



ST. CATHERINE SCHOOL

FAMILY HANDBOOK 2025-2026

St. Catherine of Siena Parish School is an inclusive community, rooted in the Catholic faith and dedicated to leading with compassion, igniting curiosity for learning, and serving faithfully.

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MESSAGE FROM THE PRINCIPAL

Dear Parents and Students,

Welcome to St. Catherine of Siena School. In choosing St. Catherine School, you have demonstrated a commitment to the values and philosophy of a Catholic education. The Parent/Student Handbook reflects the policies of St. Catherine School for the 2025-2026 school year.

The St. Catherine School Handbook is available online and hard copies are available in the school's main office upon request. 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 St. Catherine School during the 2025-2026 school year.

The faculty and staff of St. Catherine 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,

Kathy Cox

DIRECTORIES

2025-2026 SCHOOL FACULTY AND STAFF

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ST. CATHERINE SCHOOL INFORMATION

SCHOOL LOCATION

St. Catherine of Siena School is a Preschool through 8th grade Catholic elementary school. It is located at 8524 8th Avenue NE, Seattle, WA 98115.

SCHOOL PHILOSOPHY

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.

HISTORY OF ST. CATHERINE OF SIENA SCHOOL

Located in the Maple Leaf neighborhood of Northeast Seattle, St. Catherine School opened in 1941, just months before the United States entered World War II. Despite the trauma of the times, St. Catherine School found a firm foothold among Catholic families in Seattle's north end. Sisters of Providence staffed the school for thirty-five years.

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.

ST. CATHERINE OF SIENA PARISH

We, the community of St. Catherine, are called to follow Jesus and imitate his way of life. Our mission is to continue the work of Jesus Christ in the following ways:

- To respond with gratitude and generosity for all the gifts God has given us. (stewardship)
- To proclaim joyfully the good news of God's saving love for all people (prayer & faith formation)
- To nurture and grow a community of believers through prayer and fellowship (community)
- To give witness to our faith by serving the needs of others (service & social justice)

ST. CATHERINE OF SIENA SCHOOL

St. Catherine of Siena Parish School is an inclusive community, rooted in the Catholic faith and dedicated to leading with compassion, igniting curiosity for learning, and serving faithfully.

NOTICE OF NON-DISCRIMINATORY POLICY

St. Catherine of Siena School admits students of any race, sex, sexual orientation, 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, sexual orientation, 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, sexual orientation, 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 is decided on a case-by-case basis by the principal or his/her designee.

ACCREDITATION

WESTERN CATHOLIC EDUCATION ASSOCIATION

St. Catherine of Siena School was last accredited in 2019 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. The next Accreditation is scheduled for the 2025-26 school year.

COVENANTS

COMMUNITY COVENANT

St. Catherine of Siena School community strives to be a covenant community. The teachers and staff at St. Catherine of Siena 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 St. Catherine of Siena 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 St. Catherine of Siena 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; and
- set clear standards for behavior and be fair and consistent in discipline

CATHOLIC SCHOOL STUDENT'S COVENANT

As a student at St. Catherine of Siena Catholic School, I am blessed to be given the opportunity to be educated spiritually and academically. Each student understands his/her parents 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 St. Catherine of Siena 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 St. Catherine of Siena 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, if they are Catholic.
- 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 St. Catherine School Handbook.
- accept and embrace the diversity at St. Catherine Catholic School.
- respect the privacy of the faculty, staff, students, and their families.
- not consume smoke or vape prescribed cannabis products on school grounds, school transportation and/or at school activities and events.

ADMISSION AND ENROLLMENT POLICIES

GENERAL INFORMATION

It is understood that St. Catherine of Siena 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 St. Catherine of Siena School. St. Catherine of Siena School reserves the right to dismiss any student, or to deny reenrollment 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.

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 in K-8 and families may 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

Prior to entry, attendance or transfer to a Level 1 Catholic pre-school 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 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 St. Catherine of Siena School.

- b. Students of families who have children presently enrolled in the school.
 - c. Students of families who are registered, supporting and active in St. Catherine of Siena 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 St. Catherine of Siena Parish;
 - ii. Children/siblings of alumni of St. Catherine of Siena 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 of St. Catherine of Siena.
2. Non-Catholic students will be eligible for admission if space is available after enrollment closes for current families. Non-Catholic students are placed on a waiting list in the order their completed applications are received in the school office.
 3. As openings occur for each grade level, students will be admitted and/or placed on a waiting list.
 4. St. Catherine of Siena School admits qualified students of any race, sex, sexual orientation, 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.
 5. Final admission of students is dependent upon the results of an assessment with the vice principal and review of current school records and entrance exam results.
 6. 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.
 7. Final acceptance will be submitted in writing to all new families admitted for the following school year.
 8. A child must be 5 years of age for kindergarten, 4 years old for pre-kindergarten, and 2.5 years old for preschool by August 31st immediately preceding the school year for which the student seeks to enroll. There are no exceptions made to this requirement.
 9. A copy of a Baptismal certificate (if Roman Catholic), birth certificate, and immunization form MUST be submitted by all new students before school begins.

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.

INTERNATIONAL STUDENTS

International students who are not permanent residents of the United States will be admitted in accordance with the requirements of the United States Department of State and/or the United States Department of Homeland Security. Any foreign student who is not a permanent resident of the United States who desires to enroll in St. Catherine of Siena School must have complete legal documentation required by the United States government in order to do so.

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, St. Catherine of Siena 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. St. Catherine of Siena 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 Accommodation Plan (SAP) if one exists, and/or the school's ability to meet a current IEP or behavioral plan; and
6. 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.

St. Catherine of Siena 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. St. Catherine of Siena school determines continued enrollment based on these factors.

There is a limit to what schools have the capacity to do. However, St. Catherine of Siena 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.

St. Catherine of Siena 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 or through private, professional consultants.

Phase 3: Planning and Placement – Determining the most appropriate and affirming long-term educational plan for the student. A modified plan would be created to match the needs of each individual student with on-going communication and assessment.

During this process, parents may request for teachers and/or staff to complete documentation for evaluations. Allow two weeks for these tasks to be completed. After the school receives the child's evaluation report, allow two weeks for the school to produce a draft of the child's Student

Accommodation Plan for parent review. Implementation of the Student Accommodation Plan may take up to one month from the time the school receives the evaluation report.

****For the complete procedural plans for serving students with special needs, please contact the vice principal.**

ADMISSION FOR RE-REGISTRATION

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

- Students who are enrolled for the current school year are automatically enrolled in the following school year unless parents opt-out in writing by the deadline listed on their current school year contract (January 9th 2026).
- If parents do not opt-out, they will forfeit the registration fee. The family's current contract status will be reviewed to ensure all current obligations are 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.
- Non-compliance could result in the change of tuition contract status.
- The registration fee is non-refundable and due at the time of enrollment/contract signing.

WITHDRAWAL OF STUDENTS

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

1. Notify St. Catherine of Siena 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 will be released.
3. Student's records will be sent at the request of the student's new school

WITHDRAWAL REGARDING FINANCIAL MATTERS

Registration Contract:

1. St. Catherine of Siena School enters into covenants or contracts with faculty and staff and incurs financial obligations for the entire school year. In order for St. Catherine of Siena School to meet these financial obligations, when a student is enrolled, the parent/guardian assumes the obligation to pay the tuition/fees in full. I/We assume full responsibility for payment of all tuition, fees, and other charges to St. Catherine School. If tuition and fees are not timely paid (or if all balances are not paid in full by the conclusion of the school year): (1) grades will not be issued; (2) student transcripts will not be released to other schools; and (3) student(s) will not be allowed to re-enroll for the following year.

2. I/We understand that the student(s) listed above is/are being enrolled for the entire school year or period covered by this agreement. I/We further understand that, in setting its annual budget and incurring expenses, St. Catherine School relies on my/our commitment to enroll the student(s) listed above for the entire school year. I/We further understand that, even prior to St. Catherine

School's setting of its annual budget, St. Catherine School incurs non-refundable costs associated with the upcoming school year, and St. Catherine School's expenses do not diminish with the departure of students during the school year. I/We further understand that the actual damages and losses of any student departure are impossible to determine at the time of executing this agreement. I/We therefore agree that if the student(s) listed above is/are withdrawn or involuntarily separated for any reason:

a. Between enrollment and **June 20, 2025**, all unpaid tuition, fees, and charges for the first trimester of the **2025-2026** school year will be immediately due and payable as liquidated damages (and not a penalty). If I/we have an active FinalSite account at the time of such withdrawal or separation, I/we authorize St. Catherine School to immediately charge such amounts via FinalSite. If I/we do not yet have an active FinalSite account, I/we will write a check to St. Catherine School for such amounts within five (5) days of notice of such withdrawal or separation.

b. After **June 20, 2025**, all unpaid tuition, fees, and charges for the entire 2025-2026 school year will be immediately due and payable as liquidated damages (and not a penalty). If I/we have an active FinalSite account at the time of such withdrawal or separation, I/we authorize St. Catherine School to immediately charge such amounts via FinalSite. If I/we do not yet have an active FinalSite account, I/we will write a check to St. Catherine School for such amounts within five (5) days of notice of such withdrawal or separation.

