



2021-2022

St. Catherine School
Family Handbook

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Purpose of Handbook

The Family/Student Handbook contains the policies and procedures that are guidelines for St. Catherine School. It is important that each parent/guardian read the Family Handbook because it discusses important information about the guidelines of St. Catherine School and the expectations of parents and students. It is expected that each student and parent/guardian will make a sincere effort to comply with the regulations, and will support the religious, Christian, and Catholic nature of the school.

Administration Right to Amend

The school administration retains the right to amend the Family/Student Handbook. Parents will be given prompt notification, through the Family newsletter or via email.

Family Agreement Verification Form

School communities are successful to the degree to which all members are knowledgeable of and follow the policies and procedures that guide them. **Families must sign and return to the school office the Agreement Verification form enclosed at the back of the Handbook.**

Mission & Philosophy

St. Catherine of Siena Parish School is a welcoming, Christ-centered community, rooted in the Catholic faith and inspired by Gospel values. As an extension of the parish and with Jesus as our model, we are dedicated to lifelong growth in faith, love, and learning.

We recognize that the care and education of the child begins with the family and that parents are the primary educators of their children. In partnership with parents, we work to promote our students' achievement and spiritual growth. Together we are committed to developing responsible, ethical leaders who think critically, act justly, communicate effectively, and serve willingly.

Vision

We are committed to providing a faith-filled, inclusive, and welcoming learning environment for all our students. Through our rigorous academic programs, our students will gain the cognitive, technological, and social skills necessary to become ethical, innovative leaders who successfully navigate the complex challenges of today's world.

School-Wide Learning Expectations

We are active faith-filled persons who:

- Understand & model the teachings of the Catholic Church
- Pray daily with reverence
- Participate in Mass regularly
- Practice social justice & service to others

We are curious, engaged learners who:

- Ask questions & explore new learning opportunities
- Develop effective & responsible study habits
- Strive to do our best
- Practice problem solving & critical thinking
- Listen attentively and communicate ideas clearly
- Collaborate and engage with others respectfully

We are conscientious & responsible citizens who:

- Use technology effectively and responsibly
- Resolve conflict thoughtfully
- Show compassion & kindness to others
- Care for the environment & God's creation
- Welcome others & include everyone
- Engage in respectful dialogue to understand other viewpoints
- Recognize, refuse, and report bullying

Administration

Pastor

The priest administrator, Father Dean Mbuzi, is the policymaker for the parish school. He fulfills this function within the context of Archdiocesan policies and in close collaboration with the principal and School Commission.

Principal

The principal, Kathy Cox, serves as the chief administrative officer of the school. The principal of an Archdiocesan parish or regional elementary school reports directly to and is evaluated annually by the pastor. The principal is the educational leader in the school community charged with the administration and supervision of the school, in conformity with Archdiocesan and local school policies, rules, and regulations.

School Commission

The school commission is a consultative group that advises and supports the Pastor and the principal. The responsibilities of the school commission, in cooperation with the pastor and principal, include recommending a mission statement for the school grounded in Catholic faith tradition, recommending policy, setting long range goals for the school, developing means to finance the school (including tuition structures, financial development, and fund-raising), promoting communication, public relations, and evaluating the school's goals and plans.

Parent Club

The Parent Club is responsible for maintaining good communication between the home and school. It is a vehicle by which parents can provide service and support to the school through volunteering and fundraising. It offers a mechanism for parent education and serves as a structure for political action when needed. The purposes of the Parent Club are:

- To provide information to parents about the school, PTC activities, volunteer opportunities, and the St. Catherine School Commission.
- To enhance school programs and to provide extras, such as lunch on Field Day.
- To support faculty and staff efforts by contributing to homeroom and enrichment program funds and teacher appreciation activities.
- To provide community building activities for parents, teachers, and administration.
- To support our school financially through fundraising activities.

Parents' Role

St. Catherine School is best positioned to achieve its goals by active support from the parents. It is a parent's encouragement of the child that supports a positive attitude toward learning, and to guide the child in becoming a responsible, self-disciplined and caring Christian. Parental cooperation is essential for the welfare of students.

Parents have chosen to enter into a partnership with St. Catherine School and we trust that they will be loyal to this commitment. If there is an incident or conflict at school, parents will model Christian values. First, whenever possible, parents will discuss the situation honestly, respectfully, privately, and calmly with the teacher and child. If additional resolution or assistance is needed, parents will contact the principal. Teachers/staff will model Christian values when discussing student issues.

We ask our parents to:

1. Support, through their actions and words, the religious and educational goals, vision, mission, policies, and decisions within the school.
2. Treat teachers, school and parish staff, other parents, and students with respect, confidentiality, and courtesy in discussing all student and school situations.
3. Make sure that their child arrives to school and is picked up on time, is dressed according to the school dress code, and completes homework on time.
4. Read the weekly newsletter, classroom letters, emails, texts and newsletter attachments.
5. Actively participate in school activities.
6. Assist their child in taking responsibility for his/her actions.
7. Notify the school office of any changes of address, email, or important phone numbers.
8. Meet all financial obligations to the school, parish, Annual Fund, and Parent Club fundraising.
9. Inform the school of any special situation regarding their child’s well-being, safety, and health.
10. Complete and return to school any requested information promptly.

Daily Schedule

7:00 am	Extended Care opens
8:10 am	Students may arrive on the school grounds (*COVID: students head directly to classrooms)
8:25 am	First Bell
8:30 am	Second Bell – school begins, students who arrive after the bell must report to the front door of the school with a parent to receive a tardy slip from the office staff
10:10–10:25 am	First recess - K through 8
11:55-12:55	All school lunch/recess K-2 Recess 12:15-12:55; Lunch 11:55-12:15 3-5 Recess 11:55-12:15; Lunch 12:15-12:35; Recess 12:35-12:55 6-8 Recess 11:55-12:35; Lunch 12:35-12:55
12:30 pm	Half-day Preschool dismisses
2:15-2:25 pm	K-5 recess
3:10 pm	School dismisses
4:00 pm	School Office closes
6:00 pm	Extended Care closes

Academic Information

Academic Expectations

Academic excellence is the demonstrated ability to acquire, apply, perform, and excel in scholastic activities to each student's fullest potential. For this reason, all students are expected to fulfill their academic responsibilities under the direction of our teaching staff as well as with the support of their parents.

