

PARENT/STUDENT HANDBOOK AND DISCIPLINE AGREEMENT SIGNATURE PAGE

Dear St. Mary Catholic School Families,

This is your Parent/Student Handbook for 2020-21. Annual updates and necessary revisions have been made for this year. General information, policies, and procedures are included as well as family expectations. Please read the material as a family and then sign and return this Parent/Student Handbook and Discipline Agreement Signature page.

Thank you for your attention to this matter.

Ben Walker
Principal

We have read the St. Mary Catholic School Parent/Student Handbook. We have carefully reviewed each section of this document. As members of the St. Mary Catholic School Community, we agree to be governed by its contents regarding our participation and that of our child(ren).

Parent's Signature(s) _____

<u>Student Signature(s):</u>	<u>Grade(s):</u>
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Date _____

Please return this page, with your signatures, to the school office by Oct. 1, 2019.

PARENT/STUDENT HANDBOOK
AND
DISCIPLINE PLAN



ST. MARY CATHOLIC SCHOOL
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INTRODUCTION

Dear Parents and Students,

This handbook has been prepared to help you become acquainted with St. Mary Catholic School. It contains general information about the school, the school programs, student services and parent organizations. It also contains policies and rules that are necessary in order for students, parents, and faculty to work together in achieving the goals in our philosophy and objectives.

Your cooperation in reviewing and becoming familiar with the policies of the school and in conscientiously following directives outlined in the following pages will contribute to a happy and productive learning atmosphere for our children.

We urge you to keep this booklet for ready reference.

The Staff of St. Mary Catholic School

St. Mary Catholic School believes that every child is a gift from God; therefore

St. Mary Catholic School adheres to a non-discrimination policy. St. Mary Catholic School admits students of any race, color, sex, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school who espouse our philosophy and values.

St. Mary Catholic School does not discriminate on the basis of race, color, sex, national and ethnic origin in administration of educational policies, admission policies, athletic and other school-administered programs.

Your signature on the Handbook form and your Stewardship Pledge Agreement indicate acceptance of the contents of this book.

The principal retains the right to amend the handbook for just cause at any time. Parents will be given prompt notification through the newsletter, if changes are made.

Mission and Vision Statements:

MISSION STATEMENT OF ST. MARY CATHOLIC SCHOOL

St. Mary Catholic School is a parish ministry that actively assists families by fostering community while providing Catholic formation within a strong academic program.

SCHOOL VISION STATEMENT

St. Mary Catholic School will continue its strong focus on Catholic identity and academic excellence. Collaboration among faculty, staff and families will foster in students the skills of independence, innovation, leadership, teamwork, and a commitment to use their God-given talents for the greater good of the world.

St. Mary Catholic School will be recognized as part of a strong Christ-centered parish community, expressing our Catholic faith through worship and service.

St. Mary Catholic School will provide a safe environment and positive atmosphere that reflects and supports family values. St. Mary Catholic School will encourage alumni and others who value the school's mission to be an active part of this community

SCHOOL-WIDE LEARNING EXPECTATIONS

J (Jesus)

Students will show love and serve God by:

- 1.1 Participating actively in liturgy and prayer
- 1.2 Making choices based on the teachings of Jesus
- 1.3 Demonstrating knowledge of the beliefs and traditions of the Catholic Church

O (Others)

Students will live in community by:

- 2.1 Serving others
- 2.2 Respecting all people, cultures and the environment as God's creation
- 2.3 Understanding and following rules (citizenship)
- 2.4 Working cooperatively with others
- 2.5 Communicating effectively and respectfully

Y (Yourself)

Students will become a lifelong learner by:

- 3.1 Accepting personal responsibility for decisions and actions
- 3.2 Demonstrating effort toward academic, social and spiritual growth
- 3.3 Producing quality work

PARENTS' RIGHTS

When you enroll your child in St. Mary Catholic School, you have expectations of the school, parish, and administrators. You may not fully understand how legal rights and responsibilities apply to parents and students in independent schools. Government (public) schools and independent schools are governed by different rules. In independent schools, constitutional law does not apply; contract law does apply.

TUITION ASSISTANCE PROGRAM

There are some funds available for Tuition Assistance In order to qualify for Tuition Assistance, a family must:

- be registered in St. Mary Parish (or a parish that does not have a school),
- participate in the life of the parish,
- contribute to the support of the parish by some identifiable means (check or parish envelope). *

In the spirit of sharing time and talents, each FAMILY is expected to give at least 20 hours of volunteer time to the school annually. This time can be completed at school, at home, on evenings and weekends or in the summer. Eligibility for tuition assistance is linked to completion of the volunteer hours. Volunteer hours will be tracked online.