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.

RIGHTS OF THE SCHOOL AND RELATIONSHIPS

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 and/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.

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 indicate this during the registration process prior to the beginning of the school year.

USE OF SCHOOL/PARISH GROUNDS

St. Catherine of Siena School grounds are not supervised outside of school hours or school events. Please respect the dedicated space and usage of the plaza, play structure, parking lot, and play zones during active school hours **and during extended care hours**.

SCHOOL/HOME RELATIONSHIPS

St. Catherine of Siena 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, St. Catherine of Siena School may require parents to withdraw their children and sever their relationship with the school.

FINANCIAL POLICIES

TUITION

General Information

1. The School Commission, in consultation with the Finance Council, 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 insure 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.

St. Catherine School Tuition Rates

1. In-Parish Tuition Rate

- a. A St. Catherine of Siena In-Parish family is one who is registered in the parish and has been an active member for at least 6 months prior to school registration. This in-parish status must be official and verified by December 31st to be applicable for the following year's tuition contract.
 - 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. A St. Catherine of Siena In-Parish family is one who has a current **Stewardship Commitment Card** on file in the parish office. A quarterly review will be shared by the parish office to verify contributions.
- c. A St. Catherine of Siena In-Parish family is one who is participating in the sacramental life of the parish by regularly attending Mass, supporting parish activities, and contributing time, talent, and resources.

2. Monitoring of the St. Catherine of Siena In-Parish Tuition Rate Privilege

- a. A Catholic family receives the gift of the "In-Parish" rate provided the criteria of being parishioners as stated in the St. Catherine School Admissions and Enrollment policies and included in the registration materials is met. These criteria do not in any way stand in judgment of a person's depth or quality of faith, but rather as objective ways of

establishing a person's commitment to St. Catherine Parish. So that each parent/guardian might be treated equally and fairly, the most objective means of monitoring parishioner status is through the financial giving records kept by the parish.

- b. If a current family's status changes mid-contract, their new in-parish status will be honored in the next year's contract.
- c. Each year, the School Commission, in co-ordination with the Principal, will establish the actual cost of educating a student at St. Catherine of Siena School and apply the gift of the parish subsidy to determine the "In-Parish" rates for Catholic students.
- d. 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. [The parish bookkeeper will mail stewardship statements regarding parish contributions. This data is kept confidential with only the pastoral leader, principal, and bookkeeper involved in maintaining and honoring the parish financial records].
- e. 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 St. Catherine of Siena 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.
- f. For returning students, family financial obligations will be assessed prior to re-registration. Catholic families receiving the "In Parish" rate may be moved to "Catholic Out-of-Parish" rate for failure 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.
- g. Some neighboring parishes give financial assistance to their registered families.

3. Out-of-Parish Tuition Rate

- a. This rate is available to students who are not currently active members of a parish, and who are not eligible for the in-parish tuition rate.

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 or before the **first (1st) day** of every month. 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 \$25 will be added to the

total tuition balance, and additional late fees of \$25 each month will continue to be added until the account is current.

- b. If at the end of **ninety (90) 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. St. Catherine of Siena 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. St. Catherine School offers three tuition options to school families:
 - a. Tuition paid in full July 1st
 - b. 11 equal payments (July through May)
 - c. 12 equal payments (July through June)
- D. Families that are experiencing financial difficulties should contact the principal immediately.
- E. **Electronic banking is an option for all school families in FinalSite.** Please contact the school office if you would like to set up automatic payments. No charitable (goods or services) contribution shall be accepted in consideration of a student's enrollment at St. Catherine of Siena 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 St. Catherine of Siena 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 office manager.
2. The person who signs the tuition covenant/contract is the person who will be held financially responsible for all obligations. If more than one person is responsible for the tuition costs and fees then both should sign the tuition contract. 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.
4. All families must pay a registration fee of \$250 per child. The registration fee is used toward the cost of contract processing, supplies, and activities. All contract fees are non-refundable.

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.

St. Catherine School Financial Aid

Local financial assistance can be requested by any current school family. Families concurrently apply for the annual Archdiocese of Seattle Tuition Assistance Grant funded by the Fulcrum Foundation as well as the St. Catherine Tuition Assistance program (See above). The confidential form is processed by the school administration and tuition assistance committee, and awardees are based on financial need only. Each new school year, the applicant must reapply for the Fulcrum Tuition Assistance Grant and St. Catherine of Siena financial aid. Any special circumstances will be handled confidentially by the principal and pastoral leader.

The principal will determine the process and amount of tuition assistance based on specific criteria. St. Catherine of Siena School families who belong to St. Catherine of Siena Parish receive first consideration for assistance. Families will receive notification from the principal regarding their tuition assistance award.

Emergency Financial Aid

Life status changes occur and St. Catherine of Siena 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 Application and Registration Fees:

1. Families of new students must complete an online application and pay the application fee of \$100 for consideration of enrollment. Upon acceptance, new families pay a \$250 registration fee per child to secure the student's placement at St. Catherine of Siena School. All application and registration fees are non-refundable. This registration fee is due with the contract at the time of registration.
2. Registration begins the upon completion of current family re-registration.
3. All new students are required to take an assessment to determine if they are eligible to attend St. Catherine of Siena School.

Re-Registration Fees:

Re-registration is held each year in February for families currently enrolled at St. Catherine of Siena School. The registration process is complete when the school has received:

1. St. Catherine of Siena School Tuition Contract along with the registration fee.
2. Student emergency information forms that have been completed in full.
3. Verification of parish status.
4. Records: updated immunization and/or health records

Additional Fees:

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

1. Operations Fee
2. Parent Club Fee
3. Eighth Grade Graduation Fee—This covers cost of graduation and other 8th grade expenses.
4. 5th-8th Grade Camp Fee
5. Field Trips—Prices vary due to field trip destination and costs.

FUNDRAISING

Each school family will be required to participate in fund raising.

Auction

1. The auction is St. Catherine of Siena School's largest fundraiser. It is an annual event dedicated to support the full mission of the school and is held each year. The Development Director, 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, "procure" items for the auction, or they can buy out. Buy-out money is used by the St. Catherine of Siena procurement team to purchase quality items for the auction. (Please see St. Catherine of Siena Financial Policies for additional information).
2. St. Catherine School revenue allocations:
 - a. The proceeds from St. Catherine of Siena shall be designated as follows:
 - i. 100% aside from FAE proceeds for School Operating Account.
 - ii. 33% of the FAE for St. Catherine Tuition Assistance.
 - iii. 66% of the FAE for identified FAE initiatives

Any deviation from the above allocations needs approval by the pastoral leader, principal, and School Commission.

Annual Fund

Every family must financially support the St. Catherine School's Annual "Tiger" Fund, which helps with the current and future viability of the school.

SERVICE HOURS

As part of the tuition contract or covenant, each family is responsible for finding, recording, and tracking their service hours during the school year. The annual commitment hour requirement is 40 hours for a two-parent family and 20 hours for a single-parent family. Five of the 40 required hours of must go towards Auction volunteering. Volunteers must complete a Background Check form, a St. Catherine Volunteer Agreement Form and Safe Environment Training prior to serving. Failure to fulfill the annual commitment hour requirement will result in an assessment charge of \$30 per hour due **May 15th, 2026** (\$1,200 total).

It is the parent's responsibility to find opportunities to serve the school or parish. Opportunities will be shared in the weekly school newsletter and on the school website, or can be found by contacting the office and Parent Club. Families must log their volunteer hours each trimester via the Volunteer Hours Reporting Form (located on the parent tab of the school website). Contact the school office for assistance. 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 ambassadors, working in the classroom, coaching for CYO, take home

projects, St. Catherine of Siena auction, gardening around the grounds, ministers for the masses, serving on a commission or parent club, driving and chaperoning on fieldtrips, and MORE!

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 see 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.

In addition to the tuition, fees, annual fund, and volunteer hours, all families commit to:

- Participate in fund raising activities: Auction (\$200 in cash or retail value of items donated per Family) and participation in the Parent Club Program with a \$75 fee (charged through FinalSite).

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.

