade, Sister Amata Christi in Fifth and Sister Maria Sophia who is the 8th grade homeroom and middle school religion teacher.

## MISSION STATEMENTS

### **ARCHDIOCESE OF SEATTLE**

The ministries of the Archdiocese of Seattle continue the work of evangelization to encounter Christ, who calls and sends missionary disciples, and who himself provides lifelong formation and nourishment in the Church.

### **OFFICE FOR CATHOLIC SCHOOLS**

In the spirit of communion, solidarity, and subsidiarity, the Office for Catholic Schools provides high quality professional development, resources, and best practices to expand the evangelizing mission of our Church as we help one another form the school leaders God has designed for our time.

### **OUR LADY STAR OF THE SEA CATHOLIC SCHOOL**

Under the patronage of our Blessed Mother, the mission of Our Lady Star of the Sea Catholic School is to support parents in their role as the primary educators of their children. Our classical training nourishes the students' natural sense of wonder and guides them to know and love what is genuinely good, true, and beautiful. Faithful to the teachings of the Catholic Church, we form our students to be virtuous disciples of Jesus Christ and joyful witnesses to the Gospel.

We are likewise committed to a classical liberal arts approach which allows student learning through discovery of truth within multiple disciplines. Our teaching pedagogy supports this inherent process of learning, and ultimately forms students in faith, reason and virtue. Teachers employ the basic tools of the Trivium as they naturally honor stages of a child's intellectual development consisting of memory, sound reasoning and communication skills.

## NOTICE OF NON-DISCRIMINATORY POLICY

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

Although we do not discriminate on the basis of race, sex, color, national or ethnic origin, it remains our primary purpose and mission to serve Catholic members of the parish. Under some circumstances, medically justifiable limitations may be placed on the admission/retention of students with infectious diseases and/or life threatening illnesses. Likewise, limitations may be placed on the admission/retention of students whose needs the school is unable to meet. Decisions regarding admission/retention of these students are decided on a case-by-case basis by the principal or his/her designee.

## ACCREDITATION

### **WESTERN CATHOLIC EDUCATION ASSOCIATION**

Our Lady Star of the Sea Catholic School was first accredited in 2003 by the Western Catholic Education Association.

Accreditation is just one way of ensuring that the school meets acceptable environmental standards, has a valid school improvement plan, and is engaged in an on-going self-study and on-site peer evaluation process. Currently, we are in a two year self study to be completed by the end of the 2023 school year.

## COMMUNITY COVENANT

Our Lady Star of the Sea Catholic School community strives to be a covenant community. The teachers and staff at Our Lady Star of the Sea Catholic School are committed to work in partnership with all families to live out the parent/student/teacher covenant to build a respectful and loving faith community.

Covenant implies a **sacred relationship**. The parent-student-teacher covenants help us all remember that through good times and tough times we have a commitment to each other to walk a journey of faith, trust, respect, and hope, guided by the Lord.

## CATHOLIC SCHOOL TEACHER'S COVENANT

Each teacher at Our Lady Star of the Sea Catholic School accepts the responsibility of cooperating with parents in the spiritual, emotional, and intellectual education of their children. Each teacher further commits that his/her mission is to educate children and to form Disciples of Christ consistent with the mission and teachings of the Church. Therefore, teachers at Our Lady Star of the Sea Catholic School agree to:

- be a Christian role model and maintain an atmosphere which ensures each student's right to an education and personal growth
- be respectful to the parents of their students, work towards developing good communication with them, and continue to build a trusting relationship
- provide appropriate and challenging academic instruction
- embrace the diversity of their students and build bridges between all cultures
- set clear standards for behavior and be fair and consistent in discipline

## CATHOLIC SCHOOL STUDENT'S COVENANT

As a student at Our Lady Star of the Sea Catholic School, I am blessed to be given the opportunity to be educated spiritually and academically. Each student understands his/her parents/guardians have made this choice out of their love and concern for them. Therefore, students will:

- behave in a respectful manner toward all school and parish personnel, volunteers, and visitors.
- respect all students and treat each one with care regardless of race, gender, or other differences
- obey all rules
- respect school property and the personal property of other students
- display proper manners and show common courtesy at all times
- assume responsibility for all their actions and not make excuses
- always do their classwork and homework without excuses or disrespect
- be on time, ready to learn, and give their best effort

## **CATHOLIC SCHOOL PARENT’S COVENANT**

As the primary educator of their child, parents understand that they teach their child best by their own example of reverence, responsibility, and respect. Parents chose Our Lady Star of the Sea Catholic School to assist them in forming their child as a disciple of Jesus Christ, and understand and acknowledge that their own conduct and the example they set for their child can impact whether their child is allowed to remain enrolled in Our Lady Star of the Sea Catholic School. Parents understand that their child’s teacher is a dedicated professional who chooses to teach in a Catholic school. Therefore, parents will:

- be a Christian role model by regularly attending Sunday Mass with their children.
- promote respectful behavior in their child by setting a good example in their own speech and behavior
- show respect for the school personnel, volunteers and visitors and teach their child to do the same
- practice confidentiality and use appropriate communication to solve differences in a peaceful manner
- follow the policies and procedures of the Our Lady Star of the Sea Catholic School Handbook
- accept and embrace the diversity at Our Lady Star of the Sea Catholic School.
- respect the privacy of the faculty, staff, students, and their families
- not consume alcohol, smoke or vape, or use prescribed cannabis products on school grounds, school transportation and/or at school activities and events

## GENERAL INFORMATION

It is understood that Our Lady Star of the Sea Catholic School exists to support the parents in their role as the primary educator of their children in the Catholic faith and to educate those parish children whose families are committed to the Catholic faith and a Catholic education. It is also understood that much of a child's faith formation and moral foundation comes from their experiences at home. All parents and legal guardians are expected to respect and support the Church's teachings and moral authority as administered through the pastoral leader of their Catholic parish.

All parents and guardians must also be aware of their obligation to model Christ and the Church's teachings, and that their own conduct can impact whether a student is admitted or remains enrolled, at the discretion of Our Lady Star of the Sea Catholic School. Our Lady Star of the Sea Catholic School reserves the right to dismiss any student, or to deny re-enrollment to any student who, in the sole judgment of the principal, is not making satisfactory progress, has engaged in conduct which is detrimental to the school, or whose parent has engaged in conduct which is detrimental to the school.

Prior to entry, attendance or transfer to a Level 1 or 1b Catholic preschool through high school in the Archdiocese of Seattle, students must present proof of having had the immunizations as required by Washington State law.

Every student enrolled in a Level 1 or 1b Catholic School in the Archdiocese of Seattle shall be immunized against vaccine-preventable diseases caused by infectious agents in accordance with the immunization schedule adopted by the Washington State Department of Health Services. The only exception to the foregoing requirements for students in our Catholic schools is a medical exemption signed by a licensed professional (M.D., N.D., D.O., ARNP, or PA) authorized to practice in the State of Washington, including the physician's license number. Failure to obtain required immunizations prior to admission or to maintain required immunizations during enrollment may result in a denial of attendance.

1. Applications and registrations will be considered on the following priority basis:
  - a. Current students presently enrolled at Our Lady Star of the Sea Catholic School.
  - b. Students of families who have children presently enrolled in the school.
  - c. Students of families who are registered, supporting and active in Our Lady Star of the Sea Parish. The family must be in good standing with regard to participation in and financial support of the parish in order to receive consideration for in-parish tuition, if offered.
  - d. Students of families who are registered in and supporting other Catholic parishes with first priority given to parish-subsidized families.
  - e. Baptized Catholics who are not covered by the above qualifications.
  - f. Non-Catholic students.
  - g. When the applicants are equal, the following will be taken into consideration:
    - i. Longevity in the Our Lady Star of the Sea Parish;
    - ii. Children/siblings of alumni of Our Lady Star of the Sea Catholic School;
    - iii. Grandchildren of long-time parishioners; and
    - iv. Results of any interviews deemed necessary by the Principal.
  - h. As in all school policies, the final decision is made by the Principal and Pastoral leader.
  
2. Non-Catholic students will be eligible for admission if space is available after April 15th. Non-Catholic students are placed on a waiting list in the order their completed applications are received in the school office. As openings occur for each grade level, students will be admitted and/or placed on a waiting list. A waiting list will be established when a class reaches:

- a. 20 students in Pre-kindergarten
  - b. 25 in Kindergarten
  - c. 25 in 1<sup>st</sup>-8<sup>th</sup> grades
3. Our Lady Star of the Sea Catholic School admits qualified students of any race, sex, color, national and ethnic origin, and disability and makes no distinction among such students in the administration of its educational policies and scholarships. Students possessing physical or emotional disabilities will not be denied admission solely by reason of the disability.
4. Final admission of students is dependent upon the results of an interview with the principal and review of current school records and entrance exam results.
5. The completion of application forms, the approval of a tuition contract, a determination of available space, and a finding that the school has the ability to meet the needs of the individual student are also required.
6. Final acceptance will be submitted in writing to all new families admitted for the following school year.
7. A child must be 5 years of age for kindergarten, and 4 years of age for the 4 year old preschool class, by August 31<sup>st</sup> immediately preceding the school year for which the student seeks to enroll. There are no exceptions made to this requirement.
8. A copy of a Baptismal certificate (if Roman Catholic), birth certificate, and immunization form MUST be submitted by all new students before school begins.
9. All new students are accepted on a probationary basis. (Please refer to policy on Academic Trial Period). Students must meet and maintain academic standards and expectations.
10. Registration will begin each year during Catholic Schools' Week at the end of January.

## **STUDENTS WITH LEARNING DIFFERENCES**

Students with special needs shall be given the same consideration as all applicants. However, prior to admitting a student with diagnosed learning differences, Our Lady Star of the Sea Catholic School shall make a determination as to whether it can provide an appropriate education for that child in light of the school's resources and staff/support capacity. Each child will be considered on an individual basis. Our Lady Star of the Sea Catholic School will consider:

1. the severity and degree of the disability;
2. the level of support needed from special services and any special equipment or related services the student may require;
3. the school's resources, such as available support personnel, class size, and accessibility of school facilities;
4. the accommodations, if any are necessary, and the school's ability to provide those accommodations;
5. the child's Student Support Plan (SSP) if one exists, and/or the school's ability to meet a current IEP, FBA or 504 Plan, as well as any other considerations that may apply to the particular situation.

Parents and/or the public school district in which the student resides shall be responsible for any additional special education services that a student may require.

Our Lady Star of the Sea Catholic School will accept any child for whom an appropriate program can be designed and implemented. Each child is to be considered for admission based upon his/her emotional, academic, and physical needs; the school's ability to support the student in adhering to all health/medical requirements; and the resources available to the school in meeting those needs. Our Lady Star of the Sea Catholic School determines continued enrollment based on these factors.



There is a limit to what schools have the capacity to do. However, Our Lady Star of the Sea Catholic School will not discriminate against otherwise qualified individuals on the basis of disability if, with reasonable accommodations, school staff can assist a student in meeting the requirements of the school program.

Our Lady Star of the Sea Catholic School honors the following procedures in trying to serve students with special needs:

**Phase 1: Identification** – Identification of the specific area of concern(s), documentation of concern, consultation with the student’s family.

**Phase 2: Assessment** – Comprehensive assessment through the local public school, through private, professional consultants or through our own licensed professional.

**Phase 3: Planning and Placement** – Determining the most appropriate and affirming long-term educational plan for the student. Students with an IEP or 504 Plan may be given a modified plan (SSP) that would be created to match the needs of each individual student with on-going communication and assessment.

**\*\*For the complete procedural plans for serving students with special needs, please contact the school office.**

## **ADMISSION FOR RE-REGISTRATION**

Students who are enrolled for the current year may be re-registered for the next school year through the following process:

1. After review of the family’s current tuition contract/covenant compliance, a contract/covenant for the next school year will be offered provided that all current contract/covenant obligations have been met. This review will include current tuition payments, fundraising obligation, current active parish status (including but not limited to financial responsibility, participation in parish life, and current service hours recorded) and health/medical compliance. The enrollment fee is non-refundable and can be paid upon submitting the enrollment packet through SchoolAdmin.
2. Non-compliance could result in a change of tuition contract status.

## **WITHDRAWAL OF STUDENTS**

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

1. Notify Our Lady Star of the Sea Catholic School of the withdrawal via a note to the school office with a copy sent to the principal.
2. All financial obligations must be met before a student’s education records are released.
3. Student records will be sent at the request of the student’s new school.

## **WITHDRAWAL REGARDING FINANCIAL MATTERS**

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

In order to receive a full refund of tuition paid, the parent/guardian must advise the principal by Aug. 15th, if the student will be withdrawing. The registration fee is non-refundable under any circumstance.

Extenuating circumstances regarding the withdrawal of a student will be handled on a case-by-case basis.

The school reserves the right, if any tuition payment is past due, to remove the student(s) from the school. The school has the further right to refuse re-enrollment for the following school year until financial commitments have been met. No transcripts of grades or school records of any child enrolled in the school shall be provided without prior payment of tuition due to the school.

### **PRINCIPAL PRIVILEGE**

The Principal interprets and reserves the right to amend or adjust the handbook after consultation with and approval from the pastoral leader. Parents will be notified of any changes in the handbook through the school newsletter.

### **RESPECT OF SCHOOL PROPERTY**

Care of school property portrays a sense of pride and also strong school spirit. For this reason, all students will treat school property with care and respect. This includes being respectful of restrooms and classrooms and all that they contain.

### **SEARCH AND SEIZURE**

The principal and/or his/her designee may search student desks, lockers, and personal belongings, including, but not limited to, handbags, briefcases, purses, backpacks, clothing and other items in a student's possession. The local police, using drug detecting dogs, may be invited into the school on a random basis to search lockers as a proactive, preventative measure.

### **USE OF STUDENT INFORMATION AND PICTURES**

The School reserves the right to use student pictures (or video) in publications and on the school's website. Student names will not be published with pictures or video. A parent who does not wish his/her child's picture used must notify the principal in writing prior to the beginning of the school year.

### **USE OF SCHOOL/PARISH GROUNDS**

Our Lady Star of the Sea Catholic School grounds are not supervised outside of school hours or school events. Please respect the dedicated space and usage of the covered play area, field, and play zones during active school hours. Students need to be supervised by a parent or guardian when attending after school activities such as sporting events. Cell phones are not to be used during these extra curricular activities and will be confiscated till the next day.

### **SCHOOL/HOME RELATIONSHIPS**

Our Lady Star of the Sea Catholic School believes that education is a partnership between home and school. If, in the opinion of the administration, parent behavior seriously interferes with the teaching/learning process and the Christian community, Our Lady Star of the Sea Catholic School may require parents to withdraw their children and sever their relationship with the school.

## TUITION

### General Information

1. The Finance Committee, in consultation with the principal and pastoral leader, is responsible for setting the non-refundable registration fees as well as tuition rates.
2. All tuition contract/covenant obligations for the prior year must be paid in full to ensure a student's registration for the following school year. Tuition contract obligations for eighth graders must be paid before graduation. All report cards, mid-term reports, and school records, including eighth grade diplomas, will be withheld until all fees are current. If special arrangements are necessary, please contact the principal.

### Tuition Goals

1. To try our best to make Catholic School education affordable to all who truly desire and value it for their children.
2. To foster a trusting, community relationship between the parish, the school, and the Catholic family.
3. To generate funds so the school has a solid financial base that can more effectively improve programs and services.