Grades and Grading

Methods of grading and grade schedules are given to parents at Curriculum Night in the fall. Specific assignments may be given to students with the means of assessment attached. If there is a question concerning grades and grading, it may be taken up with the teacher.

Conferences

School-wide conferences are scheduled near the end of the first trimester and parents are asked to make every effort to attend. Optional conferences are also offered in the early spring. It is not necessary to wait for the regular conference time if a parent has a special concern. Parent conferences are encouraged and can be arranged at any time during the school year.

Homework

It is the policy of St. Catherine School to assign homework. The purpose of homework is to foster habits of independent work and study; to reinforce learning that has taken place in school; to bring the home and school closer together; and to relate school learning to out-of-school interests. Teachers post homework on their web page.

Students in Grades Kindergarten, 1, and 2 have an average of 10-20 minutes of homework daily. Students in Grades 3, 4, and 5 have an average of 30-50 minutes of homework daily. Students in Grades 6, 7, and 8 have an average of 60-90 minutes of homework daily. Long term projects may require extra homework from time to time.

Students are expected to complete quality work both in the classroom and at home. The expectations include neatness, completeness, and timely return of assignments to teachers. These expectations are intended to prepare students for what is expected of them in high school, college, and the work place. Consequences are applied when homework is not completed. Parents should supervise the completion, but NOT do the assignments for their child.

Admission Policy

Statement of Non-discrimination

It is the policy of St. Catherine School to admit students of any race, color, sex, and ethnic origin to all the right, privileges, programs, and activities generally accorded or made available to

students at St. Catherine School. It is the school's policy not to discriminate on the basis of race, color, sex, or ethnic origin in the administration of its educational policies, admission policies, scholarship, and tuition assistance, athletic and any other school administered programs.

Admissions Criteria:

We recognize that space may not be always available for every family that would like their child to attend St. Catherine School. Priorities for admission are as follows:

1. Current families with siblings already in the school
2. Parish families who are active participating members.
3. Out-of-parish Catholic families
4. Out-of-parish families who are not Catholic.

Entrance for Kindergarten:

A child must be five years of age on or before August 31 for admission to kindergarten.

Kindergarten applicants will complete a readiness test. After examining the results of this screening, the school may recommend that a child wait a year before entering kindergarten. If this is the case, acceptance may be deferred for one year.

For New/Transfer Students:

1. In order to be considered for admission to St. Catherine School, students must be in good standing at the school previously attended and provide evidence of their ability to succeed at St. Catherine School.
2. All new students and families will be interviewed by the principal as part of the acceptance process.
3. A non-refundable registration and testing fee is due with the registration papers. Prospective students will be assessed by our Vice Principal to ascertain his/her strengths and challenges.

Enrollment requirements include:

- Criteria for in-parish status form
- Immunization records
- Birth Certificate
- Baptismal Certificate (if applicable)
- Report Cards
- Standardized test scores

Attendance

It is legally required that all children enrolled at St. Catherine School are accounted for each school day. Regular attendance is important to the success of our students. Excused absences include illness, medical appointments, and family emergencies. Unexcused absences are defined as all other missed days for personal and family reasons. Arrival on time and prompt attendance in class is also integral to a student's success.

Report absences:

- If a child will not be attending school on a given day or days, parents/guardians will telephone the school office before 8:30 AM on the day of the absence.
- You may leave a voicemail at the school number. Parents/guardians will give the name of the student, his/her teacher, and the reason for the absence.
- Parents/guardians may email the information for the absent student to attendance@stcatherineschool.net before 8:30 AM.
- If the school is not informed by the parent of the student's absence, the school will telephone the parent(s) at home, work, or the emergency contact persons to confirm the student is absent.

Tardiness

Please make every effort to have your child in class, ready to learn by the 8:30 starting bell. A child arriving after the 8:30 starting bell is considered tardy. If your child arrives after the safety patrol students have gone in to the school, you must walk your student into the building and sign them in. Students who are consistently tardy disrupt the class, as well as their own learning. When a child is tardy on a frequent basis, a school administrator will contact the parent or other family member to discuss the reasons for the tardiness and make a plan that allows students to arrive at school on time. Students may also be required to make up class time that they miss. If a student arrives tardy, a parent/guardian must accompany their child to the school office to receive a tardy slip and be signed in to school. The student will then proceed to the classroom.

Release of Students during the school day

Archdiocesan policy states: "No teacher or principal shall release any pupil to any person who calls at the school to pick him/her up unless the release is to the child's parents or to their delegate, and is verified in writing." To comply with this policy, when picking up your child during the school day, please sign out in the office. The school administrative assistant will either contact your student's teacher by phone or will retrieve your student from the classroom. At no time is the parent allowed to sign a student out and pick up their student at the classroom.

Every effort should be made to avoid scheduling medical and other appointments during the school day, however if this is unavoidable, please call or send a written note to the office the morning of the appointment, so we can keep our teachers informed in advance.

Vacations during school time

We ask families to make every effort to follow the school calendar when planning family vacations. Learning is a sequential process. When students miss class they develop gaps in this sequence. Make up work does not adequately substitute for missing class time. When students will be absent from the school because of vacations, parents are required to inform the principal, teacher and office staff, in advance. While teachers will do their best to assist students upon their return, it is not reasonable or possible to re-teach all missed instruction. Teachers are not required to provide work or assignments for students in advance of leaving on vacation. Parents and students should check in with each teacher upon return for missed work.

Homework during an Absence

Excused absences: Students have one day for every day missed to make up work missed during an excused absence unless other arrangements are made with the teacher. Parents should contact the teacher(s) for assistance in making up work and older students should check in with their teachers on the day that they return to school to make sure that they have the complete information about their assignments and the materials that they will need. If your child is sick and you would like work sent home, please contact the office before lunch time and the teacher will be notified. If you email the teacher directly, please note that they may not be able to check their email before the end of the day.

School Communication

School Office

The school office is open Monday – Friday between the hours of 8:00 am and 3:30 pm. The main school number is 206.525.0581. There is a list of individual classroom extension numbers available on the school website.

School Email

All school personnel can also be reached via email. A directory of email addresses is included in the school directory and on the school website. Teachers and the school office send emails as a regular means of communication. School staff will make every effort to respond to emails within 48 hours.