In addition, each family not paying full tuition MUST complete a Nazareth Guild Tuition Assistance form and present a copy of IRS form 1040 to the office.

*There are some very limited funds available for Tuition Assistance for non-Catholic families.

Fees are based on either per-family or per-student costs. Fees are figured separately and are not considered part of the family's tuition pledge. All fees are due the first day of the new school year.

PAYMENT OF TUITION AND FEES

Signing the tuition pledge agreement is a legal contract to pay the school the tuition amount and fees indicated on the form. Families will be sent a monthly electronic statement indicating their payment amount for each month. If a situation arises where it is not possible for a family to meet its obligation to the school, it is necessary to contact the Principal or Business Manager immediately. Families who are more than 30 days behind in their payments to the school will receive a letter stating that they are delinquent and asking them to pay or make immediate arrangements with the principal. If your family's account is in arrears before the end of the first semester, you will be asked to not return at the end of the semester. Families who are in arrears will not be given registration materials or allowed to re-enroll their children for the next school year until their obligation to the school has been met. If you want to stay, you have to pay!

PARENT INVOLVEMENT

We encourage parent leadership in our school and parish organizations. Opportunities for parents include School Advisory Council (SAC), St. Mary Parent Club, the Technology Committee, the Athletic Committee and St. Mary Parish Council.

The School Advisory Council formulates policies that govern the operation of St. Mary Catholic School. The Council advises on matters of budget and finance as well as long-range planning. Its membership consists of the Pastor, Principal, and a minimum of nine lay members.

St. Mary Parents' Club is committed to extending hospitality, expressing appreciation for the teachers, providing for parent education and family fun, and actively lobbying for legislation which has a positive impact on the school and students. Membership is open to parents and teachers of St. Mary Catholic School. All adult members of St. Mary Parish are invited to events of interest.

The Technology Committee meets every other month to plan for the technology needs of the school and also provides technological expertise.

The Athletic Committee meets monthly to help meet the needs of the student athletes from St. Mary and St. John. They have raised funds through the Brat and Beverage event to purchase new uniforms and equipment. They have also raised awareness of the sports programs at both schools.

We encourage participation on St. Mary Parish Council and other parish committees.

PARTICIPATION IN FUNDRAISERS

Fundraisers are essential to the current and future operation of St. Mary. Each family is expected to support the school in the following ways:

Auction – support through attendance, volunteerism, and/or donation.

Volunteer (and log) at least 20 hours of service to the school or pay a fee of \$10 an hour for each unfulfilled hour.

Fun Run – support your child in writing at least 10 letters soliciting donations or make a \$100 donation to the school.

Raffles – support the raffle by selling 20 tickets or make a \$100 donation to the school.

Annual Fund – make a minimum of \$100 donation to the school (this could be paid in monthly installments).

Scrip – participate in the Scrip (Gift Card) program by purchasing a minimum of \$500 in gift cards throughout the year or making a \$50 donation to the school.

REGISTRATION REQUIREMENTS

The registration of your children in St. Mary Catholic School means that you are willing to comply with the programs and policies of the school and participate actively in adult activities that support the school and its programs. It also indicates your intent to help fulfill the School Philosophy.

POLICY 5001

ADMISSION OF STUDENTS

The admission policy for St. Mary Catholic School shall be determined by the School Advisory Council in accordance with the policies of the Office of Education. The school's policy shall be made available to the public in compliance with Federal and State Anti-discrimination policy.

Students are expected to maintain the behavioral, academic, and moral standards of the school in order to continue enrollment.

POLICY 5002

ADMISSION STATUS OF ALL INCOMING STUDENTS

Every student accepted to St. Mary Catholic School is admitted on a probationary status for the first quarter of attendance.

During the first weeks of school, should the teacher determine a child not ready, or if the child is a danger to themselves or others, or be it for the benefit of the child or the class as a whole, recommendations for another placement will be made.

The following steps will be taken: As soon as verifiable evidence is gathered, the teacher will conference with the parents and principal. The outcome of that meeting may be a plan with modifications to allow the child to remain enrolled in the school, or it may be to ask the parents to transition the child to another facility that will better meet their child's needs. The parents may choose to withdraw the child or leave the child for a trial period to be determined in individual cases, not to exceed one month. At the end of this period, the teacher and principal will determine if the child shall remain or seek other placement based on what is best for the individual and/or the entire class.