ACADEMIC POLICIES

St. Catherine of Siena School exists to teach the message of Jesus Christ to its students. The curriculum taught at St. Catherine of Siena School meets Archdiocesan requirements for textbooks, materials, and time allotments for subject areas. St. Catherine of Siena School's curriculum is cross-referenced with Common Core Standards, Next Generation Science Standards, and Washington State's learning standards, so that it meets or exceeds current national and state standards. St. Catherine of Siena School is fully accredited through the **Western Catholic Educational Association (WCEA)**.

CURRICULUM

The Archdiocesan curriculum guidelines are consistent with the Archdiocese of Seattle Religion Standards, State of Washington learning requirements, and the National Common Core Curriculum State Standards subject areas. We strive to offer a program which makes use of many sources of reading material, a wide variety of audio-visual and technology tools, and a multi-text approach to the content areas. Textbooks are approved by the Archdiocese of Seattle.

Instruction

The instructional program at St. Catherine of Siena School continually strives toward implementing the best and most appropriate teaching practices. These practices include circulating, direct instruction, coaching, guided practice, presenting, modeling, problem-based learning, hands-on experience, project-based learning, use of technology, incorporating learning centers, writing process/workshops, employing close reading, text and evidence questions and answers, teacher directed questions and answers, high level questioning, discussion, and observing.

Religion

The school is committed to promoting Gospel values in every aspect of school life. Besides daily instruction in the Catholic faith, St. Catherine of Siena 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. They are not required to actively participate in such services, but are invited and encouraged to do so

to the extent they desire. In accordance with the teachings of the Catholic Church, non-Catholic students are not permitted to receive communion or other sacraments.

3. 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).

Sacrament of Penance - Opportunities to receive the Sacrament of Penance are made available to the students throughout the school year. This is not meant to take the place of the students receiving this Sacrament on their own or with their families.

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 take 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 - St. Catherine of Siena 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 monthly 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 and ends with prayer. Students are each encouraged to use these and other opportunities to ask forgiveness, give thanks, and praise and recall God's blessings.

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.

Mathematics - The math curriculum is aligned with the Common Core State Standards for all grade levels. The program emphasizes individual student abilities, and students can be placed in higher-level math classes in Walk-to-Math for grades 2-8. The math program also emphasizes basic math facts, hands-on activities, and project-based learning.

Social Studies/History - In social studies, PreK through 3rd grade students learn about civics, economics, geography, history, and map skills. In 4th and 7th grade a major focus is Washington State history. In 5th and 8th grade two major areas of focus are United States history and geography. In 6th grade a major focus is world history.

Science – Science is taught at all grade levels incorporating the Next Generation Science Standards and the content domains of physical, life and earth/space sciences. STEM (Science, Technology, Engineering & Math) activities that include engineering design are also infused into the curriculum. Students in grades K-5 partake in “Up and Atom” STEM experiences with our science specialist once each trimester.

Spanish - Students in Preschool - 8th grade participate in two Spanish lessons per week. They have many opportunities to practice speaking, writing, reading, and listening in Spanish. They connect new vocabulary to cultural practices in different Spanish-speaking countries throughout the world as well.

Music – Students in preschool – 8th grade partake in weekly music classes and have opportunities for singing, playing instruments, preparing for leading music at Mass, and learning music fundamentals.

Physical Education - Physical education is aligned with the Washington State standards. Students work on coordination, movement, and physical activities. The 4th through 8th grade curriculum also includes team-based activities.

Technology - Students are introduced to major operating systems that may include Windows, IOS/Apple, and Google. Technology components include keyboarding, documentation, visual presentations, and other curriculum-aligned projects. Digital citizenship is also an area of focus in grades 3-8.

Students are preparing for a world in which technology literacy is an important part of their future educational and vocational careers. Technology allows students to develop their learning styles and explore more creative ways to demonstrate their mastery of skills, concepts, and information. Technology is a tool by which teachers can reach each student at his or her own level, pace, and interest to enhance their lifelong learning process. This is an integral part of the educational program at St. Catherine School.

Students accept the responsibilities and guidelines outlined in the agreements they sign each year for the use of all St. Catherine School electronic devices. Any damage to any electronic device through improper use will be the responsibility of the student and their parent. Internet access is available to students for educational purposes only. St. Catherine School staff has taken precautions to restrict access to inappropriate information and students are not to use the Internet without a teacher present.

Students in grades 1-8 access Chromebooks as valuable learning tools. These devices are monitored by administration through GoGuardian, ensuring a safe online learning experience. This allows teacher to limit usage and specify accessibility for a give task or period of time. In elementary years, students use Chromebooks on a more limited basis for assessments, typing practice, and sites that are part of academic curriculum. In intermediate years, students use Chromebooks to access Google Classroom, conduct research, practice foundational skills, and communicate. In middle school, students use Chromebooks to access Google Classroom, conduct research, practice various academic skills, communicate with teachers, present material, and much more.

Library Skills Students in grades PreK-5 visit the school library once per week and kindergarten through 8th 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 both paper and electronic resources, and extracting information from those resources.

Art - Art instruction takes place in Kindergarten through 8th grade and is connected to subject areas, liturgical seasons and holidays, and is facilitated by the art teacher.

SEL (Social Emotional Learning) - SEL instruction utilizes our Character Strong Curriculum. Lessons revolve around monthly school wide character traits, while teaching children social skills, emotional regulation skills, and executive functioning support.

Personal Safety - St. Catherine of Siena School uses an Archdiocesan required safety program in PreK through 8th grade. Current program is *Circle of Grace*TM program by Virtus.

Band Program – Students in grades 4-8 will have an opportunity to participate in band instruction led by the music teacher. They will have scheduled performances a couple of times during the school year.

Advanced Math Placement

The Walk-to-Math is not an enrichment program, but allows students to work a year ahead in math who have an advanced math aptitude. It begins at second grade because that is the entry point at which we can gauge aptitude, interest, and make the transition without creating a large learning gap.

In the 2nd - 8th grades, students may be placed in the Walk-to-Math program based on the following criteria. **A student must:**

1. have a teacher recommendation as being an independent worker and learner
2. have family support for completing possible extra work outside the normal amount of homework
3. have standardized test scores indicating skills exceeding grade level standards and a readiness for more advanced concepts
4. have a 90% or higher on an end of year math assessment from the prior grade's standards
5. have homework scores consistent with test scores
6. have a history of turning work in on time
7. have a history of showing all steps in his or her work
8. have a history of asking teacher for help when needed
9. have a history of good attendance with minimal absences

All students in advanced placement status enter the new school year on a probationary period in order to demonstrate the habits and skills needed for success in the new level of challenge.

Exception

Placement decisions for 3rd - 5th grade math are made at the end of each school year and no placement changes will occur after the decision has been made. Students may only enter the Walk-to-Math Program by 5th grade, as no entry will be allowed after 5th grade. Consideration for a placement in the Walk-to-Math Program is based on numerous factors: student must have a MAP Math score in at least the 90th percentile for the past three testing windows, student must receive a recommendation from the current math teacher and prior year's math teacher, review of math coursework, review of student's participation

in math class, and a demonstrated student interest to be in Walk-to-Math. Families will be notified of new placement decisions. In a situation in which a student does not maintain an 80% or higher in their math class within this program, consideration will be made by the child's math teacher, the Vice Principal and the Principal to move the student to their current grade level math course.

Assessment

St. Catherine of Siena 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 assessment, which include, but are not limited to portfolios, written tests, oral tests, performance tasks, and projects. Parents may access their child's grades in our online parent portal, ALMA, and report cards are available three times a year in the portal. Students in grades **1** through 8 take the Measures of Academic Progress (**MAP**) standardized tests. The data the school collects from these tests and classroom assessments is then disaggregated and is used to help inform instruction and curriculum.

LIBRARY

Mission Statement

The St. Catherine of Siena School Library exists to help develop reading skills; to encourage recreational reading; to help familiarize students with the world around them, both present and past; to enhance the curriculum taught in the classrooms; and to promote a life-long love of reading.

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, diverse 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.

Responsibility Policy

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, a fine will be incurred.

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 librarian 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.

Donations of used books, paperback books, or books are welcomed and appreciated, but they may not be honored or recognized as part of this program.

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 (unless the permission slip is completed by parents in FinalSite).** Phone calls will not be accepted in place of the written form. Only students currently enrolled at St. Catherine of Siena School are allowed to participate in field trips. Parents who volunteer for field trips must find childcare for their children not enrolled at St. Catherine of Siena School.

If necessary, fees will be collected from school families to pay for the cost of the field trip and the transportation. 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.