Weekly Newsletter and the Calendar on the School's Website

We send out a weekly Family Newsletter by email each Wednesday during the school year. It features upcoming events, reminders of volunteer needs, pertinent messages or requests addressed to school families, and acknowledgements of the many activities that happen each week at school. **To be included in the current week's newsletter, submissions must be turned in to the school office for review by 12 noon on Tuesday of each week.**

An up to date school calendar can also be accessed on our school website: www.stcatherineschool.net. **Please check the calendar often as there are adjustments/changes to it throughout the year.**

Family Communication

On occasion, there will be important items that are not able to be sent home in our Wednesday weekly Family Newsletter such as school photos or Jog-a-Thon packets. In these case, the oldest child in each family will receive these items to bring home. In addition, the principal will email a weekly update each Friday. **Please read all weekly information carefully in the newsletter and principal update.**

Family Directory Information

A School Directory is published each fall. It includes lists of faculty and staff, School Commission members, members of the Parent-Teacher Club Board and committee chairs, and Room Parents. We ask that directory information not be distributed for non-school related reasons.

Emergency Communication Notifications

St. Catherine School has implemented a system for emergency communications and important school matters (i.e. snow closures) via the telephone and/or email. Our online student information system will be used to notify parents of such events by contacting the phone numbers and/or emails you have provided the office. NOTE: In the event of a lockdown, parents will be notified with important information once it is safe to do so and as directed by law enforcement. **In addition, no student or adult will be allowed to leave or enter the building for any reason until the school has been notified by law enforcement that the area has been secured and it is safe to cancel the lockdown.**

Parents/guardians: Please make sure the school office has your current phone numbers and emails on file. If there are any changes, please notify the school office immediately.

School Website

St. Catherine School maintains a website that contains information regarding the school, its faculty, and upcoming events. Parents/guardians are encouraged to visit the website often to stay up to date.

Use of Student Information/Pictures

There are occasions during the school year when pictures of students are taken and submitted for publication. Parents and guardians are asked to review and sign the school's Photograph/Video/Sound Release Form. The school will reserve the right to use student photographs and art unless otherwise directed via this form by the parent or guardian.

Code of Conduct/Behavioral Expectations

Basic to the mission of St. Catherine School is providing a learning environment that emphasizes the teachings of the Catholic Church and the dignity of each student, parent, staff member and guest. Our goal is to have each child become a successful self-manager in order to promote a teaching/learning environment that is positive, free of disruptions, and conducive to everyone's success.

Our Philosophy

1. Teachers have a right to teach and students have the right to learn without disruption.
2. Students will behave in a manner that reflects Christian social teaching.
3. Students will be held accountable for their actions.
4. Discipline is the responsibility of parents, teachers, and students and we are expected to work together in the best interest of our students.

Teachers are responsible for the safety and care of our students. Therefore, they must:

1. Clearly define the expected limits of behavior to all students.
2. Treat students fairly and judiciously.
3. Influence students to self-discipline.
4. Work in cooperation with parents to address issues effectively.

Behavior Expectations

Because our students range in age from preschool through grade eight, consequences for not following the rules will be determined by grade level and age appropriateness. Teachers will communicate their classroom rules and behavior expectations to the students during the first week of the school year; parents will receive the same information either via classroom newsletter or at curriculum night. An important element in Catholic education is helping students learn to make responsible choices and learning how these decisions impact the greater community. However, there are times when some choices of behavior are inappropriate which will result in disciplinary action. Teachers, staff, other students and visitors, are to be shown respect at all times. When behavior has been unacceptable the following types of interventions may occur:

1. Warning
2. Teacher or administrator conference with student, parent contact
3. Principal conference with student and a call to parents
4. Special assignments
5. Restriction from special privileges (free dress, dances, activities)
6. Detention
7. In-school suspension
8. Suspension
9. Dismissal

Students will be referred to the principal's office immediately for:

1. Disrespectful talk or behavior to staff, parents, visitors, or other students
2. Damage or vandalism
3. Bullying or harassment of another student and misuse of technology
4. Possession of drugs, alcohol, or a weapon (real or toy, matches)
5. Willful disobedience
6. Profanity
7. Theft
8. Leaving school grounds without permission
9. Cheating, failing to be truthful
10. Disruptive behavior

Discipline Policy

The purposes of the discipline program at St. Catherine are to:

- Provide an opportunity for the student to put Christian ideals and attitudes into practice
- Develop character
- Assist students in the development of self-control and self-management
- Promote a teaching/learning environment free of disruptions
- Promote respect, consideration, success and peace

Students' behavior outside of school may also be subject to disciplinary action when such behavior has a negative impact on other students, staff, or community members, or tarnishes the school's reputation. This includes a student's use of technology and social media outside of the school setting.

Some discipline interventions may include but not be limited to the following:

Detention: Detention may be issued for minor disciplinary infractions. A detention notice with an explanation of the infraction will be sent home to parents for their signature. The top white copy is for parents to keep. The yellow and pink copy are to be returned to the teacher.

Detention begins at 3:15 p.m. and ends at 4:00 p.m. Students should be picked up promptly at 4:00. Failure to attend on the day assigned results in a potential suspension from school. Students may be required to complete a behavior reflection activity or other documents provided by the teacher. Lunch duty may be assigned for minor infractions, tardiness, or disruptive behavior.

Behavioral Contract: When a student's behavior warrants an ongoing plan of action, a management plan may be developed by the teacher and/or principal outlining the expectations of performance and provisions for periodic evaluation. The contract is specific and affirming for the purpose of improving behavior/performance. A meeting with parent(s) and student will be held to review the behavior contract.

In-School Suspension: In some cases where actions may warrant, a student may be withheld from the classroom during the day(s). The student is removed from the classroom and detained in the office, or suitable location, with class assignments expected to be completed.

Suspension: Suspension from school is a serious intervention and will be issued when other forms of intervention have failed to correct a behavior. For behaviors that are more serious, such as, willful disobedience, accumulated offenses, fighting, harassment, possession of illegal material, theft, and damage to property, a suspension may be issued. Students receiving a suspension forfeit participation in school activities for the length of the suspension. Additional suspensions may result in dismissal from school. Suspensions due to serious infractions may or may not follow previous interventions.

Expulsion: In rare & extreme situations, a student may be expelled from the school permanently when previous behavior intervention has been unsuccessful, or when the student's continued presence compromises the health and welfare of the other students and staff. The Principal (and Pastor, if possible) will meet with the parents to explain the circumstances surrounding the expulsion. Written notification will be also provided.