### Tuition Contract

1. Criteria for contract
  - a. An Our Lady Star of the Sea Catholic School family is one who is registered in the parish or another local parish.
    - i. If relocating to this area from another Catholic school, a letter from the former parish expressing active parish family status would be acceptable.
    - ii. If coming from another parish that does not have a school, a letter from the pastoral leader expressing active parish status would be acceptable.
  - b. Each year, the Parish will establish the actual cost of educating a student at Our Lady Star of the Sea Catholic School and apply the gift of the parish subsidy to determine the "In-Parish" rates for all students.
  - c. The school office will report all tuition obligation data to each school family three times a year. At any of these reporting periods, report cards or mid-term reports may be held until families become current with their school financial obligations.
  - d. If there is a financial challenge being incurred by a parish family, the family should notify the school directly. There is a process for applying and receiving Our Lady Star of the Sea Catholic School scholarships and there is a deep commitment to make sure all our Catholic families have the financial support they need. Any Catholic families challenged by their stewardship commitment may make an appointment to discuss this matter privately with the principal and the pastoral leader.

- e. For returning students, family financial obligations will be assessed each spring. Families may be asked to reconsider and/or be denied re-enrollment if they fail to live up to the requirements of the tuition contract and the Family Handbook. This decision is made by the pastoral leader in accordance with the principal.

## **TUITION PAYMENT OPTIONS**

Recognizing that payment of school tuition is a requirement of each family and that the need to maintain a continuous and consistent cash flow is essential to the well-managed school, the following policy applies to tuition payments:

- A. Tuition is due on a day designated by the family through their FACTS account. Should a situation arise that a payment will be late, the parent is responsible for notifying the school principal as soon as possible. In the event that a family fails to pay tuition on time, the school principal will initiate the following procedures:
  - a. If at the end of **thirty (30) days** the tuition account is not current, the parent will be notified by the principal of the past due amount. A late fee of \$30 will be added to the total tuition balance, and additional late fees of \$30 each month will continue to be added until the account is current.
  - b. If at the end of **sixty (60) days** the past due condition continues to exist, the parent will be notified in writing by the principal that the account must be brought current.
- B. Our Lady Star of the Sea Catholic School reserves the right, if any tuition payment is past due, to remove the student(s) from the school. The school has the further right to refuse re-enrollment for the following school year until financial commitments have been met. Re-enrollment in the current year or enrollment for the following year will not be accepted until tuition and fees are paid in full. The school will withhold all report cards, mid-term reports, and school records, including eighth grade diplomas until all financial obligations are met. Additionally, families who have past due tuition are not eligible for tuition assistance.
- C. Our Lady Star of the Sea Catholic School offers four tuition options to school families:
  - a. Tuition paid in full
  - b. 4 equal payments (August, November, February, May)
  - c. 10 equal payments (August through May)
  - d. 12 equal payments (June through May)
- D. Families that are experiencing financial difficulties should contact the principal immediately.
- E. No charitable (goods or services) contribution shall be accepted in consideration of a student's enrollment at Our Lady Star of the Sea Catholic School.

## **TUITION CONTRACTS or COVENANTS**

1. Each family signs a tuition covenant/contract, agreeing to the rights and responsibilities each has to promote the common good of the Christian community in accord with Catholic teachings, traditions and tenets as directed by the principal and pastoral leader at Our Lady Star of the Sea Catholic School. Volunteer hours, participation in major fundraisers, supporting the parish, and participation in sacramental life are key elements to the partnership between the school and each family. Questions or concerns about the tuition contract should be addressed to the principal or the pastoral administrative assistant.
2. The person who signs the tuition covenant/contract is the person who will be held financially responsible for all obligations. Any modifications occurring with the tuition contract/covenant must occur in writing and have the approval of the principal.

3. Divorced or separated parents must file a court-certified copy of the custody section of the divorce or separation decree with the school office at time of registration. The school will not be held responsible for failing to honor arrangements that have not been made known.

## **TUITION ASSISTANCE**

### **Fulcrum Foundation Tuition Assistance**

The Fulcrum Tuition Assistance Grant program is designed for families and students currently enrolled or applying for the next school year in any Catholic school in the Archdiocese of Seattle. A family must apply each year through FACTS Grant and Aid Assessment to qualify for a grant. All awards are made based on financial need.

### **Our Lady Star of the Sea Catholic School Financial Aid**

Local financial assistance can be requested by any current school family. However, families must first apply for the annual Archdiocese of Seattle Tuition Assistance Grant funded by the Fulcrum Foundation (See above). Once a family has submitted the application by the designated deadline, the family can then request an application form for the Our Lady Star of the Sea Catholic School Financial Aid. The confidential form is processed by the school administration and awardees are based on financial need only. Each new school year, the applicant must reapply for the Fulcrum Tuition Assistance Grant and Our Lady Star of the Sea Catholic School financial aid. Any special circumstances will be handled confidentially by the principal and pastoral leader.

The pastoral administrative assistant will determine the process and amount of tuition assistance based on specific criteria. Our Lady Star of the Sea Catholic School families who belong to Our Lady Star of the Sea Catholic Parish receive first consideration for assistance. Families will receive notification from the pastoral administrative assistant regarding their tuition assistance award.

Some neighboring parishes give financial assistance to their registered families. Families are expected to complete the "Tuition Assistance Application" and submit it to their pastoral leader for his signature. When it is signed, it should be returned to the school along with the completed contract/covenant.

### **Emergency Financial Aid**

Life status changes occur and Our Lady Star of the Sea Catholic School tries to respond to the situation. If a current school family has experienced a life status change, the family may submit in writing an emergency scholarship request. If any funds are available, the principal will work with the pastoral leader to assess the need and respond accordingly.

## **REGISTRATION AND FEES**

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

1. Families of new students must pay a \$75 registration fee per family to secure the student's placement at Our Lady Star of the Sea Catholic School. All registration fees are non-refundable. This registration fee is due with the Our Lady Star of the Sea Catholic School New Student Registration Application.

2. Registration begins the first Monday of March for new families.
3. All new students are required to take a placement test to determine if they are eligible to attend Our Lady Star of the Sea Catholic School.

#### Re-Registration Fees:

Re-registration is held each year on the first Monday of Catholic Schools Week for families currently enrolled at Our Lady Star of the Sea Catholic School. The registration process is complete when the school has received:

1. Our Lady Star of the Sea Catholic School Tuition Worksheet along with the enrollment fee.
2. Our Lady Star of the Sea Catholic School Enrollment Contract via SchoolAdmin.
3. Emergency information forms that have been completed in full.
4. Applications for parish assistance and scholarship applications if applying.
5. Records: Baptismal and birth certificates, immunization, health records, and transcripts from any previous school.

#### Building Fees:

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

1. Eighth Grade Graduation Fee—This covers the cost of graduation and other 8<sup>th</sup> grade expenses. For full details please refer to Graduation Policies.
2. Field Trips—Prices vary due to field trip destination and costs.

## FUNDRAISING

Each school family will be required to participate in fundraising.

### Scrip

1. One fundraiser at Our Lady Star of the Sea Catholic School is the selling of SCRIP or gift cards. For complete details and ideas to make SCRIP sales successful, please contact the SCRIP chairpersons.
2. Each family is expected to participate in the Star Scrip Program and raise a minimum of \$150 in rebates by June 1st 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 via FACTS SIS by the end of the school year. Families also have the option of doing a \$150 buy-out.
3. **Statement of liability/ waiver:** The School assumes permission to send/receive financial statements emails.
4. SCRIP profits earned from anyone else who purchases SCRIP, and is not a current Our Lady Star of the Sea Catholic School family can be donated to a particular school family or for the general fund. Please contact SCRIP chairpersons for details.

### Auction

1. The auction is Our Lady Star of the Sea Catholic School's largest fundraiser. It is an annual silent and live auction dedicated to support the full mission of the school and is held each year. The Auction Chair and a team of volunteers work throughout the year to create a special evening celebrating and financing the gift of Catholic education. Per the tuition contract, families donate \$100 toward the auction by March 1st. Failure to pay this fee will result in the fee being rolled over to the next year's fees via FACTS. These funds will be used to purchase large live auction items. Our Lady Star of the Sea Catholic School

procurement team will work in collaboration with the auction chairpersons, pastor and principal to secure quality items for the auction. (Please see Our Lady Star of the Sea Catholic School Financial Policies for additional information). Families are also required to sell (4) auction raffle tickets, at \$25 per ticket, per student in a family (up to 3 students).

Requirement summary:

- a. Each family must be represented by one parent at least in attendance or as a volunteer at the auction. Families will be contacted by the chair to inquire in which manner the family will be participating.
- b. Each family must donate \$100 toward items to be auctioned off in the silent or live auction. If this fee is not collected, it will be added to a family's past due fees via FACTS.
- c. Families are required to sell (4) auction raffle tickets, at \$25 per ticket, per student (up to 3 students).

## 2. Our Lady Star of the Sea Catholic School REVENUE ALLOCATIONS

- a. The proceeds from the auction shall be designated as follows:
  - i. General Fund
  - ii. Endowment Fund
  - iii. Fund-An-Item
- b. Any deviation from the above allocations needs approval by the pastoral leader, principal, and School Commission.

## Annual Fund

Every family must financially support Our Lady Star of the Sea Catholic School's Annual Fund, which helps with the current and future viability of the school. Annual Fund Pledge forms are to be submitted along with enrollment forms each year.

## SERVICE HOURS

As part of the tuition contract / covenant, each family is responsible for finding, recording, and tracking their service hours in FACTS SIS during the school year. The annual commitment hour requirement is 50 hours for a two-parent family and 25 hours for a single-parent family .

Volunteer hours for the year are broken down as follows:

- School/Parish hours
- Fundraising hours
- Faith Formation hours (these hours cannot be the sole accumulation of a two-parent family's 50 hours nor a single-parent family's 25 hours)

Hours must be submitted by June 1<sup>st</sup> each year in FACTS SIS. Uncompleted service hours are assessed at \$10/hour.

It is the parent's responsibility to find opportunities to serve the school or parish. A periodic update of recorded hours is sent to all families through the school year.



**How can I fulfill my service hour commitment?** Get involved at the school and parish level. Any service supporting the good works of the school and parish are counted as volunteer hours. Ideas include, but are not limited to: room parents, working in the classroom, take home projects, Our Lady Star of the Sea Catholic School auction, SCRIP program, ministers for the masses, serving on the school commission, driving and chaperoning on fieldtrips, attending the monthly Parents' Club meetings and MORE!

### **School/Parish Hour Opportunities**

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

Leader or co-leader of a Faith Formation activity

### **Fundraising Hour Opportunities**

Advent Store

Religious Goods Store

Auction

Serving Hot Lunch during Lent

SCRIP (gift card) Sales\*\*

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

*\*\*Scrip volunteer hours after school during pick-up are calculated as follows: One hour per shift*

### **Faith Development Hour Opportunities**

Family Formation Nights

Wednesday Night Talks

Sacramental Prep Classes for Parents

Bible Studies, both during the day and in the evening

Mother's Group

Book Studies within the School

Weekend Parish Retreats

**Automatic 25 hour Positions:**

School Commission Member

Class Auction Project Chairperson

Hospitality Chairperson

Room Parent

Saints Museum Chair

School Commission Members

**Automatic 50 hour Positions:**

Advent Store Chair (fundraising)

Athletic Director

SCRIP Chair

Religious Goods Store Chair (fundraising)

Parents' Club Chair

School Commission Officers

Procurement Chair (fundraising)

Our Lady Star of the Sea Catholic School exists to teach the message of Jesus Christ to its students. The curriculum taught at Our Lady Star of the Sea Catholic School meets Archdiocesan requirements for textbooks, materials, and time allotments for subject areas. Our Lady Star of the Sea Catholic School's curriculum is cross-referenced with Common Core Standards, Next Generation Science Standards, and Washington State's Essential Learning Requirements, so that it meets or exceeds current national and state standards. Our Lady Star of the Sea Catholic School is fully accredited through the **Western Catholic Educational Association (WCEA)**. A copy of the accreditation study and report is available in the school office.

## CURRICULUM

The Catholic liberal arts curriculum is a complete Christian curriculum that emphasizes the traditional liberal arts of language and mathematics and the cultural heritage of the Christian West as expressed in the great works of history and literature. The curriculum has an early focus on the basic skills of reading, writing, and arithmetic and a special emphasis on Latin. Latin is the best way to gain an academic vocabulary, to learn the formal system of grammar, and is, along with math, the best early critical thinking skills training. The curriculum's study of the cultures of Athens and Rome, as well as Sacred Scripture and Church history, is designed to provide a basis for a proper understanding of European and American history. Our Catholic liberal arts philosophy helps students build habits of inquiry regarding the most fundamental questions in life. Such is an education that begins in wonder within all disciplines (Why does that bread rise?) and ends in wisdom, which means it ends in an understanding of the first causes of things. (The bread rises due to the release of gasses, and it does so for the sake of making the bread more palatable and digestible.)

## Religion

The school is committed to promoting Gospel values in every aspect of school life. Besides daily instruction in the Catholic faith, Our Lady Star of the Sea Catholic School emphasizes daily prayer, frequent and regular worship, service projects and outreach, training and preparation for the sacraments, and Catholic Social Justice teaching. This is inclusive of the mutual respect of teachers, staff, students, and parents, and the implementation of school policies and programs, which are just.

Parents are the primary educators for the faith of their children. The school's role is to support families in this critical aspect of parenting. Families are encouraged to be active participants in their respective faith communities by regular attendance at Mass and by sharing their time, talent, and treasure. Sunday or Saturday Vigil Mass attendance is expected of all Catholic school families. Friday or daily Mass is not a substitute for Sunday or Saturday Vigil Mass attendance.

**Non-Catholic Students** are expected to participate in school religious experiences and to attend religion classes which are assessed as academic subjects. Non-Catholic students shall be considered an integral member of the student body, expected and required to participate in all aspects of the school program.

1. Non-Catholic students are required to attend and participate in religion classes. Teachers will be sensitive to the student's ability to understand and be respectful of his/her personal religious convictions.

2. Non-Catholic students shall be required to be present for Mass and other religious services. In accordance with the teachings of the Catholic Church, non-Catholic students are not permitted to receive communion or other sacraments.

Non-Catholic students, like other students, are required to participate in service learning projects and student service hours sponsored by the school.

**Religion Class** - Religion is taught regularly as part of the school curriculum, using the Standards approved by the Office of Catholic Schools of the Archdiocese of Seattle, and the United States Conference of Catholic Bishops (USCCB).

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

**Community Service** - Each student and class takes part in Christian service activities throughout the year.

**ACRE Test** - The elementary religion curriculum will be evaluated by a uniform means of assessment, including national assessments, with oversight by the Office for Catholic Schools. Students in grades 5 (level 1) and 8 (level 2) will take the ACRE (Assessment of Children/Youth Religious Education) assessment offered by the **National Catholic Educational Association** (NCEA) in the month of April. The school will receive a group report for each ACRE leveled assessment used in the school.

**Mass** - Our Lady Star of the Sea Catholic School is foremost a Catholic School. We are committed to the spiritual development of our students. In pursuit of this goal, the school community gathers every Friday for the celebration of the Eucharist. The school Mass is not a substitute for the obligation of each Catholic to attend Sunday Mass.

**Prayer** - In order to foster the habit of daily prayer in our lives, the school day begins with prayer. Students are each encouraged to use these and other opportunities to incorporate: (1) Prayer of Adoration/Blessing, (2) Prayer of Contrition/Repentance, (3) Prayer of Thanksgiving/Gratitude, and (4) Prayer of Supplication/Petition/Intercession. The Morning Offering and Scholar's Pledge is to be recited daily. The Before Meal Prayer and After Meal Prayer are both recited daily within the lunchroom setting.

## Academic Subjects

**English Language Arts** - The English/language arts curriculum is aligned with the Common Core State Standards for all grade levels. Students are taught a variety of skills and strategies in learning to read, including decoding, comprehension, fluency, and vocabulary development. Writing classes are based developmentally on the fundamentals of grammar, usage, spelling, and mechanics, as well as writing a variety of forms for different audiences and different purposes, including argument writing, informative/explanatory writing, and narrative writing. In the younger grades, Saxon Phonics and Spelling is used to best prepare our students to learn to read and spell. Saxon Phonics combines systematic, explicit instruction with daily practice opportunities and ongoing assessment to ensure prior knowledge sticks and new knowledge accumulates. In addition, the Institute for Excellence in Writing is a school wide program taught within our K-8th classes. This method will give students the ability to fill their toolbox with confidence-building tools, laying the groundwork for a lifetime of excellent writing.