Students must have the following documents:

1. Immunizations must be up to date and in compliance with state regulations.
2. Birth Certificate

Recommended:

1. Baptismal Certificate (if not Baptized at St. Mary Parish)
2. A physical examination is encouraged for students in 1st - 8th grade who have not had one in kindergarten.

Students will be considered for admission to St. Mary for the upcoming academic year on the basis of the following criteria.

1. Families who have children in grades PK through 8 in the present academic year.
2. Children of Parishioners
3. Children from other Catholic parishes
4. Other children

No student will be considered for admission until completed enrollment applications and fees are received.

Application and enrollment deposits will not be accepted prior to the first day of open registration.

The school will make every attempt to notify new applicants as to whether or not admission is granted within two weeks of the end of open enrollment.

Placement on the waiting list will begin when a deposit has been received. If a child is not admitted due to no room in a class, the deposit will be fully refunded. Final notification of admission will occur by May 1st. (Any family registering after that time will lose hierarchical admission status.)

POLICY 5003

REQUIREMENTS FOR ADMISSION FOR PRE-KINDERGARTEN STUDENTS

Policies for admission and attendance in the Pre-K programs will be in compliance with Washington State DEL guidelines (age and immunizations). These guidelines will be kept in the school office.

Preferential admission will be granted to families who plan to continue enrollment for their children in grades K-8.

No child can attend the PK3 program until they are 3 years of age.

No child can attend the PK4 program until they are 4 years of age.

The child's immunizations must be up to date and in compliance with state regulations.

A physical examination is encouraged to screen for any vision or hearing deficits.

The child must present his/her baptismal certificate, if the child is Catholic.

The child must exhibit the following PK readiness indicators:

1. Separate from a parent without having to be physically restrained from following that parent.
2. Communicate with a familiar adult (who is not the child's parent or grandparent) in a way that can be understood.
3. Accept direction from a familiar adult (who is not the child's parent or grandparent)
4. Verbalize the need to use the bathroom in an age-appropriate way.
5. Independently use the bathroom, including pulling his or her own pants and underwear down and up, wiping, and washing hands.
6. Experience or express negative emotion without biting or hurting others.

Should the teacher determine a child not ready, or if the child is a danger to themselves or others, or be it for the benefit of the child or the class as a whole, recommendations for another placement will be made.

The following steps will be taken: As soon as verifiable evidence is gathered, the teacher will conference with the parents and principal. The outcome of that meeting may be a plan with modifications to allow the child to remain enrolled in the school, or it may be to ask the parents to transition the child to another facility that will better meet their child's needs. The parents may choose to withdraw the child or leave the child for a trial period to be determined in individual

cases, not to exceed one month. At the end of this period, the teacher and principal will determine if the child shall remain or seek other placement based on what is best for the individual and/or the entire class.

POLICY 5004

REQUIREMENTS FOR ADMISSION FOR KINDERGARTEN STUDENTS

1. The child must have reached their 5th birthday by September 1 of the year of admission.
2. The child's immunizations must be up to date and in compliance with state regulations.
3. The child must present his/her baptismal certificate, if the child is Catholic and not baptized at St. Mary Parish.
4. Students who have not attended St. Mary School Pre-K program must have a Kindergarten Readiness Assessment administered by St. Mary School staff. Parents will be informed should the test indicate the child's readiness is questionable.

POLICY 5005

REQUIREMENTS FOR ADMISSION FOR TRANSFER STUDENTS

Parents of students transferring into St. Mary School from another school will contact the principal before official registration.

Students transferring into St. Mary Catholic School should be performing at grade level.

Admission will be on a probationary basis until grade level performance and behavioral expectations are determined by testing and teacher observation.

Student transfers must present a report card and transfer of records from the former school.

Test scores shall be requested by the parent(s) from the former school.

Health records shall be requested by the parent(s) from the former school.

POLICY 5006

READMISSION OF STUDENTS AFTER WITHDRAWAL

Any student who applies for re-admission after having been withdrawn must have met the following guideline:

Registration that has not been received by June 15 will be considered a withdrawal. Re-admission would forfeit the opportunity to qualify for tuition assistance. (The full-cost tuition may be appealed to the parish pastor who will make the final decision.)

Students who are withdrawn from school will be considered for readmittance according to Policy 5002 - Admission Status Of All Incoming Students.

POLICY 5007

PHILOSOPHY OF EDUCATIONAL RELATIONSHIP

The educational relationship is an at will relationship where both parties have the ability to withdraw from when it is not mutually agreeable.