OUTDOOR EDUCATION

The outdoor education camps are part of the 5th and 6th grade curriculum at St. Catherine School and attendance and participation in camp and camp activities are mandatory. **It is not an optional program as it reflects directly upon the expectations and grades and encompasses every subject.** The outdoor education program is in direct alignment with Washington State Educational Standards and the Archdiocese of Seattle religion standards. Students attending camp will practice academic risk-taking skills through critical and creative thinking, problem solving, and working cooperatively.

This is not an optional program; the only excused absence from camp is illness with a doctor's written note recommending that the student avoid outdoor activities. A student who misses camp due to an illness is responsible for making up missed work and the student's family must make arrangements for the student not to be at school during camp week. If a student does not attend camp due to another reason besides illness, their overall science and religion grades for relevant trimester can be affected.

Payment for this important educational experience is the responsibility of the parents of 5th and 6th grade children. Limited scholarships for camp are available; access to these funds must be obtained through the principal. Payment for camp is included in the student's enrollment registration at St. Catherine School and must be received in full before a student is allowed to attend camp.

Adult chaperones are needed for the successful implementation of camp activities and events. Any interested chaperone must fill out a camp chaperone application. Only current 5th and 6th grade parents, guardians, or grandparents can be selected as a parent chaperone. Chaperones must be over 21 years old and must abide by the rules set forth by St. Catherine of Siena School and the camp; these include cell phone and other electronic device usage which are not allowed. All chaperones must have completed the Archdiocesan Safe Environment training. The 5th and 6th grade teachers and the administration will make the final determination on the selection of parent chaperones. In addition, all 5th and 6th grade parents must attend a mandatory camp meeting which will outline important information and expectations of camp policies and procedures for both the student and chaperones.

STUDENT SERVICE HOURS

As part of our mission to help the students understand their role in the larger community and to develop in them a sense of service and responsibility, students in grade 6 will be required to perform 3 hours of community service per trimester. Students in grade 7 will be required to perform 4 hours of community

service per trimester. Students in grade 8 will be required to perform 5 hours of community service per trimester. Service is giving of one's time to help someone who is less fortunate. Hours of service may be earned in parish, school, or community service beyond the school day. The service is required to be completed by the end of each trimester and reported to the student's religion teacher via the provided reflection form. The students will record their hours /service and have them signed by an adult. Failure to complete the hours may result in a religion grade reduction for the respective trimester.

HOMEWORK

The St. Catherine of Siena 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 – Second Grade

Each child is responsible for daily homework from Monday through Thursday. The average length of the daily homework assignments is approximately 10 – 20 minutes.

Third - Fifth Grade

Each child is responsible for daily homework from Monday through Thursday. The average length of the daily homework assignments is approximately 30 – 50 minutes.

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 3rd – 5th grade are responsible for writing down their homework for each class in the assignment planner they receive in September.
2. Students in 6th – 8th grade are responsible for checking their online class homework grid for daily homework, test dates, and project due dates.
3. If a student consistently spends more time than is recommended in real studying (without **electronics** and other distractions), the teacher should be notified, and adjustments will be considered.
4. Various assignments and long-term projects may involve homework on the weekends. The teacher will monitor the progress of long-term projects.
5. Middle school students (Grades 6th – 8th) may periodically expect homework on the weekends and it may be to a student's advantage to complete assignments outside of the school week.
6. 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.

Late Work

For middle school students, if an assignment is one day late there will be a 5% reduction on the grade (and for each subsequent school day up to two weeks late). After two weeks from the due date, students can turn in missing assignments for up to 50% credit. No work will be accepted from a previous trimester. Teacher discretion is taken into consideration on late long-term assignments and projects. If a middle school student has eight or more missing assignments overall in any subjects, the student will use one or more elective periods to complete the missing work with administration until they have three or fewer missing assignments. In Pre K - 5th grade, the late work policy is under the discretion of the homeroom teacher.

Make-Up Work

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.

GRADING

Students in grades K-5 are assessed using a four-tier standards-based grading scale based on meeting the academic standards for their grade level. Students in grades 6-8 are assessed on a hybrid-percentage grade system that is aligned with the academic standards of their grade level. Students' effort and personal development are also assessed. A modified academic plan may be established if a student has specific academic needs. This academic plan would be prearranged between the teacher and the principal in conjunction with parents.

GRADING SCALE FOR GRADES Pre K - 5:

- | | |
|---|----------------------|
| 4 | Exceeding standard |
| 3 | Meeting standard |
| 2 | Approaching standard |
| 1 | Below standard |

GRADING SCALE FOR GRADES 6 - 8:

- | | |
|---|-----------|
| A | 90 – 100% |
| B | 80 – 89% |
| C | 70 – 79% |
| D | 60 – 69% |
| F | 0 – 59% |

- 4 Exceeding standard
- 3 Meeting standard
- 2 Approaching standard
- 1 Below standard

If there is any discrepancy with a grade, it may be taken up with the teacher.

REPORT CARDS

Trimester report cards are issued at the end of each 12-week term and can be accessed in our online parent portal ALMA. 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 with students in grades PreK-5 near the end of the fall trimester and parents are asked to make every effort to attend. 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 opportunity to ask questions and to become informed of school activities. The conferences are student-centered; each student is an active participant and all students in grades 3-5 are expected to attend. Attendance of Pre-Kindergarten – 2nd grade students is up to the discretion of their teachers.

Parent-Teacher Student conferences are strongly encouraged for students in grades 6-8 near the end of the fall trimester. Parents will have an opportunity to meet with any of the middle school teachers during their registered time window. Teachers may also request for conferences at this time if the need arises and a family does not register for a conference window. Conferences give parents and students an opportunity to ask questions and discuss their child's progress. The conferences are student-centered.

Optional Parent-Teacher conferences are offered at the beginning of the spring trimester.

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 by March conferences. A formal letter from the principal will be sent out by March 30th and a final decision regarding the retention will be made by mid-May. A parent may call and ask the classroom teacher and/or administrator to discuss retention at any time.

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 St. Catherine of Siena School. In all cases, the final decision rests with the principal.

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 St. Catherine of Siena 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

Students who are newly enrolled in grades Pre-Kindergarten through 8th at St. Catherine of Siena School can be admitted on a six-week trial basis based on individual circumstances. 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

The responsibility for having necessary school supplies belongs to each family. A supply list is sent home in June and is available on the website.

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 or damage done to any textbook.

TUTORING

Teachers may tutor a student for profit in a subject, if they are not responsible for teaching the student in that particular subject. Class time may not be used for any private lesson or practices.

BEHAVIOR MANAGEMENT AND BEHAVIORAL PROBLEMS

BEHAVIOR MANAGEMENT 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 building of self-esteem. At other times, it demands assisting an individual or group to re-direct energies toward growth. 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.

Purpose of behavior management at St. Catherine 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.

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. Behavior management 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.

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, and school safety rules.

Corporal Punishment

The use of corporal punishment in any form is prohibited at St. Catherine 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

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

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.

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.

When behavior has been unacceptable the following types of interventions may occur (in no particular order):

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

11. Inappropriate use of technology

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.

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 insure 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. The principal may not discuss any child's behavior with anyone except the staff and that child's parents or guardians.

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

Behavioral Contracts

A student is placed on a behavioral contract 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. Parent signatures are required on all processing forms.

Detention

After School 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 and must be returned the following school day. Students receiving after school detention are required to call home when the parent-signed detention slip is not returned. Detention begins at 3:15 PM and ends at 4:00 PM. Students should be picked up promptly at 4:00 PM. 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. Students must fulfill their detention time before they can participate in an after-school club.

Suspension

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. 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 and serious offenders may be asked to withdraw from St. Catherine 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 St. Catherine 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.

HARRASSMENT/BULLYING

St. Catherine 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 St. Catherine School to prohibit harassment, bullying, or intimidation whether committed by a student, staff member, volunteer, and/or parent. St. Catherine School will promptly respond to allegations of

harassment and bullying and take each allegation seriously. St. Catherine School will review and investigate such matters in a professional and timely manner.

1. St. Catherine 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. St. Catherine 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, genetic information, sexual orientation including gender expression or identity, 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: Means harassment that 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 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

St. Catherine 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 St. Catherine 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. Students in 5th-8th grade will also receive a detention in addition to an in-school suspension.

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

St. Catherine 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
10. generating responses using AI for assignments or homework

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 can be a misdemeanors subject to a fine up to \$1000.

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.

Gambling

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

Hazing

Hazing in any form or of any type is not allowed at St. Catherine 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 St. Catherine 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

St. Catherine 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 causes 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.

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.