**Mathematics** - Math classes prepare students to effectively use mathematics in society, to reflect the ethics and teaching of the Catholic Church, and to appreciate patterns in the world God created. We use Singapore Math in PreK through 8th grade. Singapore Math is designed to complement the natural development of a child's mathematical knowledge. Each mathematical concept is introduced with a concrete model using physical objects we call math manipulatives. A Singapore math classroom is full of colored counters, ten frames, base ten blocks, and other tools to help students understand the meaning behind the symbols we use in mathematics. A teacher or parent looking at Singapore Math will see a focus on core techniques like place value, bar modeling, and number bonds rather than teaching students to use lots of different strategies to solve a problem.

**History** - Students should understand human culture and history itself as the lived answer to fundamental human questions and the human desire for God. They should therefore have a special understanding of those classical cultures—Greek, Jewish, Roman—which become ingredients of Christian culture. To best understand anthropology, students follow a classical approach of studying Western Civilization. Kindergartners discover “The Cradle of Civilization” through study of cultures such as Mesopotamia, Assyria and Egypt; 1st grade focuses more heavily on Greek culture, with 2nd emerging into the Romans; 3rd discovers the Medieval period, 4th the Year of Exploration, and 5th the American Year; 6th grade studies Ancient times, 7th grade is encapsulated in Christendom, and finally, in 8th grade embarking on the New World era. Both 4th and 7th grades will simultaneously focus on Washington State history for part of the year.

**Science** – Our science and nature studies courses invigorate a sense of wonder, an aspect of scientific pursuit that is virtually lost today. Students' minds are renewed and uplifted when the nature and complexity of God's world is made apparent to them by those who marvel at its features. Historically, Christians have always spoken of the revelatory aspect of creation taught in Psalm 19 and other scriptures. Furthermore, there is an artificial conflict between faith and science, and many voices in the culture strive to separate the two. Good science education should regularly point out that there can be no inherent conflict between faith in the One who made the world, and the study of the world He made.

**Physical Education** - A student's physical education is often a catalyst for the education of the mind or the soul. To fulfill Our Lady Star of the Sea's mission to “cultivate human nature,” it is imperative that we heartily pursue physical education. We seek to develop *physically literate* human beings who will employ their physicality as a means of health, longevity, grateful stewardship, and, most of all, service to others through discipleship.

**Library** – All students visit the school library once per week and kindergarten through 5th grade students are given the opportunity to check out books to read for growth in reading and academic skills, as well as for enjoyment. Students are taught strategies for locating information, selecting and evaluating paper resources, and extracting information from those resources.

**Art** - The art curriculum seeks to teach all students the basic fundamentals of drawing to enable them to create adequate renderings. It also encourages students to appreciate and imitate the beauty of creation in their own works. Likewise, students are introduced to the works of the masters in Western culture. Grades PreK-4th have art class provided by the homeroom teacher every other week and grades 5-8th receive instruction through Mr. Ogilvie once a week.

## Assessment

Our Lady Star of the Sea Catholic School teachers use a variety of methods and types of assessments to monitor and ensure student learning. Students are assessed informally through observing, listening, asking questions, discussion, and requiring written responses to ensure the students understand a concept or skill. Students are also assessed through formal assessments, which include, but are not limited to: portfolios, written tests, oral tests, performance tasks, and projects. Report cards are sent home three times a year. Students in grades 2 through 8 take the Measures of Academic Progress (MAP) standardized tests twice a year. Students in grades 7- 8th also take the CLT8 test in early May. This Classic Learning Test (CLT) exists to reconnect knowledge and virtue by providing meaningful assessments and connections to seekers of truth, goodness, and beauty. All sources of data are collected and reviewed by the principal, individual instructors and learning specialists to help inform instruction and expand curriculum development.

## Library - Philosophy Statement

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

It is a **privilege** for students to use this facility and its materials. With this privilege come the following **responsibilities**:

1. **Students are responsible** for knowing what books they have checked out and for knowing where those books are at all times.
2. **Students are responsible** for taking proper care of library books and for returning them on time.
3. **Students are responsible** for learning and demonstrating proper library etiquette at all times in order to maintain a quiet, studious atmosphere.

**Overdue Notices:** Overdue notices will be sent home periodically throughout the year. The notices are a reminder to the student and his/her parent to return the book(s) for others to use.

**Final Overdue Notices:** In May, as the library prepares to close for the year and take inventory, the final due date will be announced; all books will be due; and final overdue notices will be sent. If books are not returned by the final due date, the fine will be the replacement cost of the book.

**Damaged Library Books:** Students whose books are returned damaged beyond what would be considered "normal wear and tear" will incur a fine in an amount commensurate with the extent and type of damage. If the damage is so extensive that the book is no longer fit for circulation, the amount of the fine will be the replacement cost of the book.

**Lost Library Books:** If a student believes he/she has lost a library book, the library staff should be notified as soon as possible. If the book is still lost when the library prepares to close for the year, the student/parent will be billed for the replacement cost of the book.

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

## **FIELD TRIPS**

Field trips are planned by the teacher to enrich the curriculum. They are a privilege afforded to students; no student has an absolute right to a field trip. Students can be denied participation if they fail to meet academic or behavioral requirements.

Teachers will notify families in advance of these trips. **All students must bring the required permission slip form in advance of the field trip day.** Phone calls will not be accepted in place of the written form. Only students currently enrolled at Our Lady Star of the Sea Catholic School are allowed to participate in field trips. Parents who volunteer for field trips must find childcare for their children not enrolled at Our Lady Star of the Sea Catholic School.

If necessary, fees will be collected from school families to pay for the cost of the field trip and the transportation. (Bus transportation is the preferred method to be used for any field trip.) School uniforms are to be worn on field trips unless otherwise indicated by the principal.

In accordance with Washington state law, the following requirements must be met for all field trips and other school-sponsored events involving vehicles that are privately owned and driven:

1. The driver must be at least 21 years old
2. The driver must submit to a background check and show no felony, DUI, or reckless driving convictions
3. The vehicle must be insured by the driver for the minimum limits required by the Archdiocese's insurance company
4. Effective January 1, 2020:
  - Children under age 2 must be properly secured in a rear-facing car seat,
  - Children ages 2-4 must be properly secured in a car seat with a harness which may be either rear facing or forward facing
  - Children ages 4 and older and less than 4'9" tall must be secured in a booster seat with seat belt (or continue in harness seat)
  - Children over height 4'9" must be secured by a properly fitted seat belt (typically starting at 8-12 years old)
  - Children under age 13 are required to ride in the back seat when practical to do so

RCW 46.61.687 says a child must remain in a booster "until the vehicle lap and shoulder seat belts fit properly, typically when the child is between the ages of eight and twelve years of age, as recommended by the American Academy of Pediatrics, or must be properly secured with the motor vehicle's safety belt properly adjusted and fastened around the child's body."

For children under 2 years old, they must remain in rear-facing car seats until they reach the height and weight specifications set by the seat manufacturer.

Children not enrolled in the school shall not accompany the class field trip.

## **HOMEWORK**

The Our Lady Star of the Sea Catholic School faculty is committed to assigning homework that is authentic and relates to the learning concepts that are taught in the classroom. Homework assignments are considered an extension of classroom work and are a means of reinforcement and, with few exceptions, can be completed by the student on his or her own. Studying for tests and quizzes are also an essential part of the homework process. Much can be accomplished if parents help foster systematic home study habits in their children and provide adequate study space, lighting, and a proper environment free from distraction.

### **Kindergarten and First Grade**

Each child is responsible for daily homework from Monday through Thursday. The average length of the daily homework assignments is approximately 20 – 30 minutes.

### **Second and Third Grade**

Each child is responsible for daily homework from Monday through Thursday. The average length of the daily homework assignments is approximately 30 – 45 minutes.

### **Fourth and Fifth Grade**

Each child is responsible for daily homework from Monday through Thursday. The average length of the daily homework assignments is approximately 45 minutes to one hour.

### **Middle School – Sixth Through Eighth Grade**

Each child is responsible for daily homework from Monday through Thursday. The average length of the daily homework assignments is approximately one hour to one and one-half hours.

### **Additional Homework Notes**

1. Students in 2<sup>nd</sup>– 8<sup>th</sup> grade are responsible for writing down their homework for each class in the assignment notebook they receive in September.
2. If a student consistently spends more time than is recommended in real studying (without television and other distractions), the teacher should be notified, and adjustments will be considered.
3. Various assignments and long-term projects may involve homework on the weekends. The teacher will monitor the progress of long-term projects.
4. Middle school students (Grades 6<sup>th</sup> – 8<sup>th</sup>) may periodically expect homework on the weekends and it may be to a student's advantage to complete assignments outside of the school week.

### **Late Work**

For middle school students, acceptance of late work is at the discretion of the assigning teacher. In K - 5<sup>th</sup> grade, the late work policy is under the discretion of the homeroom teacher.



## Make-Up Work

When a student is absent from school due to an illness, he/she will be given the same number of days he or she was absent to complete and turn in missing work. It is the responsibility of the student to arrange for all make-up work. Parents may call the office to pick up work if the student has been absent for more than one full school day.

## 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

#### **Grading Procedure**

- E - Exceeds standards and expectations
- M - Meets standards and expectations
- S - Still practicing standards and expectations
- N - Not demonstrating standards or expectations

#### **Narrative**

A narrative is provided by the teacher for each discipline to express the successes as well as weaknesses needing attention. Behavioral, social and emotional comments regarding a student's development growth may also be provided.

### Grades 5-8

#### **Letter Grades**

93-100	A	80-82	B-	67-69	D+
90-92	A-	77-79	C+	63-66	D
87-89	B+	73-76	C	67-69	D-
83-86	B	70-72	C-	59-below	F

#### **Other Grades**

- 4 - Exceeds standards and expectations
- 3 - Meets standards and expectations
- 2 - Approaching standards and expectations
- 1 - Needs additional time or support

### **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:

97-100	A+	4.0
93-96	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

If there is any discrepancy with a grade, parents may send a written inquiry to the school within one week of the issuance of the grade.

\*This grading system may be changed during the 2022-2023 school year. Parents will be notified of any changes made.

### **PROGRESS REPORTS**

Frequent communication between home and school is encouraged regarding your child's academic progress. These reports are sent home several times during each trimester. Progress reports are not part of a child's permanent school record. Parents are encouraged to contact teachers with questions and/or concerns. Appointments should be made with the teacher, and a meeting should never be attempted during class hours, carpool, or recess periods.

### **REPORT CARDS**

Trimester report cards are issued at the end of each 12-week term. We encourage parents to discuss these reports with their child and to work cooperatively with teachers in their efforts to help each student develop to his or her potential. Report cards are not intended to provide a complete evaluation of a child's progress. They are tools of assessment that are used to measure a student's achievement, effort, and performance. A conference may be scheduled when needed to give a more complete view of a child's overall progress.

## **PARENT-TEACHER-STUDENT CONFERENCES**

Mandatory Parent-Teacher-Student conferences will be scheduled for each family in the middle of the fall grading period. The purpose of these conferences is to provide an up-to-date and personal evaluation of the students' work and progress and to discuss with parents the ways to assist their children. Conferences also give parents an opportunity to ask questions and to become informed of school activities. Registering for conferences is done online.

Additionally, conferences may be requested at any time by parents or teachers. To schedule a conference, please email your child's teacher.

## **RETENTION**

If the teacher feels that another year in the same grade would be beneficial for the student he/she may be retained in that grade. If retention is being considered by the teacher; parents must be notified at the start of the third trimester. A final decision regarding the retention must be presented by May 15th.

If a middle school student (Gr. 6-8) does not pass two out of three trimesters in a core subject, he or she is in jeopardy of not passing to the next grade level or not graduating from Our Lady Star of the Sea Catholic School. In all cases, the final decision rests with the principal who will collaborate with the learning specialist and the middle school teachers providing core subjects.

## **ACADEMIC PROBATION**

Probation may occur if a student is not meeting the academic requirements of his/her particular grade, or if there is continuing serious academic deficiency. A student can be placed on academic probation by the principal in consultation with the teachers. The principal will determine the length of the probation period. If there is no improvement during the probation period, the student may be asked to withdraw from Our Lady Star of the Sea Catholic School.

## **ACADEMIC PROMOTION**

Students are promoted from one grade to the next once a year based on the student's satisfactory completion of the grade requirements. Final decisions regarding the promotion of a student is the sole responsibility of the principal.

## **ACADEMIC TRIAL PERIOD**

All students who are newly enrolled in grades Pre-Kindergarten through 8<sup>th</sup> at Our Lady Star of the Sea Catholic School are admitted on a 3 month probationary period. Parents/guardians will be notified of their child's progress through regularly scheduled progress reports, report cards, and at parent/student/teacher conferences. At the end of the trial period, parents/guardians will be notified if an extension is necessary.

## **SCHOOL SUPPLIES**

School supplies are provided by the school. This is a service to families and to teachers alike. Families are free from seeking difficult items that classes may require. Teachers are provided with an

opportunity to be fully stocked and organized prior to the first day of school. In this service, we are able to ensure that only the needed items are at school. Middle schoolers will be required to provide a zip binder. All students K-8 are required to bring a non-aluminum water bottle to refill throughout the day.

## **TEXTBOOKS**

Textbooks should be kept in the best possible condition, as they are on loan to the students. The student is expected to pay for the loss of or damage done to any textbook.

## DISCIPLINE PROCEDURES AND POLICIES

We are committed to the development of a Christian community wherein all members, adults and children, are encouraged and supported in their growth toward fullness in the person of Christ. In an effort to make this growth a reality, the faculty and staff are dedicated to building an atmosphere conducive to this Christian development. At times, this requires positive encouragement and the building of self-esteem. At other times, it demands assisting an individual or group to redirect energies toward growth.

Purpose of discipline at Our Lady Star of the Sea Catholic School:

1. To provide an environment of Christian community, wherein growth and development of the person is made possible, stimulated, and encouraged.
2. To provide an opportunity for the student to practice Christian ideals and attitudes.
3. To assist students in the development of self-discipline, courtesy, and respect.
4. To provide an atmosphere conducive to learning, wherein no one student or group of students deprives others of their right to learn.
5. To promote respect and care within the student for himself/herself, for others in the school, and for members of society.

Appropriate behavior is defined as following three basic rules:

1. We respect self and others.
2. We respect and care for school and personal property.
3. We observe playground boundaries, lunchroom, library, and school safety rules.

### Corporal Punishment

The use of corporal punishment in any form is prohibited at Our Lady Star of the Sea Catholic School. All school personnel exercise pastoral leader care in the discipline of a student and will follow carefully articulated discipline procedures.

### Disciplinary Actions

When methods of positive reinforcement, motivation, and conferencing with students have not proved successful, or when seriously disruptive conduct has taken place, other actions may be necessary; some of which are defined below. Since building a Christian community demands that each individual be given the opportunity for personal growth, infringement of these rights will result in disciplinary action.

### Disciplinary Policies

To be successful, it is imperative that all students follow school policy and guidelines. School rules governing conduct and discipline are to be interpreted to ensure an optimum learning atmosphere and create a climate in which each student has the maximum opportunity to learn.

The following are in addition to the rules covered in the Our Lady Star of the Sea Catholic School Handbook.

Basic school-wide rules:

1. Students are to comply with every faculty and staff directive at all times.
2. Students are to use an appropriate voice when speaking.
3. Students are to keep hands, feet, and other body parts to themselves.
4. Students are to speak respectfully to others (no profanity or name-calling).