Bullying

Everyone at St. Catherine School is committed to making the school a safe and nurturing environment for all students. The school seeks to eliminate hurtful behaviors while providing students with the skills to assist victims of such behavior. Bullying is the result of someone who has a pattern repeated and intentional of hurting, frightening, threatening, or intentionally embarrassing or excluding someone. Any of these actions is taken very seriously and will be handled according to our Guidelines for Discipline. Parental support is essential to the success of a school program that builds upon respect for each person.

Harassment

Harassment is verbal or physical conduct or electronic or wireless communication that denigrates or shows hostility toward or about an individual because of his/her race, color, religion, gender, national origin, age, disability appearance, and/or manner of conducting himself or herself or toward or about his/her relatives, friends, or associates. It has the purpose or effect of creating an intimidating, hostile, or offensive educational or work environment; of unreasonably interfering with the individual's work performance or education; or of otherwise adversely affecting the individual's employment or educational opportunities. Any form of harassment, whether written, verbal, or otherwise transmitted, is taken seriously. A complaint may be made directly to the person doing the harassing or may be made to a teacher or, if needed, to the principal. Students' behavior outside of school may also be subject to disciplinary action when such behavior has a negative impact on other students, staff, or community members, or tarnishes the school's reputation.

Weapons Policy

No weapons or look-a-like objects that could be construed as weapons are allowed at school. Special permission from the principal may be granted for use of fake weapons during supervised situations (e.g., drama productions). This policy assures and requires referral to the criminal justice or juvenile delinquency systems any student who brings a firearm to school. Expulsion will result. This policy also requires the immediate notification of parents of any student who brings a firearm to school. Students and parents should immediately notify the school if they have knowledge of a threat made to the school or anyone associated with it.

Search & Seizure: The school administrator and/or their 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.

Cell Phones

Cell phones are to be in the students' backpack and in the off position at all times while on school property. Cell phones may not be used in any manner, including texting, while on school grounds, unless directed by a teacher. If a student needs to communicate with his/her parent for emergency purposes, either during the school day or after school, the school phone should be used after receiving permission from the classroom teacher, office staff or administration.

Cell phone rule violation will result in the removal of the cell phone from the student's possession and require parental contact for phone return.

Social Media & Electronic Correspondence

Engagement in online blogs or postings such as, but not limited to, social media such as, Facebook, YouTube, Instagram, Snapchat, texting, and other electronic media, shall result in disciplinary actions, up to and 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.

Emergency Procedures and Student Safety

Inclement Weather/Closure of School

When inclement weather makes it necessary to close the school, parents will receive notification through our online Student Information System. School administration will initiate our emergency/snow closure communication by contacting the phone numbers/emails you have provided the office. We will post a notice of school closure on the home page of our school website at www.stcatherineschool.net. There will be a "Special Announcement" message on the main school telephone number, 206.525.0581. Parents will receive notification through KING5 and KOMO TV broadcasts as well. Seattle Archdiocesan schools normally follow the Seattle Public Schools' schedule for emergency closure. Extended Care is closed when the school is closed; all extra-curricular programs will be canceled.

When possible, a later opening will be announced. A Late Start means that school will open at 10:30 a.m. There will be no a.m. extended care on late start days.

Classes may be canceled due to special circumstances beyond inclement weather (e.g. severe illness outbreak, mechanical problems, etc.). State approval for independent schools requires operation of the educational program for a minimum of 180 days or 1000 instructional hours. The St. Catherine School calendar will reflect these guidelines.

Change of Address/Phone

It is very important for emergency and administrative reasons that each student maintains up-to-date address/phone records in the school office. **Notify the school immediately if you have a change of address and/or change of phone number during the school year.** This also applies to changes in parents' work information.

EMERGENCY INFORMATION

Each student is required to have on file at the school office the following information:

- Parent(s) or guardian(s) name(s)
- Complete and up-to-date address
- Home phone, parent(s) work phone, and cell phone(s)
- Emergency phone number of friend or relative
- Physician's name and phone
- Medical alert information!

SAFETY PREPAREDNESS

The teachers and staff regularly practice emergency drills with students (i.e. fire, earthquake, lockdown). Students are instructed on what to do and where to go in such situations. Each classroom has emergency supplies on hand. Our online student information system will be used to notify parents of emergency events by contacting the phone numbers and/or emails you have provided the office. NOTE: In the event of a lockdown, parents will be notified with important information once it is safe to do so and as directed by law enforcement. **In addition, no student or adult will be allowed to leave or enter the building for any reason until the school has been notified by law enforcement that the area has been secured and it is safe to cancel the lockdown.**

Extra-Curricular Activities

St. Catherine School offers a variety of extra-curricular activities for students. Information about these activities is distributed through the Family Wednesday envelope, the Weekly Newsletter email, or by the classroom teachers. The activities generally include but are not limited to the CYO Athletic Program, Drama, Math Club, Band, Chess Club, Choir, Nuestros Pequeños Hermanos Club, and Speech Team. Many activities are dependent on parent and volunteer assistance. Behavior expectations that apply during the school day also apply during extra-curricular activities and school-related events.

CYO Athletic Program

- Baseball typically grades 5-8 (boys)
- Basketball grades 4-8 (with our own intramural program for grades 1-3)
- Cross-country grades K-8
- Soccer grades K-8
- Track grades 4-8
- Volleyball grades 4-8

Practices and games take place outside of school hours. It is the parents' responsibility to transport their child to after school practices & activities, or make arrangements with other parents to do so. Participation is governed by policy from the Archdiocese. Registration is handled through the school office via our website, weekly newsletter/communication envelope and the parish bulletin.

School Dances

Students in grades 7 & 8 are eligible to attend middle school dances held at St. Catherine and other Catholic schools in the north Seattle deanery. Students in grade 6 are permitted to attend the spring St. Catherine dance. A valid permission slip and student ID are required for admission to school dances. The dress code outlined in the permission slip will be enforced. St. Catherine School students are expected to conduct themselves in a respectful and appropriate manner. Behavior that does not adhere to our school Code of Conduct will result in disciplinary

action, including but not limited to, dismissal from the dance, exclusion from future dances (at any school), school suspension or other appropriate measures.