SCHOOL POLICIES

DAILY SCHEDULE

School begins promptly at 8:30 AM each day and dismisses at 2:25 PM on Wednesday and 3:10 PM on other week days. Children may arrive prior to 8:10 AM if they are participating in school activities or riding in a carpool with students who are participating in such activities. Children should not come to school before 8:10 AM since there is no supervision prior to that time. Children arriving before 8:10 AM or staying past 3:10 PM and not participating in before or after-school programs will be sent to the Extended Care program, and parents will be billed accordingly. On severe inclement weather days, students are invited inside the building and students will go to their assigned areas to sit quietly until the school bell rings. Students are not allowed to leave the grounds without being signed out by a parent or designee once they have arrived at school, unless they have a walking permission slip on file in the school office.

7:00 AM	Extended Care opens
8:10 AM	Students may arrive on the school grounds
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
10:12–10:27 AM	First recess - K through 5
10:59-11:13 AM	First recess - 6 through 8
11:59-12:43 PM	All school lunch/recess K - 4 Lunch 12:20-12:41; Recess 11:59-12:19 5 - 8 Lunch 11:59-12:19; Recess 12:20-12:41
12:30 PM	Half-day Preschool dismisses
2:14-2:24 PM	K-5 recess
3:10 PM	School dismisses
3:30 PM	School Office closes
6:00 PM	Extended Care closes

CALENDARS

The school year calendar is included in the summer newsletter and is available on the school's website. 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

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.

St. Catherine School hours are from 8:10 AM to 3:10 PM (office hours are 8:00 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 206-525-0581 or email attendance@stcatherineschool.net before 8:30 AM on the day of the absence. You may leave a voicemail with the school number and provide the name of the student, his/her teacher, and the reason for the absence. 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 8:25 AM and a student is considered tardy if he/she is not in his/her classroom at 8:30 AM. 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. All students arriving after 8:30 AM must stop in the office and receive a tardy slip to admit them into their classroom. Children should then proceed to the classroom and enter the classroom with as little disruption as possible. Frequent tardiness is disruptive to the teacher and students in the class and can adversely affect the education of the child who is tardy. 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.

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 must go to the school office to sign the student out and return to sign the student back in. 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 St. Catherine School. The classroom interaction between students and teacher, as well as more formal instruction, is extremely important and cannot be readily replicated. 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. 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. 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. Students are responsible for all work assigned during their absence.

Inclement Weather

When inclement weather makes it necessary to close the school, parents will receive notice via ALMA as well as the St. Catherine School website, KOMO website and Facebook. 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 St. Catherine School. Please do not send students to school until it is confirmed that the school is open. 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.

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.

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.

UNIFORMS

Policy

St. Catherine 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. Students not adhering to the outlined policies will receive a Uniform/Dress Code **Warning or Infraction via email to parents/guardians from uniformnotice@stcatherineschool.net. All students will first receive a warning, then an infraction.** 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.

Where to Purchase

New uniforms are available through Land's End and Tommy Hilfiger. Used uniforms are available for purchase through the St. Catherine Parent Club.

Expectations

Parents are expected to help children keep the school uniform code. At St. Catherine 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 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 **three** 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 light 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. **6th**, 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. Shoes are to be 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, **Crocs**, and open-back shoes are not allowed. Boots and booties may be worn only on free dress days **with a maximum ½ inch heel**, 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.

School Uniform for Girls

Grades K-4:	Jumper-Burgundy plaid*, skort-Burgundy plaid*, navy skort*
Grades 5-8:	Skirt-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)*
	Hoodies: Navy, gray or burgundy with St. Catherine print****
	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)*
	Hoodies: Navy, gray or burgundy with St. Catherine print****
	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 plain, ankle-length, have no embellishments/cutouts/mesh 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)*
Hoodies:	Navy, gray or burgundy with St. Catherine print****
Fleece Jacket:	Navy (must have school logo)*

Grades 6-8

Slacks:	Khaki slacks**(no Khaki colored jeans, no cargo pants)
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	Walking shorts:	Khaki**
	Sweaters:	Burgundy pullover vest, cardigan or pullover V-neck*
	Sweatshirts:	Burgundy (must have school logo)*
	Hoodies:	Navy, gray or burgundy with St. Catherine print****
	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, hoodies 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 Land’s End or Tommy Hilfiger Uniforms
- ** Can be purchased from various stores (i.e. Land’s End, The Gap, Nordstrom, J.C. Penney, Target, etc.). 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.
- **** Must be purchased through St. Catherine spirit gear

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 or vice principal will make the final judgment.

Spirit Days and Field Trip Attire

Spirit Day is a day in which students may wear any St. Catherine spirit gear. This can include CYO sport jerseys, as well. Students may wear uniform bottoms, jeans, or other pants/sweats/leggings on the bottom (must align with non-uniform policy).

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

Non-Uniform Days

Occasionally the school will announce non-uniform 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 shorts, or T-shirts with sayings or designs which advertise drugs, alcohol, or any other inappropriate subject matter or sexual innuendos. Shirts, sweatshirts, and dresses must cover the shoulders. No exposure of the mid-

drift is allowed. Shorts must not be oversized, and the length must be at least to a child's fingertips when arms are rested at their sides. Jeans must be in good repair and may not be ripped or have holes.

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.

Lost and Found

All clothing and personal items should be clearly marked with the child's name. Marked clothing is returnable. 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.

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, St. Catherine 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 St. Catherine 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 St. Catherine 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 St. Catherine 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, St. Catherine 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 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 St. Catherine 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 aide 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

Cell phones are to be in the student's backpack or classroom cell phone parking lot 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 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 used on school grounds. Students who abuse the cell phone rule will have their phones confiscated and returned at the discretion of the principal. This may require parental contact for phone return.

1. Any cell phone use, including text messaging, during the school day, including after school and at Extended Care 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.

*If a teacher is fostering an assignment involving technology such as filming a video, teachers may allow cell phone use and will monitor that it is used solely for that purpose. If this privilege is violated, students will have their phones confiscated.

Office Phone Use

The School Office is open Monday through Friday from 8:00 AM to 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. 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 use of any technology-oriented device in school must have an educational focus and purpose. If a particular electronic communication device is to be used for educational purposes (i.e. iPad or Kindle), the school administration and/or teacher will provide parameters for its use. 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.

Internet Use

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:

- Sign an Acceptable Technology Use form each year (all parents will sign one, as well).
- 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.
- Refrain from changing or attempting to alter any configuration, program, or password on any computer.
- 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.

COMMUNICATION

Consistent communication between the school and home is an important component of a positive educational environment and is highly valued at St. Catherine School. Correspondence from the school is delivered to families in several ways including but not limited to email, telephone, and newsletters. Important information such as weekly school newsletters, calendars, school and parish flyers, and St. Catherine items, CYO forms, and other materials may be sent via email to every family each Wednesday during the school year. In order to be well-informed of academic and community news, it is essential that each family take time to open and read the school emails and newsletters when they arrive. **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.** 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 periodic updates. Please read all weekly information carefully in the principal update.

An up to date school calendar can also be accessed on our school website:

<https://www.stcatherineschool.net/>. Please check the calendar often as there are adjustments/changes to it throughout the year.

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

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.

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. When scheduled in advance, teachers are happy to meet with parents before or after school to discuss academic progress, discipline issues, or other matters.

When parents or third party providers request records about a student, or request staff completion of surveys, reports, etc. regarding a student, the teachers and/or staff will need the request two weeks in advance. Teachers are not able to complete this type of communication on demand.

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 St. Catherine 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 e-mails, blogs, text messages, social media, video chat, 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 St. Catherine 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 (and update in ALMA) 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 sent to families electronically. The St. Catherine school directory is intended solely for the use of St. Catherine school families and employees to strengthen their mutual support and the education of St. Catherine school students, and any other use of the information in this directory is strictly forbidden.

Emails

St. Catherine School provides students with email accounts for the purpose of school-related communication. These accounts should be used with care. Students are not allowed to send personal information; they should not attempt to open files or follow links from unknown or un-trusted origin; they should use appropriate language; and they should communicate with other students and/or the teacher for educational purposes only. **Students should not use school email accounts for personal communication channels with peers.**

Students are expected to communicate with the same appropriate, safe, mindful, courteous conduct online as offline. Email usage may be monitored and archived. Students are not allowed to use chat features or email each other during school hours.

Emergency 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.**

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 and/or interfere with the educational environment of the school. St. Catherine School students and their parents must adhere to and sign the St. Catherine School Student Technology Agreement.

HEALTH CARE

Communicable or Contagious Disease

Always students with contagious diseases should be treated with justice and respect in every way consistent with protecting the safety of those not afflicted with such diseases.

Schools shall act to limit the spread of contagious diseases in order to preserve and protect the health of students and staff. Staff shall report to the school administrator or designated person any individual suffering from a communicable disease or one suspected of being contagious.