## DISCIPLINE REGULATIONS

The rules of a school, governing all conduct and discipline, are in place to ensure an optimum learning atmosphere in the classroom. “Optimum learning atmosphere” shall be defined as the climate in which each student has the maximum opportunity to learn. Conduct of students that interferes with that climate should be kept at an absolute minimum as determined by the classroom teacher. Students are to comply with rules established for the governing of the school.

**The principal reserves the right to waive and/or deviate from any and all disciplinary regulations for just cause at their discretion.**

A student who engages in conduct detrimental to the school’s reputation, whether on or off school grounds, can be subject to suspension or expulsion.

Level 1 Actions	Level 2 Actions	Level 3 Actions
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.**

**Consequences for Any of the Above Infractions**

OLSOS follows an 8 step disciplinary action plan. The principal will not necessarily start at step 1 and/or may skip steps if student action is dangerous to the welfare of other students. Additionally, steps may be skipped if another staff member has already processed the student through one or more disciplinary actions before referral to the office. Please see the 8 step disciplinary action plan below.

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

\*\*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.

## Behavioral Contracts

A student is placed on a behavioral contract or a behavior plan in some grade levels when there is a persistent issue with conduct. The school administration will determine when a student is placed on a behavioral contract. A written contract is drawn up by the school and presented to the student and the student’s parents at a conference. The behavioral contract will state specific areas where growth is needed and will provide specific directions in terms of negative and positive reinforcement.

## Detention

Detention will be held on a date selected by the principal. Students will serve a detention after school from 3:30pm - 4:30pm and will be expected to participate in service work as well as complete an appropriate written component. The homeroom teacher or principal is responsible for informing the parent that their student will be serving a detention. This is communicated through a detention slip and an email or phone call. Students must fulfill their detention time before they can participate in an after-school club.



## Suspension

### In-School Suspension

Two Thursday detentions for serious behavioral reasons in a trimester will result in an in-school suspension and the implementation of a behavior contract. The student will not be allowed to return to class until a conference is held with the parents, student, teacher(s), and principal. Extreme or serious behaviors can result in an immediate suspension. Persistent offenders may be asked to withdraw from Our Lady Star of the Sea Catholic School.

### Out-of-School Suspension

A student is expected to conduct himself/herself in a manner that is consistent with the Catholic faith. At the sole discretion of school leadership, a student may be placed on suspension for serious misconduct that is deemed to be detrimental to the school or the school's reputation on or off campus, during a school or parish sponsored activity that happens off school grounds, or for continued misconduct after being placed on probation. A student may be suspended for a single serious offense, repeated infractions of the rules, or for the repeated disregard of the general good of the school.

A student may be removed from the school building for a period of time (generally not to exceed 10 school days) pending an investigation of the circumstances and a conference with the student, parents or guardian, teacher(s), and principal. A second suspension for the same or similar infractions may cause the student to be expelled. A psychological evaluation including a risk assessment of the student may be required as part of the documentation steps of a suspension, probation, or expulsion case.

## Expulsion

Expulsion is the most drastic course of action for repeated or serious violations of school rules. Expulsion is a serious process and follows the steps outlined under suspension unless the seriousness of the circumstances necessitates immediate action. In cases of expulsions, parents and/or students have the right to request an appeal. The information for due process is available to those concerned in the Archdiocesan Policy Handbook. This handbook is kept on file for reference in the school office.

## Due Process

The principal has the right, if necessary, to exclude a student from all school activities during the time of due process. If a student has been expelled from the school, the parents/guardians may request a hearing from the school. If a hearing is requested, the school must be notified within five school days after the parents/guardians have received notification of the student's required expulsion. If a reply is not received within this five-day period, the hearing is waived and the expulsion from Our Lady Star of the Sea Catholic School is final.

If a hearing is requested, it is held within five school days of receiving such a request. The hearing committee will consist of the pastoral leader or his designee, the principal, and a designated teacher. The final decision of the hearing committee will be submitted to the parents/guardians within five days of the hearing. The decision of the hearing committee is final.

## HARASSMENT/BULLYING

Our Lady Star of the Sea Catholic School, as part of the greater Catholic Archdiocese, is committed to a positive and productive community environment free of harassment and bullying. It is the explicit policy of Our Lady Star of the Sea Catholic School to prohibit harassment, bullying, or intimidation whether committed by a student, staff member, volunteer, and/or parent. Our Lady Star of the Sea Catholic School will promptly respond to allegations of harassment and bullying and take each allegation seriously. Our Lady Star of the Sea Catholic School will review and investigate such matters in a professional and timely manner.

1. Our Lady Star of the Sea Catholic School is committed to an environment that is free of harassment and bullying whether intentional or not, while in school/parish buildings or on school/parish property, or when being transported to and from school-sponsored activities. In addition, online harassment via email or social media will not be tolerated.
2. Our Lady Star of the Sea Catholic School prohibits retaliation against any student, staff member, volunteer, and/or parent who has testified, assisted, or participated in the investigation report. Retaliation includes, but is not limited to, any form of intimidation, reprisal, or adverse pressure.

### Conflict

Conflict is defined as a disagreement between two students or a group of students. The results of a conflict can often lead to an argument; however, conflicts are a natural, everyday occurrence between children. Through conflict, children learn to exercise self-control and establish boundaries.

### Harassment

Harassment is defined as any intentional electronic, verbal, physical, visual, or written act including, but not limited to, one shown to be motivated by a person's perceived race, ethnicity, color, religion, gender, national origin, age, or disability, or that of his/her relatives, friends, or associates, when the electronic, verbal, physical, visual, or written act:

- (A) Physically harms a student or damages the student's property;
- (B) Has the effect of substantially interfering with a student's education;
- (C) Is so severe, persistent, or pervasive that it creates an intimidating or threatening educational environment; or
- (D) Has the effect of substantially disrupting the orderly operation of the school and that creates an intimidating, hostile or offensive school environment.

### Descriptive Terms

1. Verbal Harassment: Includes, but is not limited to, harassment involving derogatory comments, jokes or slurs; belligerent or threatening words between individuals; offensive, negative remarks.
2. Physical Harassment: Includes, but is not limited to, harassment involving unwanted deliberate touching, pinching, punching, kicking, bruising, or patting.
3. Visual Harassment: Includes, but is not limited to, harassment involving derogatory, demeaning or inflammatory pictures, posters, cartoons, written words, drawings, novelties, computer-generated images and memes, and both body and facial gestures.

4. Sexual Harassment: Includes, but is not limited to unwelcome sexual advances, requests for sexual favors, sexually motivated physical contact, sexually suggestive remarks, gestures or jokes, or other verbal or physical conduct or communication of a sexual nature if:
  - (A) Submission to that conduct or communication is made a term or condition, either explicitly or implicitly, of obtaining an education or employment;
  - (B) Submission to or rejection of that conduct or communication by an individual is used as a factor in decisions affecting that individual's education or employment; or
  - (C) That conduct or communication has the purpose or effect of substantially interfering with an individual's educational or work performance, or of creating an intimidating, hostile, or offensive educational or work environment.
5. Online Harassment: Includes, but is not limited to harassment involving emailing, texting, tweeting, or posting indecent and/or demeaning writings, cartoons, memes, or pictures via social media.

Uncivil or unkind behavior towards others that does not meet the above standards for harassment may still subject a student to disciplinary action.

## Bullying and Cyberbullying

Bullying is unwanted, aggressive behavior among school-aged children that involves a real or perceived power imbalance. **The behavior is repeated over a period of time.**

There are three types of bullying:

1. Verbal bullying involves saying or writing mean things.
2. Social bullying, sometimes referred to as relational bullying, involves hurting someone's reputation or relationships.
3. Physical bullying involves hurting a person's body or possessions.

Cyberbullying is bullying that takes place using electronic technology. Electronic technology includes but is not limited to devices and equipment such as cell phones, computers, and tablets as well as communication tools including social media sites, text messages, tweets, chat, and websites.

All allegations of harassment and bullying will be taken seriously and promptly investigated. Reports of harassment and bullying should be made immediately to faculty, staff, and/or the principal. Once an allegation of harassment and or bullying has been reported, the principal, under the discretion of the Pastoral leader, will adhere to Archdiocesan policy and follow through on the investigation of the allegation.

Uncivil or unkind behavior towards others that does not meet the above standards for bullying may still subject a student to disciplinary action.

## Threats

Any threat by a student to inflict harm to self or others will be taken seriously and addressed promptly. Threats should be reported to the principal or lead teacher, who will decide if police support or notification is needed. The police will be notified about threats when it is deemed necessary. If a student has been threatened, the principal or lead teacher shall notify the student's parents/guardians promptly. **Any student who makes an intentional verbal or physical threat to**

**cause a person's death, or who makes a threat about guns or explosive devices, will be suspended or expelled and the police will be notified.**

### **Retaliation/False Allegations**

Retaliation is prohibited and will result in appropriate discipline. It is a violation to threaten or harm someone for reporting harassment, intimidation, or bullying, or to threaten or harm someone who participates in an investigation of harassment, intimidation, or bullying. It is also a violation of school rules to knowingly report false allegations of harassment, intimidation, and bullying. Individuals will not be disciplined for making a report in good faith, even if the report is found not to be substantiated. However, persons found to knowingly report or corroborate false allegations will be subject to appropriate discipline.

### **VIOLENT BEHAVIORS**

Our Lady Star of the Sea Catholic School strives to maintain a safe, respectful, Christian environment. Violence of any nature will not be tolerated. Violence can manifest itself in various ways. Major offenses may warrant an immediate conference and the implementation of suspension, required withdrawal, or expulsion. These actions may result from any serious or chronic conduct, whether inside or outside the school, that is detrimental to the reputation of the school.

The following are examples of infractions requiring action:

### **Aggressive or Reckless Behavior**

Aggressive or reckless behavior which jeopardizes the health, safety, or welfare of the student, other students, the greater community, or staff members will be subject to disciplinary action.

### **Alcohol and Drug Policy**

The use and/or possession of alcoholic beverages or drugs is prohibited by law to minors. In addition, the following regulations shall be applicable to students of Our Lady Star of the Sea Catholic School while they are in school, on and off school grounds, or at school-sponsored events.

1. The selling, possession, distribution of and/or social media or other reference to alcoholic beverages, drug paraphernalia, controlled substances including marijuana, or any substance considered to be such, is a major violation. Students who knowingly do so will receive a long-term suspension or expulsion. Legal authorities may be notified. Controlled substances include, but are not limited to, narcotics, amphetamines, marijuana, hallucinogens, barbiturates, and prescription or non-prescription drugs of any nature whatsoever. In order to return to school students will be required to state where and how they obtained the drug or alcohol.
2. Students under the influence of any alcoholic beverages, controlled substances, including marijuana, or other illegal substances considered to be such will receive a long-term suspension or expulsion. Legal authorities may be notified. In order to return to school, students will be required to state where and how they obtained the drug or alcohol and may be required to obtain a drug/alcohol assessment and follow any recommendations.

Any medication a student requires during the school day must be kept in the health room or school office (as discussed further below) and administered by school personnel, a parent, or a parent-designated adult consistent with written authorization from the licensed health care professional. Students will not be permitted to consume prescribed cannabis products on school grounds, school transportation, and/or at school activities.

### **Assault or Intentionally Causing Physical Injury**

A student shall not intentionally cause or attempt to cause physical injury or intentionally behave in such a way as could injure another person. Any student involved in fighting, play fighting, or promoting fighting shall be subject to disciplinary action. A conference with the parents may be requested, and a student may be suspended or expelled for fighting. Fighting may constitute a crime and be reported to law enforcement.

Hitting, biting, or kicking another student, whether intentionally or during play, is not tolerated. Students who engage in this type of behavior will receive an in-school suspension. For severe cases, parents will be called, and the student must go home.

### **Criminal or Gang-Like Activity**

Criminal or gang-like activity or membership in a criminal street gang is not permitted. Criminal street gang is defined as any ongoing organization, association, or group of three or more persons, whether formal or informal, having as one of its primary activities the commission of one or more criminal acts.

Criminal/gang-like activity shall not be tolerated on school/parish grounds or at any school/parish sponsored activity. Students shall not wear/display explicit gang-like symbols or display gang-like symbols. Violation may result in expulsion, suspension, and/or other appropriate disciplinary action as deemed appropriate by the principal.

### **Cheating**

Our Lady Star of the Sea Catholic School strongly stresses that doing one's best work is more important than the grade; however, if a student is cheating on a test, quiz or any assignment, or forges a signature on any test, note, or report, the person cheating will receive a failing grade on the test or assignment, and any person facilitating the cheating will also receive a failing grade on the test, quiz, or assignment. An additional behavioral consequence will also be administered to all parties that are involved in the cheating incident. Cheating in any form is clearly dishonest and unacceptable.

Such cheating may include:

1. leaving books or notebooks open during a test period, unless students are instructed by the teacher to do so.
2. writing answers on desk tops, clothing, or on hands, legs, arms and other parts of the body.
3. looking on another's test paper.
4. copying another student's assignment and/or homework.
5. talking with another student during a test period.
6. writing down answers copied from others when tests are handed in.
7. talking with students from previous class periods in order to get test information.

8. using or attempting to retrieve digital information from a cell phone or similar device and then accessing such material during an exam, quiz or test.
9. handing in a paper for credit which has already been graded in another class, without the approval of the teacher.

## Disturbances

It is against the rules to willfully create a disturbance on school premises during school hours or at school activities or meetings. It is also against the rules to repeatedly create a disruption of the learning environment in the classroom.

## False Fire Alarms and Fire

Any student involved with activating a false fire alarm is subject to disciplinary action by both school and legal authorities. Under the law, false fire alarms are misdemeanors subject to a maximum fine of \$250.00.

**Arson is a felony.** Any student who sets a fire on school premises will be subject to discipline and referred to law enforcement for a potential charge of arson or reckless burning. Igniting matches, lighters, or other similar devices is prohibited. A student who engages in this behavior will be suspended or expelled.

## Forgery

The forging of a signature of a parent, guardian, staff member, or another student on any letter, note, or report to the school or on any school document where a parent signature is required will result in a disciplinary action. This will result in an immediate detention and may warrant stronger disciplinary action based on the circumstances.

## Gambling

Gambling on school/parish grounds is illegal and not allowed.

## Hazing

Hazing in any form or of any type is not allowed at Our Lady Star of the Sea Catholic School and can result in suspension or expulsion from school.

## Insubordination

Any student who is insubordinate or defies the authority of any school personnel or parent volunteer is subject to disciplinary consequences.

## Leaving School Grounds without Permission

Any **Our Lady Star of the Sea Catholic School** student who leaves the school grounds without permission from the school will receive a suspension or expulsion for his or her actions.

## Plagiarism

Students should not plagiarize (or use as their own, without citing the original creator) content, including words or images, from any source, including the Internet. Students should not take credit for things they didn't create themselves, or misrepresent themselves as an author or creator of something found online. Research conducted via the Internet should be appropriately cited, giving credit to the original author.

Students who use plagiarized material will be subject to a reduction in grades and disciplinary consequences.

## Profanity

Swearing, profanity, vulgarity, or obscenity by any person on school/parish grounds or during school-sponsored activities will not be tolerated. Students engaging in such conduct will be subject to discipline. Students are likewise not allowed to play videos, music, or other recordings that contain profanity, vulgarity, or obscenity.

## Respect of Property

All students are expected to respect and care for all property of the school. Any student or students found damaging, defacing, or destroying school property will be required to pay for the damage or loss. Willful destruction or defacement of school property at any time is cause for suspension or expulsion. Student grades and transcripts will be withheld until all costs from damages have been paid.

## Smoking

Cigarette smoking, e-cigarettes used for vaping, JUULing (jeweling), and other similar conduct by students will not be tolerated at any time on the school/parish premises or at school-sponsored activities or on school transportation. Students caught smoking will receive a suspension and or expulsion for their actions.

## Theft

Any student involved in a theft may be suspended from a single class or from a full schedule of classes for a period of up to ten (10) school days with possible loss of credits for a trimester. The student will be required to replace or pay for the stolen item(s). Proper legal authorities may be contacted.