Technology/Internet

The curriculum goals of St. Catherine School call for integrating technology into our instructional programs and classroom practice. Towards this end, students' access to and use of electronic resources, including the Internet, is age and grade-appropriate and increases gradually from year to year. Use of the Internet by students at any grade must be related directly to specific curriculum objectives and is supervised by the teacher. Students are expected to use technology according to the teacher's instructions.

With this opportunity to make use of electronic resources comes the need for personal responsibility on the part of users. To ensure responsible use we ask students and parents to each sign an Acceptable Use Agreement. Please discuss this agreement with your child and emphasize its importance.

Acceptable Technology Use

The use of the network and the Internet is a privilege, not a right. Use of the network must be in support of St. Catherine's mission as a Catholic school. Violations or inappropriate use will result in immediate loss of access to this privilege. All violations will be dealt with on a case by-case basis.

Each student will:

- All students and parents will sign an Acceptable Technology Use form each year.
- Demonstrate respect for the right of others' privacy, recognize the work of others, and conserve school resources to the best of his or her ability.
- Preserve default system preferences and application installations.
- Understand that the school principal, is the final authority regarding the use of technology resources.

Student use of technology should not be assumed to be private. All activities are monitored, logged, and accessible for review by authorized personnel. Any material found to be inappropriate, unlawful, or abusive will be removed immediately without warning. St. Catherine School is not responsible for material lost or damaged on external devices such as CDs, DVDs, or USB flash drives. St. Catherine School recognizes the changing nature of technology and of students' understanding and use of it, and reserves the right to revise these policies as needed.

Uniform Policy

St. Catherine School supports values which include personal respect and dignity, care for others, and pursuit of academic excellence. Student dress should be consistent with these values and the stated goals of the school. To this end, any attire or appearance seen as disruptive to the learning environment, contrary to Christian values, or presenting a safety hazard is not appropriate. Students should appear neat, clean and modest in dress. Parental and student support of these standards is seen as most important to maintaining an acceptable norm of school dress and in helping promote a positive learning environment.

1. Students are to maintain a neat, clean, well-groomed and modest appearance with properly fitting clothing.
2. Uniforms are to be worn daily unless free dress is scheduled. Jacket/coats and non-uniform sweatshirts are not to be worn in class and those worn to school are to be free of inappropriate logos, graphics or phrasing.
3. Skirts, shorts and skorts are to be no more than **two inches** above the knee. Slacks are to fit neatly at the waist and correctly sized to avoid bagging, sagging, or dragging at the cuff. Baggy pants, hip huggers, bell bottoms, and cargo pants are not acceptable. Slacks should be “uniform” style. Slacks for the middle school students are to be traditional khaki color.
4. Hairstyles (applies to both boys and girls): Hair should be neatly combed, appropriately groomed, and not interfere with a student’s ability to participate in classroom or school activities. Hairstyles may not pose a distraction to the learning environment. Hair tones and colors must be naturally occurring hues. Any highlighting or altering must look natural; extreme hairstyles or coloring are not permitted. Students must arrive on the first day of the school year in compliance with this policy. In cases involving controversial hairstyles or dress, or when a determination must be made in relation to terms such as ‘appropriate,’ ‘distracting,’ or ‘extreme,’ the final decision shall reside with the principal.
5. Girls may wear nail polish as long as it is not a distraction. Nails must be kept at a moderate length. No artificial nails allowed.
6. 7th and 8th grade girls may wear light makeup. No heavy eyeliner or eye shadow.
7. Jewelry can be worn but is limited to one watch, one small post earring in each ear, one small ring, and one lightweight metallic necklace (primarily to hold a religious medallion). Boys are not permitted to wear earrings.
8. Socks are to be worn at all times and should be visible.
9. Shirts are to be kept tucked in, belts in belts loops, and shoelaces tied.
10. Hats may be worn to and from school, at recess and other outdoor activities when the weather calls for it; hats may not be worn inside the classroom or school building.
11. Shoes must be appropriate for the school environment. Heels, open-toed and open-back shoes are not allowed. Boots may be worn only on free dress days, or in the event of inclement weather. In such events, a change of shoes for the school day is required. Athletic shoes must be worn on PE days.
12. Non-uniform sweatshirts/coats may be worn to recess and lunch, but may not be worn in the classroom or building during the school day.

All school staff monitor student appearance with the majority of questions being handled at the classroom level. In any debatable or recurring situation, the school principal will make the final judgment.

Students not adhering to the outlined policies will receive a Uniform/Dress Code Infraction (teachers may choose to issue a warning first). The result is the loss of the next free dress day. The second offense will result in a detention and the loss of the next free dress day. Repeat offenses will result in the loss of a student’s free dress privileges for the year. At any time, a student may be referred to the principal for uniform or dress code violations, if necessary.

School Uniform for Girls

- Grades K-4:** Jumper-Burgundy plaid*, skort-Burgundy plaid*, navy skort*
- Grades 5-8:** Skirt-Burgundy plaid*, skort-Burgundy plaid*, skort (navy-grade 5, Khaki 6-8) *
- Grades K-5:**
 - Walking shorts: Navy**
 - Slacks: Navy cords or twill**
 - Sweaters: Burgundy pullover vest, cardigan sweater, or pullover V-neck*
 - Sweatshirts: Navy (must have school logo)*
 - Fleece Jacket: Navy (must have school logo) *
- Grades 6-8:**
 - Walking shorts: Khaki**
 - Slacks: Khaki slacks (no khaki colored jeans or cargo pants) **
 - Sweaters: Burgundy pullover vest, cardigan sweater, or pullover V-neck*
 - Sweatshirts: Burgundy (must have school logo)*
 - Fleece Jacket: Navy (must have school logo) *
- Grades K-8:**
 - Socks/Tights: Solid white, gray, navy, burgundy, or black; socks with graphics or other decoration are permitted only on free dress days.
 - Shirt: Any solid white or navy shirt with a collar (short sleeved, long sleeved, or turtleneck) without any emblems.

Girls must wear tights, shorts, or form-fitting leggings under their jumpers/skirts and in the following solid colors: white, gray, black, burgundy (matching in hue to the uniform color), or navy. Leggings must be ankle-length and worn with socks.