Parents will notify the school of a diagnosis of a contagious disease. The administration will notify other parents and/or the health department, if necessary, to stop the spread of the disease. Before returning to school the student must be past the period of communicability, that is: free of fever without medication, vomiting, and/or diarrhea for 24 hours, and be able to participate in normal classroom activities.

All employees and health volunteers who work in schools will be trained in appropriate methods of responding to situations that involve human blood and other body fluids and solids and will have available to them the materials necessary for making a response.

Health Room

A Health Aid area is located in the school office. This area is staffed 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

St. Catherine 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, St. Catherine 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 St. Catherine 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.

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.

Counseling and Referrals

School support counseling is available through the school and/or various local agencies such as Catholic Community Services and through a school-sponsored referral service, Care Solace. The school counselor delivers developmentally appropriate activities and services directly to students or indirectly in partnership with other school staff, families, and the community. These direct services may include instruction, small group counseling, and individual counseling.

The school counselor may see students as individual or group needs arise without parental notification or consent. However, if a serious concern arises, parents and/or guardians will be notified promptly. Parents and/or guardians may also request to speak to their student's counselor at any time, understanding the limits of confidentiality and their role as their child's primary educator. The counselor and teachers will keep confidential information entrusted to them so long as no one's health or safety is at stake.

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.

Immunizations

Prior to entry, attendance or transfer to a Level 1 Catholic pre-school through high school in the Archdiocese of Seattle, students must present proof of having had the immunizations as required by Washington State law RCW 28A.210.060 through 28A.210.170.

Every student enrolled in a Level 1 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.

REPORTING SUSPECTED SEXUAL OR PHYSICAL ABUSE OR NEGLECT

Church personnel 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.

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, St. Catherine 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 St. Catherine School website, text messages via ALMA, and KOMO Website. 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. Our reunification plan and location will be shared with parents upon implementation.

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 monthly. Ordinarily, these are unannounced and occur at different times within the schedule. Each class has an emergency backpack 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 OR CHURCH BASEMENT** you should: Get under desks or tables and begin counting, "One, Two, 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 the **GYM** -- (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 "**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. 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. 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 request for help from police, fire fighters, 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/Shelter-in-Place

Lockdown/Shelter-in-Place is defined as a way to secure students and staff within the facility due to some emergency. Staff and students will practice lockdown/shelter-in-place procedures routinely so they can be prepared in the event of an emergency. Lockdown/shelter-in-place procedures are not meant to scare the community but to empower all members to use safety precautions at all times. RCW 28A.320.125

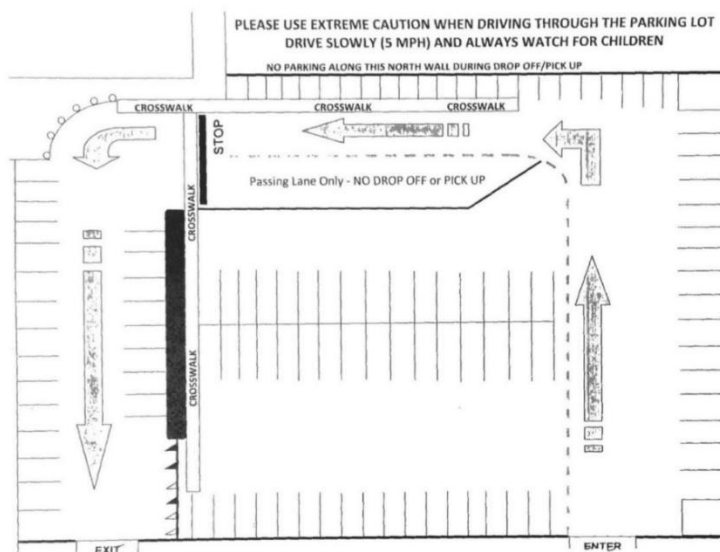
NOTE: In the event of a lockdown, parents will be notified with important information once it is safe to do so and as directed by law enforcement. In addition, no student or adult will be allowed to leave or enter the building for any reason until the school has been notified by law enforcement that the area has been secured and it is safe to cancel the lockdown.

SAFETY AT SCHOOL

St. Catherine 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 St. Catherine School.

Carpool Safety

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 8:10 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 Cubs and Tigers in front of their portable, Preschool Lions in front of their building, K-2 on the white lines next the brick building, 3-5 in the plaza, and 6-8 in front of their portable/classroom). 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 and after 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' Final Site account will be charged according to the current hourly rate.

Preschool Families: For morning drop off and the 3:10 pick up, Cubs and Tigers preschool parents should park in the parish lot ONLY and escort their child to/from the preschool classroom. ONLY Lions Preschool parents are allowed to park on any of the side streets for morning drop off. For the 12:30 pick up ONLY, Lions 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.

Bicycles Safety

Students who ride their bicycles to and from school are encouraged to lock the bicycles to one of the school bike racks positioned between the main school building and the middle school portable. They are also required to have a permission slip on file in the office each year.

Pedestrian Safety

Students walking home are required to have a walking permission slip signed and on file in the school office leaving the school grounds. Pedestrians must utilize the designated walking areas and cross at crosswalks.

Touching Safety

Circle of Grace™ 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, 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*™, 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 EXTENDED CARE

St. Catherine School offers a before and after school program, referred to as St. Catherine Extended Care. This program is located in the Learning Commons.

The primary focus of St. Catherine Extended Care is to provide onsite quality supervised care for St. Catherine 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 St. Catherine Extended Day assistants that are employees of St. Catherine School. St. Catherine Extended Care director and assistants have CPR and First Aid training, Safe Environment training and adhere to yearly updates, and have passed background checks. St. Catherine Extended Care assistants are under the supervision of the St. Catherine Extended Day Director. Day-to-day management of the St. Catherine Extended Care is the responsibility of the St. Catherine Extended Care Director, who reports to the principal.

There is a separate charge for students attending the St. Catherine Extended Care program. Registration for St. Catherine Extended Care program are available through your online portal in School Admin.

Policies and Procedures

Extended Care is open in the morning from 7:00 AM until 8:10 AM and in the afternoon from 3:10 PM until 6:00 PM Monday through Friday.

- Parents must sign in their student in the morning session of Extended Care. At 8:10 AM, the Extended Care staff will dismiss the students to the school grounds for morning line-up.
- For the afternoon session, the Extended 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 Learning Commons door. Registered parents will receive the door code for easy entry during Extended Care hours.

After school, students will go outside (weather permitting) and line up by Victoria Hall until the supervisors take them into the gym or the Learning Commons. A study hall period is encouraged for all students in 3rd – 8th grade to complete their daily homework. However, it is not our expectation that the Extended Care personnel supervise or require the students to do homework. It is expected that all students will bring a snack for the afternoon. Please plan accordingly when packing the student's lunch.

Students are expected to treat each other and all Extended 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 Extended Day. 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 Extended Day.

Open Times

Mornings – 7:00 AM – 8:10 AM

Afternoons – 3:10 PM – 6:00 PM

Early Dismissal Days – 2:25 – 6:00 PM (Noon Dismissal Days – 12:00 – 6:00 PM)

No Service Days

Afternoon Extended Care will be closed on the following half days before:

Christmas break, Thanksgiving break, Easter break, Memorial Day weekend, and the last day of school.

Fees

Contract Rates and Features:

1-7 hours/week: \$205 per month
8-14 hours/week: \$310 per month
15-27 hours/week: \$415 per month
\$50 annual registration fee per child
Noon dismissal days included
Parent conference days included

Hourly/Punch Card Rates and Features:

\$18.00 per hour (or any part of an hour)
Maximum attendance is 1 day per week, per child
Punch card must be purchased in 10 hour increments (i.e. \$180, \$360) and be on file **before** attending
\$50 annual registration fee per child

Extended Care is pre-paid either via a monthly contract rate or the ten-hour punch card.

LUNCH PROGRAM

St. Catherine School offers a hot lunch program for all students whose families choose to purchase lunch. Hot lunch is available for purchase on Monday, Wednesday, Thursday and Friday from **Kiddos**. 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 \$70 yearly fee. On the registration form (available on Final Site), you may choose white or chocolate milk. Milk is not available for daily purchase; students must purchase at the start of the year.

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 but do not include soda, **energy drinks**, or candy.

Lunch Room Rules:

- Come to the gym for lunch quietly and respectfully.
- There is absolutely no running in the gym.
- Use a normal conversation voice, no yelling or shouting is allowed.
- Do not throw food or objects.
- Clean up after yourself.
- Carefully dispose of trash and leftovers in the appropriate receptacles.

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. These guidelines have been set up to provide proper supervision of the students and to ensure their safety. Violation of the guidelines may result in disciplinary action.