GENERAL INFORMATION

ACCREDITATION

St. Mary Catholic School is accredited by the Northwest Accreditation Commission.

ALTAR SERVER

Students in grades five through eight may serve as altar servers. Recruitment and training takes place periodically and is coordinated through St. Mary Parish.

ATTENDANCE

All pupils enrolled in St. Mary Catholic School are expected to be punctual and regular in attendance. The importance of regular, on time attendance cannot be stressed enough. Students are expected to be in attendance at all times unless officially excused. Absence from school will be excused if:

1. absence was caused by illness
2. it is a case of emergency
3. satisfactory arrangements have been made with the Principal in advance

*Chronic tardiness or absences from school will be reviewed and addressed by the principal in accordance with the Becca laws of the state of Washington.

PARENTS are to call the school if their child is ill. If you did not call in, then a written excuse is required from home stating the date and reason for absence (this is not necessary if you called in before they were absent). A parent or guardian must have signed the written excuse. If a student is absent more than three consecutive days, a note from a medical professional is required for re-admittance.

STUDENTS arriving after 8:00 a.m. are TARDY. Students arriving 8am-8:10am can go straight to the classroom and the teacher will mark them tardy. Students arriving after 8:10 am must report to the office and obtain a tardy slip. Parents who anticipate a late arrival should call the school office. The lunch count needs to be completed by 9:00 am, so if your child will be arriving late and needs to order lunch, contact the school office by 8:30 am.

LEAVING SCHOOL before regular dismissal time requires a written request from the parents stating date, time, and reason for early departure. **An adult is to sign the student out in the school office.** The student will be called to the office from the classroom. The same rules apply if the student is leaving at recess, however, no student is to be taken directly off the playground without checking in with the office.

If your child is too ill to be at school, they are too ill to participate in extra-curricular activities that day.

BOOK DAMAGE

Books are the property of St. Mary Catholic School. Books are 'rented' to the students each year and are expected to be returned in good condition. Students have responsibility for books issued to them. A fee will be charged for replacement of books lost or damaged by a student. Keep textbooks covered at all times!

COMMUNICATION

Open communication between school and home is essential in fulfillment of the school's purpose. The school commits itself to facilitate the communication process and expects parents and students to commit themselves to the same effort.

BETWEEN THE SCHOOL OFFICE AND PARENTS:

School office hours are from 7:45 a.m. to 3:30 p.m.

General information regarding the school community is sent home via an email link to the website or a hard copy (on request) with the youngest child in each family every Thursday. This may include a calendar of events, a weekly newsletter from the principal, information regarding classroom activities and accomplishments, as well as notices of general interest. Information can also be found on the school website (www.stmarysspokane.org) and on Sycamore.

BETWEEN TEACHERS AND PARENTS:

Conferences, progress reports, quarterly report cards (grades K-3) and online grades (grades 3-8) with semester report cards, written notes, written comments on students' work, email and telephone contact are ways in which teachers and parents can communicate regarding a child's progress.

Teachers have voicemail and email that are checked periodically throughout each day. Here they are:

Grade/Teacher	Voicemail Ext	Email Address
PK3 – Mrs. Shaurette	207	lshaurette@stmarysspokane.org
PK4 – Mrs. Tadlock	210	mtadlock@stmarysspokane.org
K – Mrs. Urbaniak	217	murbaniak@stmarysspokane.org
1 st – Mrs. Clift	218	bclift@stmarysspokane.org
2 nd – Mrs. Hattamer	219	lhattamer@stmarysspokane.org
3 rd – Ms. Rapp	220	drapp@stmarysspokane.org
4 th – Ms. Pearson	216	spearson@stmarysspokane.org
5 th – Mrs. McNitt	221	amcnitt@stmarysspokane.org
6 th – Mr. Kennar & Mrs. O’ Dea	222 226	pkennar@stmarysspokane.org kodea@stmarysspokane.org
7 th – Mrs. Schmidlkofer & Mrs. McCauley	223 212	bschmidlkofer@stmarysspokane.org gmccauley@stmarysspokane.org
8 th – Mr. Schultz	224	kschultz@stmarysspokane.org
Jr High Science – Mr. Hull	209	bhull@stmarysspokane.org
PE/Athletic Director – Ms. Lafferty	301	llafferty@stmarysspokane.org
Music/Library – Ms. Nauditt	225	knauditt@stmarysspokane.org

CONCERNS AND GRIEVANCES

Should a question, a complaint, or matter of concern arise we encourage this procedure for prompt and direct action.