School Uniform for Boys

Grades K-5

- Slacks: Navy cords or twill**

Walking shorts: Navy twill**
 Sweaters: Burgundy pullover vest, cardigan, or pullover V-neck*
 Sweatshirts: Navy (must have school logo)*
 Fleece Jacket: Navy (must have school logo) *

Grades 6-8

Slacks: Khaki slacks**(no Khaki colored jeans, no cargo pants)
 Walking shorts: Khaki**
 Sweaters: Burgundy pullover vest, cardigan or pullover V-neck*
 Sweatshirts: Burgundy (must have school logo)*
 Fleece Jacket: Navy (must have school logo) *

Grades K-8

Shirt: Any solid white or navy shirt with a collar (short sleeved, long sleeved, or turtleneck) without any emblems
 Socks: Solid white, gray, black, burgundy or navy; socks with graphics or other decoration are permitted only on Free Dress days.

Full Uniform is: skirts, skorts, jumpers or slacks for girls, slacks for boys, and school sweaters, sweatshirts or fleece jackets worn with shirts. Full Uniform is required to be worn on specified days (i.e. Mass, Adoration). All students need to have a “full uniform” available for these times.

* Must be purchase from Dennis Uniform, Land’s End, or Tommy Hilfiger Uniforms

** Can be purchased from Dennis Uniform or alternative stores (i.e. Land’s End, The Gap, Nordstrom, J.C. Penney, Target, etc.). All uniform styles must be similar to the styles in the Dennis Uniform catalog if not purchased from Dennis. Some stores may change styles in their “uniform” departments and may not comply with our dress codes.

*** St. Catherine Parent Club has “used uniforms” in storage and typically holds several “used uniform sales” annually.

Uniforms will be worn on field trips: exceptions will be made only for weather restrictions or if an activity requires other forms of dress.

Free Dress Day is a day designated by the principal, when the students may wear attire other than the uniform. This includes jeans and t-shirts but in all cases, dress must be appropriate. Shorts and skirts must not be more than 2” above the knee. Tank tops are not allowed and shirts must cover the shoulders. Athletic wear such as basketball shorts and yoga pants are permitted on free dress days, so long as they are opaque.

The school identifies a free dress day each month for students celebrating a birthday during that month. Students with summer birthdays will have their free dress day at an appointed day

in June. Special free dress passes given out must be used within the school calendar year in which they were given. Free Dress is not allowed on school Mass days; students must wear full uniform on these days, including the school sweatshirt.

Volunteering/Service Requirement

It is the policy of St. Catherine School that the parents/guardians from each family contribute a minimum of forty volunteer hours (twenty for single parent families) to the school each year. Five of the 40 required hours of must go towards Auction volunteering. There are many volunteer opportunities for parents to choose from throughout the year. Opportunities can be found in the weekly newsletter, on the school website, or by contacting the office and Parent Club. Volunteers must complete a Background Check form, a St. Catherine Volunteer Agreement Form and Safe Environment Training prior to serving. There will be a \$25.00 per hour charge for volunteer hours not reported by May 15th. Parents must log their volunteer hours each trimester on the forms provided by the school office. Contact the school office for assistance.

Mandatory background checks and yearly Archdiocese-sponsored Safe Environment Training must be completed by any adults working directly with students. This includes driving/chaperoning on field trips, working in the classroom or school, participating in extracurricular activities, etc. To register for the three-hour Safe Environment training class please the Volunteer Information page on our school website. After the first training is completed, volunteers must complete an on-line training update every three years to continue volunteering with students.

Volunteer Code of Ethics

- **Communication:** Always direct other parents' concerns to the classroom teacher. If a conflict/difference of opinion should arise, please go directly to the source and deal with the challenge.
- **Confidentiality:** In the course of your volunteer work at our school, you may learn/hear confidential information about students, parents or teachers. You are expected to keep this information confidential in any setting inside or outside the school. All persons' privacy rights must be respected. A volunteer operates in a position of trust. Personal information pertaining to students must be kept confidential, as well as conversations between parents, teachers and students. There are exceptions to this policy as in the instance that a volunteer attains knowledge of any type of abuse, violence, bullying, etc. These types of instances must be reported to the administration and a report may be sent to Child Protective Services.
- **Dependability:** The school relies on your support. Follow through on volunteer commitments is essential to the success of our school. Please provide as much notice as possible if you cannot fulfill a commitment. Often times there are other parents who can help fill in for you.

General Information

Classroom Visits

All visitors are asked to check in at the office first before heading to a classroom. The office will call the teacher to announce the visitor. Messages or forgotten articles should be left at the office. Only in cases of emergency are teachers or students to be interrupted during school hours. Parents are kindly asked to schedule visits with teachers/staff ahead of time, rather than dropping by unannounced.

Extended Day Care Program

A before and after school child care program is provided for families enrolled in St. Catherine for students in grades K-8. Information regarding this program can be obtained on our school website at www.stcatherineschool.net or by calling the school office at 206.525.0581.

Field Trips/Performances

Field trips are designed to provide opportunities to enrich learning. All students are expected to participate unless specifically released by the principal. Parents wishing that a child not participate in a specific event must notify the coordinating teacher and the principal in writing sufficiently in advance to allow for a timely decision. As a rule, we do not have the resources readily available to provide supervision for a student not participating in a field trip.

The Archdiocese of Seattle and its insurance agency require the use of an official Parental Authorization form provided by the school. A form signed by the parent or guardian is to be on file at the school for each student leaving the school campus on a school sponsored excursion. If this form is not received prior to departure time, the student will remain at school under the supervision of the staff. Verbal permission over the telephone is not sufficient.

Field trip fees will be charged through FACTS. Families wishing to apply for a scholarship should email the principal with a confidential request.

Each child riding in a vehicle on a school sponsored trip must be provided with a proper car seat or booster seat, if necessary, and a seatbelt. Each driver is required to provide information when volunteering to drive for an outing verifying that he/she has adequate liability insurance coverage. This information needs to be submitted only one time per school year and is valid until expiration date of the policy. Confirmation of renewal will continue validity until the next renewal date. Drivers are to go directly to and from the field trip destination. There are no side trips permitted for any reason. There are strong legal ramifications for any stops not previously stated on the field trip permission slip. Drivers must not bring younger siblings on field trips. The use of cell phones by drivers and chaperones is prohibited except in case of an emergency. Parent chaperones are expected to supervise students at all times during the field trip. Parent chaperones may not consume alcohol at any time while on a school-related trip.

Illness at School

Students who become ill at school will be cared for temporarily in the school office until parents or emergency contacts are notified and the child is picked up. Any student with a fever will be sent home. Parents should make every attempt to pick up their child as soon as possible. It is required that each family has current phone numbers on file.