General

- Respectfully and promptly follow the direction of the recess teacher(s)
- Snack is to be eaten at recess. All wrappers should be disposed of immediately in the appropriate receptacle
- When the whistle blows or the bell rings, 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
- Make safe choices when playing
- Use problem solving when disagreements arise

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
- Nature is for viewing, not handling

Playground Equipment

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

Students are not allowed to climb or hang on the fences. All posted signs need to be honored. Students are to pick up and dispose any trash prior to leaving the playground.

RELEASE OF STUDENTS

Release of 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.

Release of Students to Another Adult

If anyone other than a parent or guardian is sent to pick up students, St. Catherine 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. St. Catherine School will check 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.

PARENT 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.

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.

It is expected that parents will become actively involved in their child's progression through St. Catherine School. It is our hope that this will include: assisting with daily assignments for practice as needed, reinforcing the school homework policy, actively participating in PARENT CLUB volunteering opportunities, attending fall and (optional) spring 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. Adults are asked to wear a volunteer badge from the office as immediate identification to staff and students 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. Parents are asked to contact teachers via email when they wish to arrange a meeting versus dropping into the classroom unannounced.

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.

Room Ambassadors

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

- Calling parents to help the teacher as requested.
- Arranging for classroom parties with the teacher.
- Coordinating and serving coffee and donuts after Sunday Mass once each school year.

Parties

Each class has specific procedures for celebrating student birthdays. If students bring birthday treats for each student in their class, individual cupcakes, cookies, or other small goodies are best. Please do not bring in cakes or other types of treats that take more time and need utensils. Please do not bring in beverages with the birthday treats. Birthday treats are served at a time convenient to the class schedule that day under the guidance of teacher and/or instructional assistant. Adhere to any and all allergy concerns in the class.

Party invitations are not to be handed out at school or at carpool. Please send your invitations by mail or email. Please consult parent directory 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. If possible, do not pick up children from carpool for parties where the whole class is not included.

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 St. Catherine School students are allowed at classroom parties.

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.

ANIMALS AT SCHOOL

Animals/pets are not allowed in St. Catherine School when students are present. Not all children are comfortable around animals and some children have related allergies. If you pick up your student to walk home, please keep your pet leashed and on the campus perimeter. Service animals will be reviewed by the principal who will make the final decision concerning accommodations. In the event of a pet blessing honoring St. Francis of Assisi's feast day, a special exception may be made after school hours for leashed/caged pets to be on campus.

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.

DANCE POLICY

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 and cell phone policy outlined in the permission slip will be enforced. St. Catherine School students are expected to conduct themselves in a respectful and appropriate manner.

St. Catherine School may host middle school dances outside of school hours. St. Catherine School students attending other Catholic school middle school dances must abide by the codes of conduct set forth by St. Catherine School and the Catholic school hosting the dance. Students will be disciplined for any behaviors that are detrimental to themselves or to the reputation of St. Catherine School. Disciplinary action may include, but not limited to, dismissal from the dance, exclusion from future dances (at any school), school suspension or other appropriate measures.

STUDY HALL/PRIMARY ACADEMIC SUPPORT

Study Hall is generally offered after school on Tuesdays and Thursdays to students in grades 4-8 for fee of \$5.00 per session. (Depending on staffing availability, Primary Academic Support for students in grades 1-3 may be offered **once weekly for 30 minutes** from mid-October-mid-May **for a fee of \$10.00 per session**.) Teachers are available to assist students on homework or to provide additional academic support. Students will sign in when attending study hall (via Sign-up Genius for Primary Academic Support) and the office will charge parents' Final Site accounts for days attended.

HOMESCHOOLING

The Archdiocese of Seattle Office for Catholic Schools Department does not endorse home schooling programs.

EXTRACURRICULAR ACTIVITIES

All extracurricular activities sponsored by the school or parish such as band, after-school clubs, scouting, CYO sports, drama, math club, chess club, coding, Nuestros Pequeños Hermanos Club, speech team, 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. Many activities are dependent on parent and volunteer assistance.

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.

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 Final Site. 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.

SPECIAL POLICIES AND INFORMATION

CATHOLIC YOUTH ORGANIZATION (CYO)

CYO (Catholic Youth Organization) is an athletic program sponsored by the Archdiocese of Seattle. St. Catherine 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

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.

Article I: St. Catherine School

The name of this organization shall be the St. Catherine School Parent Club of St. Catherine Parish, part of the Archdiocese of Seattle.

The Parent Club is unincorporated.

The Parent Club is affiliated with St. Catherine School, which is recognized by the IRS as a tax-exempt organization. The organization is authorized to use the St. Catherine School Tax ID #91.060.8536 upon approval of St. Catherine Parish.

Article II: Purpose

The Parent Club is organized for education, religious and charitable purposes. To this end, the Parent Club shall assist in the support and maintenance of St. Catherine School (hereinafter “St. Catherine School”) and to encourage the parents and guardian attending St. Catherine School in their role of Catholic educators.

The Parent Club 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.

All funds raised by the Parent Club, whether income or principal, and whether acquired by gift or contribution or otherwise, shall be devoted to said purposes. Decisions about fund-raising will be made between Parent Club and the principal and office administration.

The Parent Club will be an advocate for the school. They will promote the school for the parish and parents.

Article III: Membership and Participation

Membership of the Parent Club shall consist of all parents and guardians of children attending St. Catherine School and all adults subscribing to the purposes of the Parent Club.

Article IV: Meetings

Parent Club - General Meetings

1. The Parent Club Board shall hold monthly meetings from September to May of the school year. Opportunities for the whole parent community to gather will be offered twice each school year.
2. The meetings shall serve to conduct the regular business of the Parent Club, vote on official matters, present informative materials, inform the members of the school’s progress and achievements, communicate fundraising opportunities, and promote fellowship and a spirit of unity among members.
3. The Parent Club Board Secretary shall record the meeting minutes, which shall be approved by the Principal.

Article V: Parent Club Board Composition, Voting Rights and Quorum

The members shall consist of the current principal of St. Catherine School and those mentioned below.

Parent Club Members

There shall be some or all of the following members:

1. Co-Chair
2. Co-Chair
3. Secretary and Communications
4. Treasurer
5. Hospitality
6. Volunteer Coordinator
7. Materials and Marketing
8. Various Committee Chairs and Co-chairs (i.e. Jog-a-thon Chair and Used Uniform Chair)

Duties of the Parent Club

1. Duties of the Parent Club include, but are not limited to, the following:
 - a. Setting the agenda for the monthly Parent Club meetings.
 - b. Making recommendations for and implementing fundraisers, budget, and future goals of the Parent Club.

- c. Planning and orchestrating community/hospitality events for families, faculty, and staff.
 - d. Ensuring that information and opportunities are available for all Parent Club members and parents in the school community to actively participate.
2. An officer or committee chair that does not comply with his or her assigned responsibilities may be relieved of his or her position by a two-thirds majority vote of the other parent club members.

Article VI: Duties of Elected Officers

A. Co-Chairs

The Co-Chairs shall:

1. Fulfill a two-year term for a maximum of two terms.
2. Preside at all meetings.
3. Make interim appointments as needed; oversee the recruitment of Parent Club members for vacant positions.
4. Serve as Ex-officio member of all committees and oversee coordination of projects taken on by the Parent Club.
5. Call any special meetings and manage correspondence as required.
6. Be responsible for carrying out the progress of the organization and be the official spokesperson for the Parent Club.
7. Work with principal on calendaring all Parent Club meetings.
8. Attend 1-2 School Commission Meetings annually and act as a liaison between the two groups.
9. Provide a summary to the School Commission of the Parent Club's activities and discussions.

B. Co-Chair

The Co-Chair shall:

1. Fulfill a two-year term for a maximum of two terms but not necessarily to ascend to the president position.
2. Perform duties of an absent president and perform such duties as assigned by the president.

C. Secretary and Communications

The Secretary and Communications Chair shall:

1. Prepare true and accurate minutes of Parent Club meetings.
2. Provide a draft of the minutes to the Principal, Chair, and Co-Chair in order that the minutes can be posted and archived for general meetings.
3. Fulfill a two-year term, for a maximum of two terms.
4. Promote volunteer opportunities.

D. Treasurer

The Treasurer shall:

1. Maintain financial records by keeping a true and accurate record of Parent Club revenues, expenses and balances and also keep general ledger up to date.
2. Provide a monthly reconciled report at every Parent Club Board meeting and Parent Club meeting, and a yearly reconciled report to the Parent Club at the end of the school year.
3. Upon demand of receipts or prior authorization, prepare check requests for Parent Club expenses. Maintain and reconcile all Square transactions.
4. Work with Fundraiser Committee Chairs to ensure correct procedures are being followed regarding Parent Club fundraising, including the deposits of revenues from fundraisers.
5. At the end of the year establish the required amount for start-up for the upcoming school year and follow procedures for handling all balances.