Procedure for Complaints, Concerns, and Questions

- Concerns and questions should be discussed first with the appropriate adult involved.
- If further clarification is necessary, parents may ask the principal to investigate and report back
- If there are still concerns after the principal has investigated the matter, all parties will meet to work toward a resolution.
- If, at the conclusion of such a meeting, parents are still dissatisfied, the principal will determine if further steps are necessary to work out the matter.

PARENTAL BEHAVIOR

Parental cooperation is essential for the welfare of the 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 the relationship with the school.

COUNSELING

St. Mary Catholic School does not have a counselor. Pastoral counseling is available through arrangements with the parish.

CUSTODY

St. Mary Catholic School will comply with legal documents on file. If custody conditions change, the school must be given copies of the legal documentation.

NON-CUSTODIAL PARENT

This school abides by the provisions of the Buckley Amendment with respect to the rights of noncustodial parents. In the absence of a court order to the contrary, the school will provide the noncustodial parent with access to the academic records and to other school-related information regarding the child. If there is a court order specifying that there is to be no information given, it is the responsibility of the custodial parent to provide the school with an official copy of the court order. All divorced parents are to furnish the school with a copy of the custody section of the

divorce decree. This information will help the school in determining when, if ever, the child can be released to the non-custodial parent.

ELECTRONICS

Electronic toys, music devices, games, etc. are **not** allowed at school without permission of the student's teacher or the principal. If student's cell phone or electronic device is in use during the school day, it will need to be collected by a parent from the Principal. If a student has an electronic device taken for a second time, it will be held by the Principal until the last day of school.

EMERGENCY ACTION GUIDE

St. Mary has formulated the following plan in the event of a disaster such as but not limited to the following:

- Earthquake
- Fire
- Bomb threat (peacetime)
- Chemical accident/Hazardous materials
- Explosion or threat of explosion
- Volcanic eruptions
- Other similar occurrences that might make a building uninhabitable
- Gunfire or acts of violence in the area

This plan is available in the office.

The following emergency procedures and recommendations will be used as a guideline in the event of a local disaster. Read the following carefully.

CLASSES WILL NOT BE DISMISSED AND CHILDREN WILL REMAIN UNDER THE SUPERVISION OF SCHOOL AUTHORITIES.

Allow school to determine safe departure of students and do not burden communication lines with inquiries pertaining to such.

When the situation indicates departure of students is feasible, they will be released to parents or persons authorized to pick up the student listed as emergency contacts and pick-ups in Sycamore. Keep school records current as to present home address, telephone number, emergency contacts and persons authorized custody of the student(s).

When it is safe to dismiss students – these are the steps that will be followed:

- No one may leave the designated place in the yard/building without permission. The teacher is responsible for keeping all his/her students in the area designated for the class.
- In many cases, students will be housed in the gym. If that is the case, parents should report to the NORTHEAST gym door and ask for their child. Students will be released only to parent or person(s) authorized on the emergency card or to an ADULT bearing signed permission from the parent. No student will be sent home alone. School personnel will maintain record of released students.
- Children needing overnight shelter will be taken to the nearest Designated Mass Care Facility identified by the Red Cross. They will remain there until picked up by parents.

EMERGENCY CONTACT INFORMATION

The school maintains a file for each student containing various information, which includes emergency contacts for each child in case of injury or illness. Each family is responsible for updating emergency contact information for the school office records on the Sycamore site any time there is a need to change this information.

EMERGENCY CLOSING

In the event of an emergency closing, due to weather or unforeseen reasons, we will contact you via the Sycamore system. You will be sent an email and receive a text. We will also notify local radio and TV stations. We will not necessarily follow the closure of Central Valley School District.

EXTRACURRICULAR ACTIVITIES

Our extracurricular programs include boys' and girls' sports, student government, clubs, and safety patrol. Scouting and Campfire are supported in a limited capacity by the school. Honor Band is coordinated through Gonzaga Prep. The Altar Servers program is coordinated by the parish and supported by the school.

FOOD

Research indicates that a good breakfast is essential for good learning and productivity. A mid-morning snack is encouraged. It should be of nutritional value. Students are not permitted to bring soda pop or other caffeinated or carbonated drinks to school, either in the morning or in their lunches.