A child should not return to school after an illness unless he or she has been fever free and free from vomiting for at least 24 hours, is well enough to go out at recess time, and no longer poses a risk of exposing other students. Students who leave school due to illness may not return to school on the same day; this includes extended care and other school activities. The school does not have adequate personnel to supervise children staying indoors during recess. On rare occasions, an exception to this policy may be granted if the child has a chronic condition that is not severe, such as asthma. In these cases, parents must make prior arrangements with the teacher and office. In no case will a child be left unsupervised.

Immunization

WAC 246-105-030 A child is required to be vaccinated against, or show proof of acquired immunity for, the following vaccine-preventable diseases before attending school or a child care center:

- (1) Diphtheria;
- (2) Tetanus;
- (3) Pertussis (whooping cough);
- (4) Poliomyelitis;
- (5) Measles (rubella);
- (6) Mumps;
- (7) Rubella;
- (8) Hepatitis B;
- (9) Haemophilus influenza type B disease;
- (10) Varicella; and
- (11) Effective July 1, 2009, pneumococcal.

In July 2019, the Washington state school and child care immunization requirements were updated to remove the personal/philosophical exemption for the measles, mumps and rubella (MMR) vaccine. Starting with the 2019-2020 school year, families will be required to have a current immunization record on file **before the first day of school**. *Students of families who have not provided an updated immunization record before the first day will not be permitted to attend school until proper documentation has been received.*

Liturgical Services

School Masses and liturgies are celebrated regularly. Since it is important that families join the school community in celebrating our faith, parents are encouraged to attend all school

Masses/liturgies held during the day. Students must wear a full uniform on the days when we celebrate all-school liturgies or for other church functions (i.e. Mass, Adoration).

Library

The library is open on a regularly scheduled basis and is supervised by library staff and volunteers. Most classes have regularly scheduled library times; all students are allowed to use the library during library hours with the permission of their classroom teacher and as long as there is supervision. There is no fine for overdue books. Students must pay for lost or damaged books. The library collection is updated and expanded throughout the year. Books are chosen to enrich and support the educational program of the school, taking into consideration the varied interests, abilities, and maturity levels of the students served. Please refer to the Library Collection Policy on the school website for additional guidelines and information.

Lice

Lice checks may be performed during the school year. Should your child have lice, you will be notified and provided with information about treatment. Students are not to return to school until they are "nit" free, to ensure that the lice are completely gone. A policy on the handling of lice is on file in the school office.

Lost and Found

Lost and found items can be claimed from the bin located in the foyer of Victoria Hall. Due to limited space, lost and found items are donated regularly to the St. Vincent de Paul organization.

Lunch for purchase/Pizza lunch/Milk

Hot lunch is available for purchase on Monday, Wednesday, Thursday and Friday from Ladybug Catering. There is information regarding hot lunch for purchase on our school website on the Hot Lunch Program page.

Pizza lunch is available for purchase on Tuesdays and is coordinated through our Parent Club. Sign up forms for pizza are available on our school website and in the school office.

Milk is available for purchase at the beginning of the school year for a \$65 yearly fee. On the registration form (available on the school website), you may choose white or chocolate milk. Milk is not available for daily purchase; students must purchase at the start of the year.

Medication at School

State law (RCW 28A.210.260 and 28A.210.270 requires that:

1. Medication must be stored in a locked drawer or cupboard in the school office.
2. All medication is stored in the original pharmacy container listing proper dosage.
3. An employee of the school who has received necessary training to administer the medication dispenses medications.
4. A list is maintained in the office with the names of all students receiving the medication.

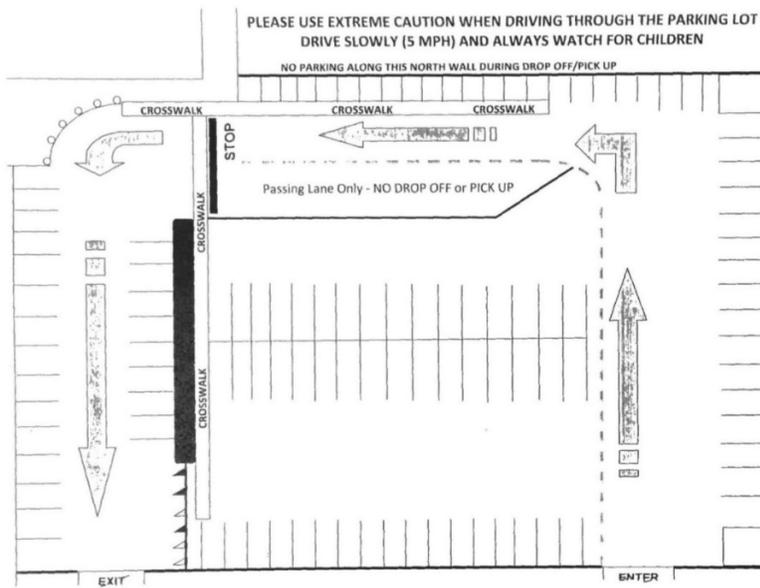
5. The adult reads the labels and verifies that the correct child is receiving the medication.
6. The adult should always observe that the student has actually swallowed the medication before he/she leaves the office.
7. If the child fails to come to the office in a timely manner to receive medication, the authorized adult should send for him/her.
8. Students who receive oral medication at school must have on file a written parent request as well as a doctor's authorization form. This form must be written, current and unexpired.
9. No medications including cough drops, aspirin, Tylenol, etc. will be with a student during the school day. All medications need to be brought to the school office. **The statute makes no distinction between prescription and nonprescription medication.**

Parties and Events

Classroom parties are not encouraged as a regular practice. On special occasions, a simple party may be arranged through consultation with the teacher and with the help of the room parent. A small treat may be brought to celebrate a child's birthday. Please contact your child's teacher should you desire to do this. Invitations to parties and "thank you" notes are not to be passed out in school unless everyone is included: either all the boys or all the girls or both. Please use the mail or telephone outside of school hours. Hurt feelings result when it is obvious that some children are not included in an invitation.