## SEARCHING STUDENT'S BELONGINGS

Our Lady Star of the Sea Catholic School has the right to search anything that a student brings onto the school campus. In addition, the school has the right to search backpacks and/or lockers at any time.

## WEAPONS

It is unlawful for any person to carry onto school grounds or facilities a firearm or dangerous weapon as defined by RCW 9.41.250 and RCW 9.41.280. **Students carrying a knife, firearm, ammunition,**

**and/or an explosive device onto school/parish premises, at school/parish sponsored activities, on school provided transportation, or in areas of facilities while being used for school purposes will result in expulsion. Police will be notified.**

The law provides an allowance for licensed persons to possess firearms within 1000 feet of a school, and state law allows those licensed to carry a concealed pistol to possess a firearm on school grounds while picking up or dropping off a student. However, loaded firearms will not be allowed inside school facilities except for security and law enforcement personnel.

Any object used to intimidate, threaten, or cause bodily harm will be considered a weapon. If the principal determines that an object falls into the category of dangerous weapons that require expulsion, he or she shall promptly notify law enforcement and the student's parent or guardian regarding any allegation or indication of such a violation. Any knife used to threaten, intimidate or injure is treated as a dangerous weapon. Likewise, a facsimile of any weapon used to threaten, intimidate or coerce will be treated as a real weapon.

Any fireworks or explosive (including, but not limited to M-80s and other high-powered fireworks) will be considered dangerous weapons capable of causing grave bodily harm. Both the police and the fire marshal will be notified in the event a student is found to be in possession of such items.

Any weapon will be confiscated and disposed of in an appropriate manner as deemed by the administration. The administration will call the police first then parents or guardians will be called.

## Weapon Procedures

1. Carrying or possessing a firearm on school premises is a gross misdemeanor and the student who uses or displays a weapon may be guilty of a felony assault. Police referral for criminal charges is required.
2. Emergency expulsion shall be immediately implemented for any student who brings a firearm onto school premises, school transportation, or in facilities being used exclusively for school purposes. The student should be prohibited from coming onto school property while the principal's investigation is ongoing. The police should be asked for a copy of the police report and, if available, the police report number should be noted in the Notice of Expulsion.
3. The principal shall carry out whatever school investigation is necessary, including taking statements from witnesses. As in any case of expulsion, the accused should have an opportunity to respond to the charges before the final disposition of the case is announced.
4. If the facts support the charges, the principal will send a formal Notice of Expulsion to the student and his/her family. Again, the student should be reminded that the "no trespassing" order is in effect.
5. In cases that result in expulsion, the student has the right of appeal. The process of appeal is outlined in the school handbook. During the appeal process, the accused must honor the "no trespassing" order.
6. As specified in the Federal Gun Free Schools Act of 1994, the principal may modify the expulsion requirement on a case-by-case basis.
7. These procedures shall be construed in a manner consistent with the individuals with disabilities education act, 20 U.S.C. Sec. 1401 et seq.



## DAILY SCHEDULE

School begins promptly at 8:20 AM each day and dismisses at 3:30 PM Monday - Friday. Children may arrive prior to 8:20 AM and are permitted to enter the school at 8:10 AM to be well prepared for class to start. Children arriving prior to 8:10 AM may attend Star Care and those remaining after 3:35 PM will be taken to Star Care. Parents are responsible for picking up their student/s from Star Care. Students who are picked up before 3:45 PM will not be billed.

## CALENDARS

The school year calendar is sent home in June and is available on the school's website. Monthly school calendars will be sent home at the end of each month via email. The monthly calendar is also posted on the school's website. Should you not receive either calendar, please notify the school office. The school calendar is subject to change, but not without sufficient notice. Should a change be made after the school calendar is distributed, families will be notified via email and through the school's website.

## ATTENDANCE

### Absences

Our Lady Star of the Sea Catholic School hours are from 8:10 AM to 3:30 PM. Students must attend school regularly and be punctual. Absences are recorded by the homeroom teacher each day. When a student is absent from school, parents must verify the absence by phoning the school office at 360-373-5162 before 9:00 AM. If there is no contact from the parents, the school will call for verification. If parents cannot be reached, persons listed on the emergency form will be contacted.

If a student is absent more than 10 days in a trimester, a parent conference will occur and an attendance contract will be established. If a student is absent 30 days or more in a school year, this will be grounds for retention, which will be handled by the principal in consultation with the student's teacher(s). Individual circumstances for the reason of the absence will be taken into consideration.

Missing school for any reason is considered an absence. Students who miss school or a class because of any absence may be provided an opportunity to make up work. Failure to make up assignments or tests may result in an adverse effect on grades.

### Tardiness

The school day starts at 8:20 AM and a student is considered tardy if he/she is not in his/her assigned location at 8:21AM. All students arriving after 8:20 AM will receive a late slip by the homeroom teacher which will be tracked in our FACTS system. Children who are tardy should enter the classroom causing very little disruption and proceed to join the class as quickly as possible. When

tardiness becomes a consistent behavior, it may be the right of the principal or teacher to inform the parent of the need for a change. This contact may be done via an email or phone call.

## **Appointments**

Every effort should be made to arrange medical and dental appointments for times outside of the school day. See the School Calendar to note in-service days, holidays, and early dismissal times. If a student does need to leave for an appointment, parents need to inform the office staff of the early release through a phone call, email or the OLSOS App. If a child is gone from school for more than three hours, it is considered a one-half day absence.

## **Vacations**

Daily attendance is an integral part of the educational experience at Our Lady Star of the Sea Catholic School. The classroom interaction between students and teacher, as well as more formal instruction, is extremely important and cannot be readily replicated. Lengthy absences may interrupt student learning. Student absences for family vacations, travel, or other reasons are highly discouraged. The school calendar is published months in advance of the following school year. Please refer to the school calendar prior to planning family vacations, and arrange trips during school breaks. Students are responsible for all work assigned during their absence. Teachers are not expected to provide work for a family who is taking an extended vacation. It is difficult for teachers to foresee a class' progress and provide the needed upcoming work in advance. In addition, the classical approach is heavily based on the socratic, seminar style instruction that cannot be duplicated outside the classroom. Teachers are very intentional about transferring great knowledge through their instructional practices and missing school does not allow the student to understand the work at hand if sent.

## **Inclement Weather**

When inclement weather makes it necessary to close the school, parents will receive notice via but not limited to the OLSOS App, FACTS SIS Parent Alert, email, Our Lady Star of the Sea Catholic School website, KOMO and KING websites and local TV channels, Facebook, and Twitter. The school may also utilize text messages to families regarding closure alerts. Please check for text messages and listen to early broadcasts between the hours of 6:30 AM and 8:00 AM, always looking specifically for Our Lady Star of the Sea Catholic School. Please do not send students to school or Star Care until it is confirmed that the school is open.

If the weather turns hazardous during the school day, parents will be notified and are expected to pick up their children as soon as possible. All missed instructional time lost due to inclement weather and school cancellation will be made up at the discretion of the principal.

## **UNIFORMS**

### **Policy**

Our Lady Star of the Sea Catholic School maintains a strong tradition of school uniforms that reflect school pride, modesty, and appropriate regard for personal appearance. Every student is expected to be in uniform every day.

## Where to Purchase

New uniforms are available through Ideal Commercial Uniform. Used uniforms are available for purchase through the Our Lady Star of the Sea Catholic School's Parents Club.

## Expectations

Parents are expected to help children keep the school uniform code. At Our Lady Star of the Sea Catholic School we wear uniforms because:

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

Student Uniform Rules:

1. Students will be in uniforms that fit properly and are neat and clean.
2. Students will be in uniforms that are in good repair.
3. Uniform shirts and blouses must be worn under the school cardigan, sweater or vest and are to be tucked into their pants/skirts.
4. T-shirts worn under the uniform shirt or blouse must be plain white.
5. No sweatshirts, large shirts, sweaters, jackets (other than uniform logo wear) will be worn during school time.
6. All hats are to be taken off as students enter the building.
7. Students are not allowed to write on any part of their bodies, as this creates a distraction in the classroom.
8. All students shall have a uniform sweater, vest or cardigan and will wear "full uniform" on designated days. Students always wear full dress uniforms for Mass days, picture days, and other special events. "Full uniform" means uniform sweater, vest or cardigan as part of the uniform.
9. Middle School students on "full uniform" days must wear an oxford dress white shirt and a tie. Girls will wear crossover ties and boys will wear neckties.

## Appearance

**Make-Up** - Make-up use is not permitted. Fingernail polish is considered make-up. PK-8 female students may wear clear nail polish only. Other nail polish colors, French Manicures, and designs on nails are not allowed. Artificial fingernails are not allowed.

**Hair** - Hair must be neat, clean, with no artificial colors, and well groomed. If a student comes to school with colored hair or highlighted hair, they will be required to have it dyed back to their natural color within a time frame designated by the school. Hairstyles or colors that draw attention to the individual are not acceptable. Hair ornaments should complement the colors of the uniform and

not be distracting. Hairstyles deemed distracting by the faculty and/or the administration are not appropriate.

**Guideline for boys:** hair to the top of the collar, off the ears, and above the eyebrows. Boys and girls are to keep their hair out of their eyes. Boys must be clean-shaven. Mohawks of any type are not allowed.

**Belts** - Boys must wear belts with pants at all times, unless wearing pants with elastic waist bands. Belts will coordinate with uniforms: black, navy blue, gray or brown in color.

**Blouses** – Short-sleeved or long-sleeved white blouse or designated color with Peter Pan or sports collar; short-sleeved, button-front white knit with collar. All blouses and shirts must be tucked into the waistband. **NO logos**, trim or crests are permitted.

**Ties** - Both girls and boys must wear a tie on full-dress uniform days. Ties must be worn correctly.

**Coats** – Coats/jackets are a requirement between November and April. Coats may not be worn in the classroom. They are to be hung in the coat areas except during recess or P.E.

**Jewelry** – Should be simple, not distracting, dangling or overly large, or of a color or style that does not compliment the uniform. Only one set of pierced earrings may be worn for girls. **Earring guideline: earrings should be the size of a dime or smaller.** Boys may not wear earrings. No jewelry should be worn which would impact the students' safety. Hair ornaments should be of colors that complement the uniform. **No** rubber band bracelets, rubber character bracelets, character silicone bracelets or character wristbands are allowed. Wristbands that promote a charity or health awareness are fine as long as they are appropriate and have approval from the student's teacher.

**Jumpers and skirts** – Girls in PreK - 4th grade wear the Marymount plaid jumper, while girls in 5th - 8th grade wear the Marymount plaid skirt (to be worn within **2 inches** of the knee) available at Ideal Commercial Uniforms. Shorts should be worn under the jumper and skirt, but may not be visible. **Leggings may not be worn with the uniform.** (Girls may wear tights during cold weather.)

**Pants** - All pants must be uniform-style pants. Students in grades PreK - 8 wear plain navy blue, or cotton twill long pants, available at the Ideal Commercial Uniform Store. Pants must not have contrasting stitching or adornments, and be ankle length, straight legged, and hemmed to shoe tops. Pants must be worn snugly around the waist and may not be baggy and oversized. No cargo-type pants are allowed.

**Shirts** – Students in PreK – 8 wear short-sleeved, button front, white knit-polo shirts with collars. Students in grades PreK – 8 may also wear navy blue or red polo shirts on non-Mass days; All shirts must be tucked into the waistband. (NO LOGOS or crests permitted.)

**Shoes** – Students must wear casual or tennis shoes. They should be colors that coordinate with the uniform: black, white, blue, navy blue, brown, gray, or dark green. No print, plaid or bright neon colors. Plain matching **white laces** are acceptable and all shoes must be tied for safety purposes. Velcro laces are acceptable for PreK - 3<sup>rd</sup> grade students. No sandals, slip-ons or slippery-soled party shoes. No flip flops. Please avoid shoes with thick black soles as they mark up the floors. (This also applies to any Non-Uniform days.) **No boots, heels, wedges, wheelie, or light up shoes of any kind are allowed to be worn with the uniform.**

**Shorts** – Students may wear uniform navy blue walking length shorts in cotton twill (not knit or athletic style). They may be worn from the start of school through the month of September and from May 15th to the last day of school. Shorts must be worn within 2 inches of the knee. Shorts are not allowed on Mass days.

**Socks** - All students are to wear socks at all times. They should be colors that coordinate with the uniform: black, white, or navy. Girls may wear knee-highs during cold weather. All socks should be plain without adornments, logos, or lace. Tights in the above colors are allowed (no leggings) during the winter months.

**Sweaters, Cardigans, or Vest**– Uniform sweaters, cardigans, vests are a part of the full uniform. There are many comfortable choices available to complement your student's uniform.

Gr. K- 5 choices include: **Red** cardigan sweaters, V-neck sleeveless vests, or crew neck pullovers. All sweaters must fit appropriately and need to be kept in good repair and replaced when needed.

Gr. 6- 8 choices include: **Navy blue** cardigan sweaters, V-neck sleeveless vests, or crew neck pullovers. All sweaters must fit appropriately and need to be kept in good repair and replaced when needed.

**Spiritwear** - OLSOS Spiritwear, Faith Rally shirts or CYO sweatshirts are only allowed on non-uniform days and Spirit Wednesdays, unless there is a Mass that day. Girls are not permitted to wear a spirit wear t-shirt with a skirt in the upper grades not under a jumper.

**Miscellaneous** -

No facial piercing of any kind is allowed.

No visible or body tattoos are allowed.

Catholic Youth Organization (CYO) or Scouting uniforms may be worn to school on days of meetings.

## Non-Uniform Days

Occasionally the school will announce non-uniform days also known as “Tag Days”. It is the parents’ responsibility to send their children in appropriate attire for school. Dress on these days must be neat, modest, and appropriate for school. Students may not wear cut-offs, tank tops/spaghetti straps, mini-skirts, spandex-type fashions, sweat clothes or yoga pants, or T-shirts with sayings or designs. Shirts, sweatshirts, and dresses must cover the shoulders. No exposure of the mid-drift is allowed. Shorts must always be of walking length (2 inches above the knee and no more), not athletic type or oversized, below the knee style. Shorts may only be worn from the start of school through September 30th and from May 15th to the last day of school. No leggings, jeggings, skinny, or tight jeans are allowed on non-uniform days. Jeans must be in good repair and may not be ripped, have holes, or any adornments on them. Sweatpants (including yoga pants) and tracksuits are not allowed. Tutus are not allowed at any time, even on spirit days.

Our Lady Star of the Sea Catholic Spirit Days: Spirit Days are on non-Mass Wednesdays. Students are welcome to wear spirit wear. This includes any Our Lady Star of the Sea Catholic sweatshirt, fleece or T-shirts, including Our Lady Star of the Sea Catholic School athletic teams and Faith Rally sweatshirts or t-shirts. These may be worn with uniform pants, jumpers or skirts (except t-shirts may not be worn with the skirt or jumper).

## Lost and Found

All clothing and personal items should be clearly marked with the child's name. Marked clothing is returnable. Lost and found inquiries are handled through the school office. Items not claimed are donated to charity at the end of each trimester.

## EDUCATIONAL RECORDS

Educational records are the property of the school, are confidential and require a written release to be forwarded.

Education records are available to parents and others as provided by the Family Educational Rights and Privacy Act (FERPA) 20 U.S.C. 1232g and the regulations of 34 C.F.R. Part 99.

Parents may request to examine the student's permanent record folder and/or test results by contacting the principal. Please make your written request at least 5 school days before information is desired. Student addresses, telephone numbers, and class lists are also considered to be confidential. Parents are asked to promptly inform the school of any change in address, phone number, marital status, etc. A copy of any court orders impacting parental rights or custody should be provided to the school. Requests from families not to have telephone numbers given out (printed in the Family Directory) will be honored. Parents are required to indicate on the emergency form if their phone number is unlisted.