6. Fulfill a two-year term, for a maximum of two terms.

E. Marketing and Materials Chair

The Marketing and Materials Chair shall:

1. Promote volunteer opportunities.
2. Fulfill a two-year term for a maximum of two terms.

F. Hospitality Chair

The Hospitality Chair shall:

1. Partner with Development Director to plan and implement various school events, such as open houses, back-to-school coffee, etc.
2. Help with the organization and planning hospitality events for the school staff and teachers.
3. Solicit the appropriate volunteers to assist in the execution of social events.
4. Fulfill a two-year term for a maximum of two terms.

G. Volunteer Coordinator

The Volunteer Coordinator shall:

1. Promote volunteer opportunities.
2. Fulfill a two-year term for a maximum of two terms.

G. Fundraising Event Chairs and Co-Chairs

The Fundraising Event Chairs and Co-Chairs shall:

1. Oversee their event's fundraising efforts.
2. Help promote all of the Parent Club fundraising efforts.
3. Solicit the appropriate volunteers to assist in the execution of fundraising events.
4. Attend, manage, and oversee the entirety of their events.
5. Fulfill a two-year term for a maximum of two terms.

Article VII—Duties of Advisory Members

A. School Principal and School Vice Principal

The School Principal and Vice Principal shall:

1. Communicate the School's progress, needs, and significant matters to the Parent Club Board.
2. Provide guidance to the Parent Club Board.
3. Assist in the implementation of Parent Club Board projects.

C. Used Uniform Sales Coordinator

The Used Uniform Sales Coordinator shall:

1. Promote and advertise the Used uniform sales events.
2. Collect and arrange by size the donated articles of clothing.
3. The Used Uniform Sales Coordinator shall serve at least one year.

D. Room Ambassador Coordinator

The Room Ambassador Coordinator shall:

1. Attend all Parent Club meetings.
2. Oversee coordination of Room Ambassador events and activities.
3. Support and guide the room ambassadors who support classroom and school activities.
4. The Room Ambassador Coordinator shall serve at least one year.

Article VIII—Parent Club Member Selection and Removal

A. Parent Club Member Selection

1. Vacancy in the office of Chair shall be filled by the Co-Chair.
2. For all other vacancies, recruitment for open Parent Club positions shall begin in April.
3. The vacant positions, job descriptions, and their respective terms shall be announced via the Wednesday School Newsletter and the School's Website.

4. The Executive Board (Chair, Co-Chair, Principal, Treasurer, and Secretary) shall compile the list of candidates and vote qualified candidates into offices from the eligible pool by a simple majority of the Parent Club Executive Board members present during the Parent Club meeting dedicated to the same.
5. The eligibility criteria include the following Parent Club member:
 - a. is in good standing.
 - b. possess leadership skills.
 - c. possesses expertise and willingness.

B. Parent Club Board Member Removal

1. The Executive Board members and principal are required to attend and participate in the monthly Parent Club Board meetings.

C. Continuity

1. The selected, incoming Parent Club members shall attend the June Parent Club meeting to meet the current Parent Club members, to familiarize themselves with Parent Club processes, and to obtain necessary training in the process of taking over certain functions from outgoing Parent Club members.
2. The incoming members to the Parent Club shall not have voting powers until August 1st, which is the official start of the new school year.

Article IX – Committees

A. *Ad Hoc* Committees

1. The Parent Club may form ad hoc committees when necessary to further the objectives, goals, and purpose of the Parent Club.
2. The Chair shall act as ex-official member of all such ad hoc committees and shall supervise each committee's activities.

Article X – Parent Club Revenue, Budget, Revenue Allocations and Expense Reimbursement

A. Parent Club Revenue

1. All funds raised by the Parent Club (whether income, principal, gift, contribution, or otherwise) shall be recorded by the Treasurer.
2. No part of the Parent Club revenue shall inure to the benefit of an individual Parent Club member or a private person except solely for reasonable compensation for services actually rendered or goods actually sold.

B. Budget

1. The Parent Club Board shall tally the total funds raised during the current school year and establish an annual budget by June 15th for the following school year. This annual budget must be approved by the Executive Board.
2. The annual budget must be presented and explained to the incoming Parent Club members.
3. Any extraordinary expenses, outside of the stated annual budget, must be approved by the Principal.

C. Expense Reimbursement

1. The Treasurer shall prepare check or cash requests for reimbursement for Parent Club expenses in a timely manner.
2. All reimbursement requests for Parent Club expenses must be submitted to the treasurer via check request form within 14 days of expense or completion of the event.

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 Guidebook published by the Archdiocese of Seattle Office for Catholic Schools is available in the principal's 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 of Seattle. 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 a consultative body to the pastoral leader and principal in the formulation of local policies affecting the parish school.

Article I: St. Catherine School of the Organization

The St. Catherine School of this body shall be "St. Catherine 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 Manual and Commission Guidebook from the Archdiocese of Seattle Office for Catholic Schools.

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 advise on 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.

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.
- b. The School Commission will also assist with recruitment of students and promote the school to the St. Catherine 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 of Seattle and Office for Catholic Schools 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 Relationship

1. The Parent Club is responsible for helping to maintain 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 meets twice each year with the Parent Club Co-Chairs in order to more fully understand parent needs and concerns as needed.

Article IV: Membership

A. General Organization - The membership of the School Commission shall consist of at least nine current or former school parents/guardians, the pastoral leader, the principal, the vice-principal (who also acts as a liaison for the faculty), Parent Club Liaison, and the Development Director. One member of the School Commission will serve as a liaison between the School Commission and the St. Catherine School/Parish Finance Council.

B. Members

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 work on a consensus model.
2. The Vice-Principal and/or staff member represents the voice of the St. Catherine School faculty and is allowed voting rights.

C. Terms of Service

1. The term for general members is three years. Members' terms will begin in June and end in June, three years later. Members are required to fulfill all obligations and duties.
 - 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 principal selection after discussion of the candidates or through principal recruitment.
 - ii. The selected candidate shall then serve the remaining portion of the term of the vacated position.
- d. Term Limits
 - i. General members are limited to serving two consecutive three-year terms. If a member has filled a vacancy in which less than one full year of a term has been served, that portion of the term shall not be counted in the two-term limit.

Article V: Appointment of Members

A. Selection Criteria

1. A prospective School Commission member will participate in an interview with emphasis on 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, vice-chair, and secretary. A majority vote of the School Commission members present and voting shall be sufficient for election of officers.

B. Duties

1. Chair
 - i. The chair shall preside at all regular and special meetings of the commission.
 - ii. The chair prepares the agenda for each meeting after consultation with the principal.
 - 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 will assume the duties of chair at the beginning of the next term.
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.

Article VII: Meeting

A. Structure

1. The full School Commission meets every month, as determined by the principal.
2. Standing committees meet at other times which best suit the members of the committee.
3. Executive School Commission meetings may be called at times other than the regularly scheduled meetings. These meetings will be scheduled with the approval of the School Commission Chair and the principal.
4. 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 one week prior to each regular meeting. Agendas will also be sent to the pastoral leader.
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 in the principal's office.
2. This record is to contain the meeting minutes and any written reports or documents presented at the meeting.

Article VIII: Committee Structure

A. General Guidelines

1. The commission committees are divided into two groups: Standing Committees and Ad Hoc committees. The Standing Committees are continuous committees with specific duties.
2. These committees are described in Section 2. Ad Hoc committees are formed for short-term studies of issues and/or policies.
3. Each committee will have clearly defined goals, plans, and responsibilities.
4. Each committee will provide, as needed, a report of progress at each commission meeting.

B. Standing Committees

1. TBD annually based at the start of the school year on current school issues and/or policy needs.

C. Ad Hoc Committees

1. The Ad Hoc committees are generally formed as needed.

Article IX: Amendments

These by-laws may be amended by two-thirds majority vote of the full voting School Commission.



Family Handbook Verification/Signature

There are some minor changes to the 2025-2026 Family Handbook, each highlighted in yellow. Please read the handbook carefully and review relevant components with your child/ren. Parents (and acknowledgement on behalf of students) must complete the verification form in your Final Site Parent Portal **by September 12, 2025**.

This [student-friendly summary](#) and [middle-school student summary](#) are simplified guides that highlight key expectations for students at St. Catherine of Siena School. They are **not a replacement** for the full Family Handbook. Parents and guardians are responsible for reviewing the complete Family Handbook and ensuring that their child understands and follows all school policies, procedures, and expectations. In the event of any questions or conflicts, the **Family Handbook** will serve as the official reference.