Pick-up and Drop-off Procedures

Please follow the described pick-up/drop-off route outlined below. Students may NOT be dropped off on the surrounding streets. Parking is not allowed in the front of school during school hours. **Students may not arrive on campus before 8:15 as there is no supervision until that time. Children must remain in the vehicle until school staff is present in the parking lot (staff will be wearing a neon vest).** Students must always exit the vehicle on the right side, out of the traffic lane. Note: Parents of students in Kindergarteners should park their car and walk their child to the designated area for the first couple weeks of school, or until their child is able to do so independently. Students should line up in their designated spots (Preschool in front of their portable, K-2 on the white lines next the brick building, 3-6 in the plaza, and 7-8 in front of their portable). Parents are welcome to remain in the plaza and socialize after school hours as long as they supervise their children when doing so. The play structure in the plaza is closed before school.



Students should be picked up promptly after school. Please contact the school office if you will be late in picking up your child. Students not picked up by 3:20 pm (2:35 pm on Early Release Wednesdays, and 12:10 pm on Noon Dismissal days), will be brought to the office and parents will be contacted. Students not picked up promptly (or by the time the office closes) will be taken to Extended Care and the parents' FACTS account will be charged \$8.00 per hour.

Preschool Families: For morning drop off and the 3:10 pick up, preschool parents should park in the parish lot ONLY and escort their child to/from the preschool classroom. Preschool parents are asked NOT to park on any of the side streets for morning drop off or the 3:10 pick up. For the 12:30 pick up ONLY, preschool parents may park either on the side streets, or in the designated spots in the parish lot. Parents may NOT use disabled parking spots unless they display the appropriate disabled placard.

Personal Belongings

Please place your child's name on **all** clothing and personal items such as lunch boxes, backpacks, and clothing. The school and parish shall not be responsible for lost or stolen items or money brought to school or kept in an unsecured place. Children should not bring money to school except for specific need (e.g. fund raising, bus fare, fine, etc.).

Outside of times when items from home could be brought to enrich learning, students are asked not to bring personal belongings (e.g. toys, electronics, etc.) to school. We cannot be responsible for lost, stolen, or damaged items and their very nature often causes a disruption. If an item causes a problem, the classroom teacher may confiscate it.

Playground and Recess Rules

Students are not allowed to be on the play structure before school. After school, they are allowed to play on it only if they are being supervised by a parent.

General

- Respectfully and promptly follow the direction of the recess teacher(s)
- Recess is a food free time. All food should be eaten before going outside
- When the whistle blows, walk immediately to your designated line-up area
- Follow the rules of the game and be a good sport
- Report any injuries immediately to the recess teacher
- Only non-contact sports are allowed (flag football is okay)
- Make safe choices when playing

Play Structure and Plaza Areas

- The Super Nova (blue ring) is for sitting only
- Students may not climb on top of or jump off the bars
- The slide: slide down only, one person at a time, sitting, feet first
- Stay off of the safety railing at all times
- Stay out of the Sacred Heart Garden and out of all of the planter beds
- Stay off of the large rock by the steps

Blacktop Area

- Always ask a recess teacher before retrieving a ball if it rolls out of the designated play area
- Stay off of the fence
- Keep balls low and in the designated areas
- Stay away from and off of the dumpsters

Regular Dismissal/Early Dismissal

Students are dismissed at 3:10 pm on Monday, Tuesday, Thursday and Friday, and 2:25 pm on most Wednesdays. Periodic Wednesdays are designated as noon dismissals and are indicated on the school calendar. Unless a child remains after school for a supervised activity, he/she is expected to go home directly. Students who are not picked up by 3:20 will be taken to Extended Care. Any student released during the school day must be signed out at the office by a parent, guardian, or delegate for the safety of the child. Parents should contact both the teacher and office with notification of an early release by 8:30 am that day. No child will be released from the classroom, to leave school, without notification from the office. In the event that parents need to notify their child of a change in carpool arrangements or to provide an alternate end of day directive, parents are asked to call the office by 2:30 with such directions.

Student Walkers/Bikers: Students in grades 5-8 who wish to walk or bike to/from school are required to have a permission slip on file in the office each year. Parents should review appropriate safety guidelines with their walker/biker (i.e. use crosswalks, watch for cars, obey road signs). Students who don't have a permission slip on file, but wish to walk/bike to a location after school on a specified day must have a written note from a parent indicating the date, destination, and parent signature. This note must be given to the teacher and/or office on the specified day.

Study Hall

Study Hall is generally offered after school on Tuesdays and Thursdays to students in grades 4-8 for fee of \$5.00 per session. Teachers are available to assist students on homework or to provide additional academic support. Students will sign in when attending study hall and the office will charge parents' FACTS accounts for days attended.

Visitors

Visitors to the building must report directly to the school office to sign in and wear a visitor badge. This ensures that only authorized personnel are in the building, and it helps us account for everyone in an emergency. Parents or visitors may not go directly to classrooms or portables without checking into the office first. Parents are asked to contact teachers via email when they wish to arrange a meeting versus dropping into the classroom unannounced.

Volunteer/Service Hours

Our tuition does not cover the total cost of educating students at St. Catherine School. Additional funds must be raised through fundraising events, such as our auction, Parent Club fundraisers, our Annual Fund and parish-wide appeals. Some of these funds are used for instructional or administrative support areas.

In addition to the tuition and fees, all families commit to:

- 40 volunteer/service hours per year (*20 hours for single parent families*) between July 2021 and June 2022. Five of the total 40 hours are required to be given to the Auction. Families are required to keep track of their service hours via the Volunteer Hours Reporting Form (located on the parent tab of the school website). Parents are asked to submit their Reporting Form to the office at the end of each trimester. Those who are unable to meet the service hour requirement may be excused by paying \$25 per hour (\$1,000 total).
- Participate in fund raising activities: **Auction** (\$200 in cash or retail value of items donated, \$100 for preschool families), and participation in the **Parent Club Program** with a \$100 fee (charged through FACTS).
- Support the school each year through an appropriate gift to the **Annual Fund**.



Family Handbook Verification/Signature

There are some changes to the 2021-2022 Family Handbook. Please read the handbook carefully and review it with your child/ren. Both the student(s) and the parent must sign this verification form.

Print Student Name(s) _____

Student grade level(s) _____

It is the responsibility of parents and students alike to know the procedures, rules and expectations of St. Catherine of Siena School. Please read the Family Handbook and sign below to indicate that you have read it.

Parent Signature _____

Date _____

Student Signature _____

Date _____

Student Signature _____

Date _____

Student Signature _____

Date _____

This form must be submitted to the school office no later than September 17, 2021.