### Transfer of Student Records

If a parent is registering a child in another school, Our Lady Star of the Sea Catholic School will release the student's records upon receipt of a "Request for Records Form" from the school where the student is enrolled or intends to enroll. The records will be sent directly to the new school, not given to parents to deliver, and all debts/fines or unfulfilled contract obligations owed to the school by the parent, must be discharged before records are forwarded.

### Types of Records

1. Health cards and records of immunizations are retained by the school. Original health records are forwarded to the student's next school.
2. Permanent record cards are retained at the school. A copy of this record is forwarded to the new school at the time of transfer.
3. Sacramental records are kept in the student's official file, and recorded at the parish office where sacraments were first received, to document the sacraments of Baptism and First Holy Communion.
4. Attendance records are kept for each student. Total days absent and tardy are transferred from daily attendance rosters to the permanent record card. Detailed attendance logs are kept on file at the school for seven years.
5. Transfer of records is made at the time of an authorized request by the receiving school. All records are mailed. All tuition and other fees must be paid in full prior to transfer.
6. Disciplinary records are kept in the principal's office while a student is enrolled at Our Lady Star of the Sea Catholic School and then destroyed. Disciplinary records are not part of the permanent record unless the student has been suspended or expelled.
7. Emergency care information for each student is kept on file in the school office. Parents are asked to update this information each fall or when necessary, during the school year, in order to ensure the safety of their children.

### Family Educational Rights and Privacy Act (FERPA)

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. They are:

1. The right to inspect and review the student's education records within 45 days of the request for access. Parents or eligible students should submit to the school principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
2. The right to request an amendment of the student's education records that the parent or eligible student believes are inaccurate or misleading. Parents or eligible students may ask Our Lady Star of the Sea Catholic School to amend a record that they believe is inaccurate or misleading. They should write to the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and advise them of the right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception that permits disclosure without consent is disclosure to school officials with legitimate educational interests.
4. A school official is a person employed by Our Lady Star of the Sea Catholic School as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, or assisting another school official in performing his or her tasks. A school official has legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, Our Lady Star of the Sea Catholic School discloses education records without consent to officials of another school district in which a student seeks or intends to enroll. (NOTE: FERPA requires a school to make a reasonable attempt to notify the student of the records request unless it states in its annual notification that it intends to forward records on request.)
5. The right to file a complaint with the US Department of Education concerning alleged failures by Our Lady Star of the Sea Catholic School to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is: Family Policy Compliance Office, US Department of Education, 600 Independence Avenue SW, Washington DC 20202-4605

## **PARENTS AND GUARDIANS**

### **Non-Custodial Parents**

The school abides by the provisions of the Buckley Amendment with respect to the rights of non-custodial parents. Non-custodial parents have the right of access to information and to unofficial copies of records unless there is a court order to the contrary on file in the school office.

### **Divorced or Separated Parents**

Our school exists to aid parents in the education of their children. As such, the focus and advocacy of the staff will always default to the benefit of the child. We will not position ourselves between

parents in disagreements over custody rights and issues. In the absence of an official court document specifying the contrary, we will communicate and facilitate relationships with all legal guardians of each student. It is the responsibility of the custodial parent to provide any pertinent documentation that would alter this procedure.

Upon registration or change in status the parent must file a court-certified copy of the current parenting plan or residential schedule with the school office at the time of registration, or change in status. The school will not be held responsible for failing to honor arrangements that have not been made known. The person who signs the tuition contract is the person who will be held financially responsible for all obligations. Any modifications to the tuition contract must be made in writing and have the approval of the principal.

## **PHONES AND ELECTRONIC DEVICES**

### **Cell Phones**

Students are not to bring cell phones to school. If there is a legitimate reason to make a phone call home, students will be assisted by a faculty or staff member to call parents using a school phone. If there is a special circumstance whereby a cell phone is needed, the parent needs to contact the principal directly before the phone is brought to school. The cell phone would be kept in the principal's office during school hours.

1. Any cell phone use, including text messaging, during the school day, including after school and at Star Care and on the bus, is prohibited.
2. The use of cell phones and/or cameras to take pictures in restrooms, classrooms, playground, and other school/parish facilities at any time is prohibited.
3. Any cell phone use, including text messaging, or use of cameras during a test shall be considered and treated as cheating.
4. No harassment or threatening of individuals via cell phones is permitted.
5. Cell phones may not be used for playing games, accessing the Internet or email, gambling, or making purchases of any kind.
6. If a parent needs to contact a student during the school day, such communication shall be through the school's office.

### **Office Phone Use**

The School Office is open from 7:30 AM to 4:00 PM. The school telephone is available for business use only. Students may use the phone in the office for emergencies and with permission only. Arrangements for after-school activities and rides home should be made outside of school time.

### **Electronic Devices**

The use of electronic communication devices during normal school hours is prohibited; these include but are not limited to Smart Watches, electronic games, I-pods, and other hand-held games or music devices.



The school retains the right to confiscate these devices if they interfere with the learning environment. The use of camera features on any electronic or communication device to take unauthorized pictures and/or videos at any time is prohibited.

The use of any electronic communication device during a test shall be considered as, and treated as cheating.

## **COMMUNICATION**

Consistent communication between the school and home is an important component of a positive educational environment and is highly valued at Our Lady Star of the Sea Catholic School. Correspondence from the school is delivered to families in several ways including, but not limited to, email, hard copy, and telephone. Important information such as weekly school and classroom newsletters, yearly and monthly calendars, school and parish flyers, CYO forms, and other materials may be sent via email to every family. In order to be well-informed of academic and community news, it is essential that each family takes time to open and read the school emails and newsletters when they arrive.

### **With Principal**

The principal is available to meet with parents as needed. Please either call or email the principal or the school office to make an appointment. In order for the principal to be fully prepared to visit with you, it is helpful to state the topic or concern when you call.

### **With Faculty**

If a family has a question or concern regarding their child or would like to schedule a conference, they should contact the classroom teacher directly via his or her school email or by telephone. Parents are asked to refrain from engaging teachers in informal conferences in the classroom, hallway, carpool, etc., as it is unprofessional and teachers have assigned duties during these times and must remain attentive to their students and other responsibilities. Please allow 24 hours for staff members' responses. When scheduled in advance, teachers are happy to meet with parents before or after school to discuss academic progress, discipline issues, or other matters.

Parents are reminded of their responsibility to support the authority of school personnel by refraining from gossip or negative commentary in the presence of their children, and to consult the faculty or staff at the school before forming a final opinion on an incident that occurred at school. Any situation involving a child and a particular teacher should be discussed with that teacher, as well as the child. Generally, when the parent, child, and teacher come together face to face and share all sides of the story, these matters can be resolved quickly and to the satisfaction of all parties.

### **Electronic**

Whether occurring within or outside of Our Lady Star of the Sea Catholic School, when a student's use of electronic communication, including social networking, jeopardizes the safe environment of the school, is disruptive to the school environment, or is contrary to Gospel values, the student may be subject to the full range of disciplinary consequences, including expulsion.

This policy applies to communications or images sent through emails, blogs, text messages, social media, or website postings, whether they occur through the school's equipment or connectivity resources or through private communication, which: (1) are of a sexual nature; (2) threaten, libel, slander, malign, disparage, bully, harass, or embarrass members of the school community; or (3) cause harm to the school community.

## Directory

The Our Lady Star of the Sea Catholic School directory is provided as a courtesy for the convenience of school families and includes each student's name, grade, family members' names, addresses, phone numbers and email addresses. Please notify the school office of any changes as soon as possible so all information is current. Parents who do not wish to have this information published must notify the school in writing no later than the third week of each school year. It is to be understood by families requesting this omission that they will still be contacted by phone or mail by school staff and volunteers authorized to do so. The directory is updated annually in late September and is located in the ParentsWeb section in FACTS SIS and on our OLSOS App. The Our Lady Star of the Sea Catholic School directory is intended solely for the use of Our Lady Star of the Sea Catholic School families and employees to strengthen their mutual support and the education of Our Lady Star of the Sea Catholic School students, and any other use of the information in this directory is strictly forbidden.

## Social Media

Engagement in social networking and online blogs or postings shall result in disciplinary actions, including expulsion, if the content of the student's blogs or postings includes defamatory comments regarding the school, a person's dignity, bullying, harassment, threats, or other inappropriate comments that are contradictory to Catholic teaching. Our Lady Star of the Sea Catholic School students and their parents must adhere to and sign the Our Lady Star of the Sea Catholic School Student Computer and Internet Agreement.

## HEALTH CARE

### Health Room

A Health Aid room is located within the school office. This room is attended by school staff, who will check children's temperatures, treat minor injuries, and maintain student health records. All medications will be kept in the office.

### Medication

Our Lady Star of the Sea Catholic School may provide for the administration of oral medication, topical medication, eye drops, ear drops, or nasal spray to students who are in the custody of the school at the time of administration (RCW 28 A 210.260); however, Our Lady Star of the Sea Catholic School must have on file a written licensed health professional authorization form to administer medication. This form must be current and unexpired. Necessary medications are provided by the parent/guardian and kept in the school office. No medication is to be kept in the

classroom. Medications will be dispensed only from the original container provided by the pharmacy. Only a designated and trained staff member(s) will administer medication.

Students at Our Lady Star of the Sea Catholic School are not permitted to have either prescription or non-prescription medication in their possession while at school. Emergency medications shall be kept in an appropriate, easily accessible location which allows for prompt response in case of an emergency. Medication that requires injections should only be administered after training by an R.N. or M.D, written, signed and current permission from parent or guardian, and identification of staff members who may administer the medication.

1. An emergency allergy self-injector (i.e. an EpiPen), may be allowed to accompany the student throughout the school day only after it has been determined to be necessary by the school administration on a case-by-case basis. An emergency allergy self-injector (i.e. an EpiPen) may only be administered after training by an appropriate medical professional, written, signed, current permission from parent or guardian, and identification of staff members who may administer the medication.
2. Students needing to use an inhaler may carry one on their person at all times once approved by school administration and documented in the student's medication file.

Sharing of medication in any way, including both prescription and non-prescription drugs, is prohibited.

## Counseling and Referrals

School support counseling is available through various local agencies such as Catholic Community Services.

Other family arrangements are welcomed and encouraged. If a situation warrants, school staff may suggest the help of one of these third-party services to shed additional light on some need or concern. Since we do not yet have the resources for on-site assistance, it is important that such a recommendation be acted upon as soon as possible. Our staff pledges its best effort to help you educate your child. Even then, our efforts, combined with yours, may not be enough. An outside professional, in dialog with you and the teacher, will usually net speedy results. If you have any questions at all about your child's progress or emotional well-being, give us a call sooner than later. Contact your child's teacher or administrator.

Sometimes it is necessary for the school to make a report to Child Protective Services. State law requires notification to this agency (and/or law enforcement) within 48 hours of any professional school personnel having reasonable cause to believe that a student has suffered abuse or neglect. We reserve the right to not inform the parent about this referral, depending upon the situation. CPS makes the determination on the severity and follow-up, depending upon the information available at the time and any previous record of the case. If you desire more information as to the procedure for such referrals, please contact the School Office.

## **REPORTING SUSPECTED SEXUAL OR PHYSICAL ABUSE OR NEGLECT**

Church personnel, to include school staff, who have reasonable cause to believe that a child or vulnerable adult has suffered abuse or neglect shall report such incident, or cause a report to be made, to the proper law enforcement agency or to Washington State Department of Social and Health Services (DSHS) at 1-866-END-HARM (1-866-363-4276) at the first opportunity, but no later than forty-eight hours after they decide reasonable cause exists. Anyone who has knowledge of sexual abuse or misconduct by a member of the clergy, Archdiocesan employee, or volunteer is also urged to call the Archdiocesan Abuse Helpline, at 1-800-446-7762, within, or no later than, 48 hours of learning of alleged abuse. If the alleged abuse involves a teacher or principal, the Office of Professional Practices in the Office of the Superintendent of Public Instruction at 360-725-6130 must be notified by the Catholic Schools Department.

*“Reasonable cause” means a situation that would motivate a person of ordinary intelligence under the circumstances to believe, based on observations or conversations that a child has been or is being abused.*

## **Immunizations**

Prior to entry, attendance or transfer to a Level 1 or 1b Catholic preschool through high school in the Archdiocese of Seattle, students must present proof of having had the immunizations as required by Washington State law.

Every student enrolled in a Level 1 or 1b Catholic School in the Archdiocese of Seattle shall be immunized against vaccine preventable diseases caused by infectious agents in accordance with the immunization schedule adopted by the Washington State Department of Health Services. The only exception to the foregoing requirements for students in our Catholic schools is a medical exemption signed by a licensed professional (M.D., N.D., D.O., ARNP, or PA) authorized to practice in the State of Washington, including the physicians license number.

## **EMERGENCIES AND CRISIS PROCEDURES**

It is important to prepare for any crisis in the best way possible. After consulting with several schools, districts, OSPI, FEMA, and local fire/police departments, Our Lady Star of the Sea Catholic School has formulated an on-going working comprehensive plan to help ensure the safety and protection of all adults and children in our care.

If school must be closed due to any emergency during the school day, families will receive notice via the Our Lady Star of the Sea Catholic School website, Parent Alert text messages, KOMO and KING Websites, KIRO radio station, and KOMO and KING TV channels. Students will not be dismissed to walk home unless the parent calls and requests they do so and assumes all responsibility for their safety. Students will be released from school if the principal determines that it would be unsafe for children to reenter the building. Children will only be released to parents, guardians, or those authorized by parents or guardians. Your help in providing and completing accurate information on the emergency forms is essential in ensuring immediate and successful response. If the phones are working, the school personnel will attempt to notify the parents of the school closure. Some school staff will remain at the school until all children have been picked up. If the entire student body must

be moved from the school premises, a designated adult will remain on the premises with instructions for parents or designated guardians.

## Emergency Form

The school must have an emergency form on file for EVERY student in the school. If any information changes during the year, the office should be notified immediately. It is very **IMPORTANT** that the school be able to easily and quickly reach at least one parent or specified responsible person during the school day. If you are going to be out of town, we ask that you advise us as to what procedures to follow and who to contact if there is an emergency with your child.

## General Emergencies

If a child becomes ill during the day, the teacher will send that child to the office to be evaluated and/or arrange for a parent to pick him/her up. If the child will not be returning to the classroom, a messenger will send the student's book bag/coat and schoolwork to the office. Any other dismissals must be reported to the office. If the office initiates the action, the teacher will be notified of the reasons for dismissal.

All accidents at school are reported to the school office. Serious accident victims will not be moved until emergency personnel evaluate the student. The supervising adult will remain with the student while someone else goes to the office to seek help.

1. Student illnesses - Teachers are always on alert for signs of illness of a contagious nature. Such cases are reported to the school secretary or principal. If the child has been ill and returns to school, it is important that he/she return well enough to be able to participate in normal activities, go outside for recess, etc. Children with a fever should remain at home and be fever free without the use of fever reducers for at least 24 hours before returning to school. If an unexplained rash appears, students will be sent home and asked to receive a medical evaluation before returning to school.
2. First Aid -The principal and school office staff should be notified of any student who has received a head injury at school. Any signs of concerns will be reported immediately and parents will be contacted. Any student who is observed to, or is suspected of, suffering a significant blow to the head or collides hard with another person or object, may have sustained a concussion. Any student who is suspected of having a concussion either based on the disclosure by the student, observed or reported symptoms, will be removed from activities and observed until an evaluation can be completed by a medical provider.
3. Teachers/staff will call 911 when any serious accident occurs. The school keeps records of all calls made to 911.
4. Student accidents or injuries resulting in hospitalization, emergency, or doctor's care should be reported using an accident form sent to the Archdiocesan insurance provider, within 24 hours.
5. Medications -School policy does not allow any medicines to be given to students unless there is a written authorization form from a physician and the parents (see above).

## Fire Drills

Fire drills are held biannually and attempted even on a monthly basis. Ordinarily, these are unannounced and occur at different times within the schedule. Each class has an emergency bag and first aid kit that should travel with them during times of drills.

## Earthquakes

1. Instructions on what to do during an earthquake:
  - a. Remain calm and think through the consequences of any action you take.
  - b. If indoors, watch for falling plaster, bricks, light fixtures, and other objects. Watch out for high bookcases, shelves, and other furniture that might slide or topple.
  - c. If in a **CLASSROOM, Library, or cafeteria** you should: Get under desks or tables and begin counting, "One Star of the Sea, Two Star of the Sea, etc. up to sixty. Face away from windows.
  - d. **DROP** - crouch on knees, close to ground. **COVER** - Place head close to knees. **HOLD** - Clasp hands firmly behind the neck. Close eyes tightly.
  - e. Remain in place until ordered to evacuate or until the "**ALL CLEAR**" signal is given.
  - f. If in **CHURCH or ASSEMBLY** areas - Chairs and tables may be lacking and exterior walls and roofs could collapse. You should normally exit such facilities as quickly as possible. You should move in an organized, supervised way to designated areas and follow subsequent directions.
  - g. If in a **STAIRWAY**, during an earthquake – Interior stairways are generally structurally stable; therefore, if you are on interior stairs, you should move to the interior wall, kneel, and take a protective position as described in (C).
  - h. If **OUTDOORS** – Move to designated areas, as far away as possible from buildings, poles, wires, and other elevated objects. It is advisable to lie down or crouch low to the ground. Stay there until the "**ALL CLEAR**" signal is given. A teacher or other adult employee will take charge.
2. Specific considerations in the case of earthquakes/emergencies:
  - a. Teachers are expected to stay with their class and stay at school to assist in any way until the principal has given permission to leave the grounds.
  - b. Downed power lines or objects touched by the downed power line/wires should never be touched. **All WIRES SHOULD BE TREATED AS LIVE.**
  - c. If possible, any spilled medicines, drugs, chemicals and other potentially harmful material should be cleaned up immediately following appropriate safety guidelines.
  - d. Do not eat or drink anything from open containers near shattered glass. Liquids may be strained through a clean handkerchief or cloth if danger of glass contamination exists.
  - e. Parents should not telephone the school or attempt to enter the school building after an earthquake occurs. Parents should listen to the radio for information. Parents should understand that telephone calls could only hinder emergency relief. Parents will be notified of any injuries to students as soon as emergency needs have been met. Parents may go to designated areas such as the church hall, adjacent to the school grounds, to meet their children.
  - f. Do not spread rumors. They often do great harm following emergencies.
  - g. Keep the streets clear for passage of emergency vehicles if necessary.

- h. Be prepared for additional earthquake shocks called "**AFTERSHOCKS.**" Although most of these are smaller than the main quake, some may be large enough to cause additional damage.
- i. Respond to requests for help from police, firefighters, civil defense, and relief organizations, but do not go into damaged areas unless your help has been requested.
- j. Cooperate fully with Public Safety officials.

## Lockdown

Lockdown is defined as a way to secure students and staff within the facility due to some emergency. Staff and students will practice the lockdown procedures routine (once each trimester) so they can be prepared in the event of an emergency. Lockdown procedures are not meant to scare the community but to empower all members to use safety precautions at all times. Each grade is given an option of scenarios to practice and play out as to whether a class is advised to flee or remain lockdowned.

## SAFETY AT SCHOOL

Our Lady Star of the Sea Catholic School is not responsible for accidents occurring on the grounds when school is not in session. Accidents occurring due to a student's failure to follow rules, during school hours, are not the responsibility of Our Lady Star of the Sea Catholic School.

## Bicycles/Skateboards/Scooters/Rollerblade Safety

For security and safety, we do not advise students to utilize these modes of transportation to school.

## Pedestrian Safety

Students walking home are required to notify the teacher/staff member on duty before leaving the school grounds. Pedestrians must utilize the designated walking areas and cross at crosswalks.

## Touching Safety

*Protecting God's Children*<sup>™</sup> program by Virtus is provided and required by the Archdiocese of Seattle, and is a part of our ongoing effort to help create and maintain a safe environment for children and to protect all children from sexual abuse. The program is taught by the religion teachers for all students in kindergarten through 8th grade. It focuses on developmentally appropriate safety rules and boundaries, recognizing risky adult behavior, and internet safety. The students are taught lessons in October and in March. This is a mandated program from the Archdiocese; however, if you would choose to have your child opt out of the program, you must sign the *Touching Safety Opt Out Form*<sup>™</sup>, available from the classroom teacher.

## Financial Safety

All forms of money sent to school for school purposes should be placed in a sealed envelope and clearly labeled with the student's name, grade, teacher, purpose, and amount. Children should not bring money to school unless necessary.

## Before and After School Care- Star Care

Our Lady Star of the Sea Catholic School offers a before and after school program, referred to as Star Care. This program is located in parish centers 1 & 2.

The primary focus of Our Lady Star of the Sea Catholic Star Care is to provide onsite quality supervised care for Our Lady Star of the Sea Catholic School. This is not a program intended for enrichment or extensive activities, but a place where students can be safely supervised.

Students are supervised by Our Lady Star of the Sea Catholic Star Care staff that are employees of Our Lady Star of the Sea Catholic School. Our Lady Star of the Sea Catholic Star Care staff have CPR and First Aid training, Safe Environment training and adhere to yearly updates, and have passed background checks. Our Lady Star of the Sea Catholic Star Care staff are under the supervision of Lucia Garcia, Star Care Director. Day-to-day management of the Our Lady Star of the Sea Catholic Star Care is the responsibility of the Star Care Director, who reports to the principal.

There is a separate charge for students attending the Our Lady Star of the Sea Catholic Star Care program.

## Policies and Procedures

Star Care is open in the morning from 6:30am and in the afternoon until 5:30pm, Monday through Friday.

- Parents must sign in their student in the morning session of Star Care. At 8:00am, the Star Care staff will dismiss the students to the school grounds for morning assembly.
- For the afternoon session, the Star Care staff will sign in students. Parents must sign out their child when picking up for the afternoon session. Please park and come through the building to the Star Care door.

It is our expectation that the Star Care staff will require the students to do homework. Please plan accordingly when **packing the student's lunch** when utilizing Star Care on half days.

Students are expected to treat each other and all Star Care assistants with respect. This program is an extension of the school day and all expectations of behavior reflect school policies. If students do not exhibit respectful behavior, they may be removed from the program after a parent conference with the principal. The assistants will use the detention forms to notify parents of concerns.

A copy of the student's emergency form is kept on file at Star Care. If you are sending someone new to pick up your student, please notify us either in writing that morning, or by a phone call directly to Star Care.

## Open Times

Mornings – 6:30 am

Afternoons – 3:30 pm

Early Dismissal Days – Noon



Star Care is open during conferences, early dismissal, and various other days unless otherwise noted. Star Care is not open on federal holidays that are observed by the school.

## Fees

Mornings – 6:30am-8:15am  
Afternoons – 3:30pm-5:30pm  
Noon Dismissal Days – 12:00pm

### Payment Plans

1 CHILD AM/PM- \$250.00/Month  
2 CHILDREN AM/PM- \$425.00/Month  
3 CHILDREN AM/PM- \$600.00/Month

### Hourly Rate

1 CHILD- \$6.00/hour  
2 CHILDREN- \$10.00/hour  
3 CHILDREN- \$14.00/hour

Star Care bills on a monthly basis. All bills are due within 5 days of receipt. If your bill is not paid by the end of the month, your student may not attend the program until your account is paid in full. If the accounts are not current, report cards and records may be withheld.

## LUNCH PROGRAM

Our Lady Star of the Sea Catholic School does not offer a hot lunch program.

Our lunch program depends greatly on parent volunteers and is an easy and fun way for parents to earn required service hours, so please consider sharing your time and talent in this area. Students, who do not purchase the school lunch, can bring a sack lunch to school. Our staff encourages parents and students to pack nutritious lunches that include a healthy variety of the recommended food groups. Please do not include soda or candy.

Lunchroom Rules:

- Come to the school cafeteria for lunch quietly and respectfully.
- There is absolutely no running in the hall.
- Use a normal conversation voice, no yelling or shouting is allowed.
- Do not throw food or objects.
- Clean up after yourself.

Failure to follow these rules will result in loss of recess or after school detention.

## PLAYGROUND BEHAVIOR

### Rules and Behavior

Below are the guidelines to be followed at recess times. Inappropriate, vulgar, or profane language is not allowed on the playground.

1. Spitting is not allowed.
2. Keep hands and feet to yourself. (Play-fighting, fighting, rough games, and contact sports are not allowed.)
3. Respect for adults is to be demonstrated.
4. Report all injuries to the playground supervisors immediately.
5. Students may not throw rocks or any projectiles at any time.

6. Students who cross the street to use the field must follow safety procedures: use the crosswalk, stop and look in both directions, wait until vehicles are fully stopped, then walk across the street.

## **Playground Equipment**

Recess equipment is available for all students and should be shared with all those who wish to use it.

Only tennis shoes are allowed to be worn on the field; no cleats are allowed. Students are not allowed to climb or hang on the fences or goal posts. All posted signs need to be honored. Students are to pick up and dispose of any trash prior to leaving the field.

## **RELEASE OF STUDENTS**

### **Release of Students To Another Adult**

If anyone other than a parent or guardian is sent to pick up students, Our Lady Star of the Sea Catholic School requires either written permission signed by the parents, or a phone call from the parents to the school office informing the school of the change. Students will not be released to anyone they do not recognize nor to anyone not on the emergency form. Our Lady Star of the Sea Catholic School will check the identification of anyone who is not the child's parent and who is picking up a child from school.

### **Release of Students To Police**

Police and other government officials are required to directly deal with the principal in requesting an interview with a student. Generally, no police officer should be given access to a child without parental permission unless, (a) there is an arrest warrant, (b) the parent is the subject of an investigation of abuse or neglect, or (c) there is an ongoing situation that poses an immediate danger of causing significant harm.

If a police officer is given access to a student and no parent/guardian is available, the child should be accompanied by the Principal or Principal delegate. That individual is not there to assist the police, but to ensure that the child is being treated appropriately by the police.

## **PARENTAL INVOLVEMENT**

Parental cooperation is essential for the welfare of students. If, in the opinion of the administration, parent behavior seriously interferes with the teaching/learning process, the school may require parents to withdraw their children and sever their relationship with the school.

It is expected that parents will become actively involved in their child's progression through Our Lady Star of the Sea Catholic School. It is our hope that this will include: assisting with daily assignments for practice/drill sessions over material, reinforcing the school homework policy, actively participating in PARENT CLUB/ORGANIZATION, attending fall and winter conferences, as well as conferring regularly with their child's teacher. Parents may find the following guide helpful in defining specific topics they wish to discuss with the child's teacher.

1. How is my child progressing academically and socially?

2. In what areas is he/she strong? Does he/she need help?
3. What can I do at home to help my child?
4. How can I help my child build good work habits?
5. How does my child get along with other children?
6. How does my child behave in school?
7. How can I help reinforce my child's positive attitudes toward school and staff?
8. How can I show an interest in my child's progress in school without making him/her feel pressured?
9. How can I help my child gain more self-reliance, self-confidence, and self-respect?

## Visitors

All classroom visitors first must sign in and be cleared at the office. This enables the school to keep track of who is in the building and is a safety measure that this person has a valid reason to be in the building.

Parents are asked not to go to the classrooms to deliver things to the students. These items are to be left in the office and will be delivered to the students. Please respect our students' need for uninterrupted learning time.

All visitors will enter the building through the main door of the school. Side doors are always locked and students/staff are encouraged to keep these doors closed at all times and not to open them to anyone.

Visitors that will be in direct contact with the students must have completed and be up to date with safe environment training through Virtus.

## Room Parents

Each grade has a Room Parent whose role is to assist the teacher in whatever ways she/he can. Some specific ways in which the Room Parent helps the teacher may be:

- Attend Monthly Parents Club meetings.
- Calling or emailing parents to help the teacher as requested.
- Coordinating hospitality after Sunday Mass once each school year.
- Hosting one special event each year depending on your child's grade. Please see your classroom teacher for more details and an explanation of the event.

## Parties

Due to food allergies and special diets amongst children we ask that families do not bring any special food or drink to be shared with other students for birthdays or other celebrations. Please request approval from the principal if desiring to bring in a special healthy treat. There will still be a few special days where the school may provide "treats" for the kids (for ex. Valentine's Day, Field Day, special liturgical feasts, Catholic Schools Week); in general, however, teachers will not be supplying any sugary food or snacks in their classrooms.

**Party invitations are not to be handed out at school or at carpool.** Please send your invitations by mail or email. Please consult the school directory in FACTS SIS for addresses and emails. The

school office cannot provide any contact information and does not distribute invitations or thank you notes. We respect and understand the financial obligations of inviting every student; however, it can be hurtful when one or two children from a class are left out.

The principal, at least a week prior to the day of the occasion, must approve any party for a staff member. Classroom parties will be determined at the discretion of the classroom teacher. Only Our Lady Star of the Sea Catholic School students are allowed at classroom parties.

## **PICTURES**

Individual and class school pictures are taken in the fall and spring. Pictures are distributed via the classroom. Information concerning prices and packages are sent home at least one week before picture taking day. No parent is required to pay for pictures unless they choose to order them. Professional photos are also taken at 8<sup>th</sup> grade graduation and first communion.

## **EXTRACURRICULAR ACTIVITIES**

All extracurricular activities sponsored by the school or parish such as band, choir, after-school clubs, scouting, CYO sports, etc. follow the policies developed by the school and parish for participation. Students not adhering to the policies may forfeit the privilege of participating in school/parish-sponsored activities. This includes, but is not exclusive of prompt payment of fees, maintaining academic and behavioral standards, and safety and supervision requirements.

## CATHOLIC YOUTH ORGANIZATION (CYO)

CYO (Catholic Youth Organization) is an athletic program sponsored by the Archdiocese of Seattle. Our Lady Star of the Sea Catholic School students may participate in the CYO Program in accordance with norms governing the Archdiocesan CYO Outdoor Ministries and Athletics program.

The CYO's mission statement is "to provide opportunities for youth to develop strong moral character, self-worth, interpersonal competence, and a commitment to caring for others and their community through activities of a social, educational, and recreational nature based on Christian principles that reinforce societal values."

CYO's vision is that "With gratitude to Christ, we focus our resources and support the ministries which strongly impact the greatest number of youth, young adults and families – thus engaging them on their journey to know God and participate in the Catholic Community."

CYO Athletics is committed to the dignity and worth of each child it serves, regardless of physical talents, mental strength, or emotional health, and hopes that the same respect for life will become a part of his or her value system. A desired outcome is that each child knows that they are wanted and loved.

Boys and girls from ages 5 through 18 of any race or national origin participate in CYO Athletic programs. Sports may include soccer, cross country, basketball, volleyball, and track.

The CYO Athletics community is organized around the parish as its center of activities, as this is a natural environment that provides a resource of volunteers and financial support necessary for the implementation of activities for youth. It is this environment that also encourages family participation in activities, as well as serving as a base of operations for coordinated programs and service projects to the greater community upon which youth can have a positive influence.

## PARENT CLUB/ORGANIZATION

The Parent Club/Organization is responsible for maintaining good communication between the home and the school, for providing a vehicle through which parents can provide service to the school (i.e. volunteering and fund-raising), and for offering a mechanism for parent education.

**Parents' Club Bylaws** (adopted June 8, 2000)

### **Article I: Name**

The name of this organization shall be the Our Lady Star of the Sea School Parent's Club.

### **Article II: Purpose**

- A. To bring into closer relationships the home, school, church, parents and teachers for the education of the children.
- B. To assist in the enhancement of curriculum when requested by the school staff.
- C. To raise certain monies to assist in various activities benefiting the youth.

### **Article III: Membership**

Membership in Our Lady Star of the Sea Parent's Club shall consist of all parents or guardians of school students, all teachers, staff, principal and pastor.

#### **Article IV: Officers, Elections and Duties**

##### **Section 1. General Information**

- A. Each officer of the Parent's Club shall be a member of the Parent's Club for at least one year prior to the election to an executive office.
- B. The offices of the organization are President, Vice- President, Secretary and Treasurer.
- C. The officers shall be elected during the normal May Meeting.
- D. Elections will be held annually for the Vice-President, Secretary and Treasurer. The current Vice-President shall be advanced to president each June. It is noted that candidates for Vice-President will commit for a two year tenure to fulfill a second term as President.

##### **Section 2. Officers**

The duties of the officers are:

###### **A. President**

1. To conduct meetings of the club, to appoint the chairpersons of the main committees, to appoint a representative to attend (or attend him/herself) other Parish affiliated meetings and School Commission Meetings, and to administer the operation of the Club.
2. To be responsible for providing notice and agenda:
  - a. to all executive board members for executive board meetings.
  - b. To all members for regular meetings.

###### **B. Vice President**

The Vice President shall:

1. To assist the President in his/her duties and to act as President when absent.
2. To coordinate fundraising activities, specifically the Advent store.

###### **C. Secretary**

To record and read the minutes and to conduct all correspondence of the club

###### **D. Treasurer**

The Treasurer shall receive and be accountable for all funds belonging to Our Lady Star of the Sea Catholic School Parent's Club. The Treasurer shall pay all obligations incurred by the organization when payment is authorized by the Executive Board and bring a financial report to each meeting.

Note: The Treasurer's accounts shall be examined annually by an auditor or audit committee. The Auditing Committee shall be appointed by the Executive Board at least two weeks before the last annual meeting. The fiscal year shall run from mid-June of the following year.

**E.** All officers shall maintain and deliver to their successors all official material by mid-June.

##### **Section 3. Vacancies**

**A.** If the office of President is vacated, the Vice-President shall move up to the Presidency and a new Vice-President shall be elected at the next monthly meeting and notice shall be given.

**B.** If any other office is vacated, the position shall be filled by an election at the next monthly meeting and notice shall be given

##### **Section 4. Nominating Committees**

**A.** The Nominating Committee will be appointed at the regular April meeting and it will report its nominations at the May meeting when voting will take place.

**B.** The Nominating Committee shall select one or more nominees for each office to be filled and presented at a regular meeting.

**C.** Prior to the presentation at a regular meeting, the proposed slate of officers shall be submitted in print to the regular membership for consideration of other nominations.

**D.** Following the report of the Nominating Committee, an opportunity shall be given for nominations from the floor.

**E.** Only those who have consented to serve if elected shall be eligible for nomination, either by the committee or from the floor.

#### **Article V: Executive Boards**

**A.** The executive board shall consist of the President, Vice-President, Secretary, Treasurer and the Principal at his/her discretion.

**B.** Duties of the Executive Board are:

1. To create standing committees
2. To declare an office vacant
3. To nominate a person to fill an unexpired term of office.
4. To appoint an auditor or an auditing committee at least two weeks before the annual meeting to audit the Treasurer's accounts.
5. To prepare and submit to the regular membership for approval of a budget for the fiscal year.

**C.** The Executive Board may not approve non-budget bills beyond a limit of \$250 with the following exceptions:

1. In the summer the Executive Board may authorize expenditures provided that:
  - a. a genuine emergency exists
  - b. notice of the expenditure is given to the membership at the next meeting in the fall.

#### **Article VI: Membership Meetings**

##### **Section 1.**

A minimum of four membership meetings shall be held during the school year. An agenda shall be provided to the meeting.

##### **Section 2.**

**A.** In voting at Board and Membership meetings, a simple majority rules. (50% + 1)

**B.** Amendments to Bylaws require two thirds vote (of those present and voting) of the membership provided that seven days written notice has been given to the membership.

#### **Article VII: Committees**

##### **Section 1.**

The power to form special committees and appoint their members rests with the President and/or the Executive Board. Since a special committee is created and approved and appointed for a special purpose, it automatically goes out of existence when its work is done and its final report is received.

##### **Section 2.**

**The President shall be an ex-officio member of all committees except the nominating and auditing committees.**

#### **Article VIII: Parliamentary Authority**

The rules contained in Robert's Rules of Order Revised shall govern this organization in all cases in which they are applicable and in which they are consistent with these Bylaws.

### **BYLAWS OF SCHOOL COMMISSION**

The School Commission is a consultative board that works with the principal and pastoral leader, in accordance with Archdiocesan policy, to assist in planning, policy development, finance, facilities, development and public relations, and self-evaluation of School Commission goals. The Commission serves as a consultative board to the principal and the pastoral leader in the formulation of local policies affecting the parish school. All policies adopted by the School Commission are brought to the pastoral leader for approval. Terms are staggered to maintain stability of long-range goals and directions. The School Commission handbook published by the Archdiocese of Seattle is available in the school office for checkout upon request.

## **SCHOOL COMMISSION CONSTITUTION & BY-LAWS**

The Catholic school is an expression of the education mission of the parish with which it is associated and of the Archdiocese. Therefore, the pastoral leader is responsible to the Archbishop for the administration of the total parish, including the parish school. The principal functions as the chief administrator of the school and is a member of the parish staff.

Just as the Parish Council serves with the pastoral leader on behalf of the total parish community, so the School Commission serves with the principal for the good of the school community. The School Commission is established by the principal with approval of the pastoral leader, in accordance with the Archdiocesan policy, to assist in policy development and long range planning for the school. The School Commission is an advisory body to the pastoral leader and principal in the formulation of local policies affecting the parish school.

### **Article I: Name of the Organization**

The name of this body shall be “Our Lady Star of the Sea Parish School Commission.” Henceforth, the body will be referred to as the School Commission.

### **Article II: Purpose and Functions**

The School Commission is established by the principal with the approval of the pastoral leader in accordance with the Archdiocesan policy, to assist the principal in policy development and long-range planning for the school. When the School Commission meets and agrees on a policy matter, the decision is effective and binding on all. The School Commission will be consulted prior to decisions being made in its area of responsibility.

#### **A. Purpose**

The purpose of the School Commission is to advise and support the principal/pastoral leader in the formation of policy and the continued development of the school.

#### **B. Governing Bodies**

The consultative School Commission shall act in collaboration with the principal and pastoral leader within the guidelines provided by the Policy Handbook from the Archdiocese of Seattle.

#### **C. Responsibilities**

The School Commission responsibilities are in the following areas:

- 1. Planning** - The School Commission shall advise and support the development of a mission statement for the school, establish commission goals for the year, and establish future plans for the school.
- 2. Policy Development** - The School Commission shall formulate policies that give general direction to the principal and pastoral leader regarding the school.
- 3. Financing**
  - a. The School Commission shall advise and support plans and means to finance school programs including tuition, development, and fundraising.
  - b. The School Commission provides consensus on the annual school budget.
  - c. The School Commission shall review the annual school budget with the principal by the Finance Council’s March meeting, for the pastor’s review and concurrence.
- 4. Communications**
  - a. The School Commission will communicate with the school families and the parish community about the school and listen to the needs and concerns through the appropriate forums set up for this purpose.
  - b. The School Commission will also assist with recruitment of students and promote the school to the Parish as well as other parishes and parents.



- c. The School Commission will maintain regular communication with the parish pastoral leader/Finance Council about the direction, state and health of the school, and the future plans for the school.
5. **Evaluation** - The School Commission shall determine whether School Commission goals and plans are being met and evaluate the School Commission's own effectiveness.

### **Article III: Relationship with Other Groups**

- A. **Archdiocese Relationship** - The relationship between the School Commission and the Archdiocese is stated in the Archdiocese education policies, which are available for local commission members.
- B. **Parish Finance Council Relationship** - The Parish Finance Council is responsible for assisting the pastoral leader/parochial minister with effective stewardship of the parish's financial resources.
- C. **Parent Club/Organization Club Relationship**
  1. The Parent Club/Organization Club is responsible for maintaining good communication between the home and school, providing a vehicle through which parents can provide service to the school, and offering a mechanism for parent education and greater opportunity for social interaction.
  2. The School Commission works closely with the officers of the Parent Club/Organization Club in order to more fully understand parent needs and concerns.
  3. The School Commission works with parent fundraising groups as part of coordinating the overall financing of programs for the school.
  4. The School Commission uses the school newsletter and the Parent Club/Organization Club meetings to report to school families about School Commission activities and decisions.

### **Article IV: Membership**

- A. **General Organization** - The membership of the School Commission shall consist of at least eight, but no more than twelve current or former school parents/guardians, the pastoral leader, the principal, Parent Club/Organization Club Liaison, and the Development Director. One member of the School Commission will serve as a liaison between the School Commission and the Our Lady Star of the Sea Parish Finance Council.
  - i. School Principal (1)
  - ii. Development Director (1)
  - iii. Parent representatives from the school as approved by the Pastor.
  - iv. At least one parish member at large as approved by the Pastor.
- B. **Members and Qualifications**
  1. All members of the School Commission are responsible for the following: Planning, Policy Development, Finance, Public Relations and Evaluation of goals and commission effectiveness. The commission serves as a consultative body and works on a consensus model.
  2. Members of the School Commission shall consist of baptized, confirmed and practicing Roman Catholics in right sacramental standing with the Church. They should be registered and supporting members of a parish. They should be active participants in parish life and in possession of an understanding of and commitment to the Church in accord with the principles of Vatican II. They must also be committed to giving the time needed for participation.
  3. Members will be open to a variety of opinions and attitudes.

4. No two members from the same immediate family may serve on the School Commission at the same time.
5. No full time accredited employee of the school will be eligible for membership to the School Commission.
6. If it is perceived that a conflict of interest exists of a duly elected commission member to the degree that it limits the effectiveness of that member, the Pastor, in consultation with the chairperson, will decide on the member's qualification.
7. In the event that a member is disqualified, the Pastor will appoint an interim member to serve until the next election.

**C. Terms of Service**

1. Members of the School Commission will have no term limits per se. However, the membership will be periodically reviewed by the Pastor and by the Principal. The School Commission can be dissolved in part or in full at any time by the Pastor and reformed anew.
  - a. Resignation
    - i. A member may resign at any time by submitting a written resignation to the Principal and the School Commission Chair.
  - b. Removal
    - i. A member may be removed by a two-thirds vote of the full voting commission whenever, in the School Commission's judgment, that member has become incapable or unfit to discharge the duties of their office, or shall neglect or refuse to perform the same. Two or more consecutive unexcused absences shall be construed as failure to perform duties. A member proposed to be removed is entitled to at least five days' notice in writing, before the removal meeting. The member will be entitled to address the School Commission prior to the removal vote. The meeting addressing the removal vote will be closed. The member may resign prior to this meeting.
  - c. Vacancies
    - i. Vacancies created in positions other than the non-voting positions will be filled by a majority vote of the School Commission after discussion of the candidates, and with the Pastor's approval.
    - ii. The selected candidate shall then serve the remaining portion of the term of the vacated position.

**Article V: Appointment of Members**

**A. Selection Criteria**

1. A prospective School Commission member will demonstrate the following criteria:
  - a. Display an interest in and commitment to Catholic education and to the school's philosophy and mission;
  - b. Be available to attend meetings and periodic in-service programs and to participate in committee work;
  - c. Ability to maintain a high level of integrity and confidentiality;
  - d. Deal with situations as they relate to the good of the entire school community;
  - e. Demonstrate public support of the school and parish and their leadership;
  - f. Capacity to be a credible witness to the Catholic faith of the school community and the other publics the school serves.

**B. Appointments**

1. The School Commission will recommend to the principal and pastoral leader new members using the criteria identified above.

## **Article VI: Executive Officers**

The Executive board of the commission shall consist of three officers: the chair, the vice-chair, and the secretary.

### **A. Nominations**

1. The general commission shall present nominees for the position of chair. A majority vote of the School Commission members present and voting shall be sufficient for election of officers. The Chair shall appoint the Vice-chair and the Secretary.

### **B. Duties**

1. Chair
  - i. The chair shall preside at all regular and special meetings of the commission.
  - ii. The Principal prepares the agenda for each meeting after consultation with the chair.
  - iii. The chair is ultimately responsible for all commission business and should ensure commission goals are achieved.
2. Vice-Chair
  - i. The vice-chair shall perform all duties of the chair when the chair is absent or unable to act.
  - ii. The vice-chair shall serve a one-year term, with a limit of two terms.
3. Secretary
  - i. The secretary shall maintain a written record of all acts of the commission.
  - ii. The secretary shall conduct, receive, and dispense all correspondence as directed.
  - iii. The secretary shall preserve all reports and documents.
  - iv. The secretary shall serve a one-year term, with a limit of two terms.

## **Article VII: Meeting**

### **A. Structure**

1. The full School Commission meets at least once a month during the school year.
2. Standing committees meet at other times which best suit the members of the committee.
3. The agenda for each School Commission meeting will be constructed by the principal and the School Commission chair. An agenda shall normally be sent to all members of the School Commission prior to each regular meeting. Agendas will also be sent to the pastoral leader.
4. Complete minutes are available from the school office or from the School Commission secretary upon request.
5. Non-members may address the commission when approved for the agenda in advance of the meeting and shall leave after they have addressed the School Commission.

### **B. Quorum**

1. A majority of all voting members must be present for the purpose of conducting official business.
2. Business will be conducted by the consensus method; when a vote is required, a simple majority of those present and voting shall carry the motion.

### **C. Implementation of Policies**

1. In order to provide the best consultation, the consensus method of decision-making shall be used.
2. When the School Commission is unable to reach a consensus, the minutes should report the different positions and appropriate reasons.

#### **D. Meeting Record**

1. A record of all acts of the School Commission, maintained by the secretary, shall be preserved in the archives.
2. This record is to contain the meeting minutes and any written reports or documents presented at the meeting.

#### **Article VIII: Committees**

- A. The School Commission's responsibilities and purview will include planning and recommendations in the areas of:
  1. Technology
  2. Budget / Finances: Fundraising for Endowment Fund and SCOPE Auction
  3. Enrichment / Tutoring
  4. Safety
  5. Maintenance and Upkeep of School Physical Property
  6. Long Range Planning / Strategic Plan
  7. School Self EvaluationThe School Commission will, by majority vote, appoint Ad Hoc committees as needed in these areas.
- B. The School Commission will form a Standing Committee to oversee the entire Development Program. This committee will be chaired by the Developmental Director and will draw members from the SCOPE Auction, Script Sales and any other school fundraising groups. This committee will have final authority over all school fundraising.
- C. As required, the School Commission Chairperson may establish and appoint members to an Ad Hoc Committee to perform certain functions, or accomplish certain goals. When these functions are completed, the Ad Hoc Committee will be disbanded.
- D. An Ad Hoc Committee shall consist of at least two members. The leader of each Ad Hoc Committee shall be a member of the School Commission.
- E. The School Commission Chairperson, in consultation with the School Commissioners, shall determine the specific purpose(s), and provide clear directions to the Ad Hoc Committee(s).
- F. The Ad Hoc Committee will submit reports at each School Commission meeting until the task(s) is / are accomplished.

#### **Article IX: Amendments**

- A. The School Commission shall:
  1. Research and seek appropriate funding sources for the school in accordance with the Pastoral Council.
  2. Receive financial reports from Scrip Sales and SCOPE Auction as they are made available to support school operations.

#### **Article X: Policy Management**

- A. A copy of these By-Laws shall be placed in the policy binder. A copy shall be provided to the Pastor for approval.

#### **Article XI: Amendments**

- A. Additions, deletions, or amendments to these By-Laws may be adopted by submitting proposals for amendments in writing to the School Commission at a monthly meeting. The proposals will then be submitted to the Pastor for final approval.