St Mary participates in the National School Hot Lunch Program. "St. Mary Catholic School is an equal opportunity provider." The cost per lunch for students in all grades is \$3.80. An additional entrée is available for a charge of \$1.00 in grades 4-8. This must be ordered in the morning so that the correct amount of food can be prepared. Free and reduced price lunch request forms are available in the Bookkeeper's office. If you choose not to participate in the hot lunch program, your child should bring a sack lunch. Milk is available for purchase at .30¢ a ½ pint. The cost of milk will be deducted from your family's hot lunch account. Lunch is eaten in the classrooms. You can check your family's hot lunch balance on Sycamore. The school is able to accept checks or cash for hot lunch deposits.

Our lunch count needs to be calculated by 9:00am, so if your child will be arriving late and needs to order lunch, contact the school office by 8:30am.

No food or drink is allowed on the school grounds without specific permission. Gum chewing is not allowed on the school grounds while school is in session.

FUNDING

St. Mary Catholic School is financially supported by five sources:

Parish Allocation

Tuition Pledges

Fund-raising Activities

St. Mary Catholic School Foundation

Gift Cards (formerly Scrip)

Every child in the school benefits from the fundraising activities of the school. It lowers the tuition of each child (PreK – 8th grade) by approximately \$850 each year. This is for each child, whether the family pays "full" tuition or receives tuition assistance. The major fundraisers include: The Fun Run, Annual Fund, the Gift Card Program and Auction.

POLICY 5200

UNIFORM DRESS CODE

The purpose of the dress code is two-fold: first to promote the dignity of the student and the school and second to enhance the learning environment. School dress shall be in keeping with the age of the students and the principles of Christian modesty. Grades Pre-K through 8 shall wear uniforms. Uniforms must be worn on Mass days (unless otherwise noted such as an all-school non-uniform day for a holiday). Free dress passes cannot be used on Mass days. The Principal retains final discretion in making further determinations in uniform guidelines.

GIRLS:

- Jumper, skirt, or skort—Blackwatch plaid or plain navy (PK3-6th), khaki (7th-8th). Length should be within 2 inches above or below the knee.
- Blouse—white, plain with Peter Pan collar. Long or short sleeve— plain or with embroidered St. Mary's logo.
- Hair—must be neat, clean, out of eyes, natural color, and a style that doesn't attract undue attention. Hair attachments or other accessories must also not attract undue attention or interfere with the learning process.
- Jewelry—must be kept to a minimum. (No hoops or dangling earrings.)

BOYS:

- Hair—must be neat, clean, out of eyes, no longer than collar length and of natural color.

FOR ALL:

- Polar fleece vest, or jacket front zipper, hunter green with embroidered school logo
- Green and white tricot jacket with front zip and embroidered logo
- Pants—navy blue twill or corduroy, khaki twill (7th & 8th ONLY). Uniform style only. No cargo style, leggings, decorative stitching, rivets, back pocket flaps or patch pockets. Pants must have a waist-band and zipper. Partial elastic waistband is acceptable or whole elastic waistband for PK3-2nd gr.
- Sweatshirt (official)—Dark green, logo embroidered, worn over uniform, purchased through the school office only.
- Sweater—navy or white v-neck or crew neck, cardigan, pullover or vest.
- Walking Shorts & Capris—(may be worn until October 31st and after Spring Break) - Navy blue twill, Khaki twill (7th & 8th ONLY). No cargo style, decorative stitching, rivets, back pocket flaps.
- Polos—white or hunter green, knit polo shirts with collar. Long or short sleeve. No logos, decorative buttons, stitching, trim, etc.
- Turtlenecks—white or hunter green, mock style acceptable -plain or with St. Mary's embroidered logo.
- Socks/Tights—white, navy, black or hunter green. Plain, no logos. Leggings may be worn in place of tights under dresses/skirts but hem of leggings must tucked into socks. Crew socks and anklets o.k. Socks must be worn at all times due to health regulations.
- Belts—are recommended for grades 4-8—brown or black with unadorned buckles.
- Hats—winter hats to be worn outside only in cold conditions.
- Shoes—all shoes must be in good condition, closed toe and heel. No sandals, boots, clogs, slides, mules, or flip-flop style shoes. Shoes with laces must be tied.
- No boots of any kind allowed in the classroom. Snow boots are ok for playground only during winter, regular shoes must be brought to wear indoors.
- Shirts must be long enough to remain tucked in at all times.
- No dark colored clothing under white shirts.
- No tattoos of any kind.
- Cosmetics—no make-up or nail polish through 6th gr. Grades 7 & 8 may use minimal make-up & sheer, pastel nail polish with Principal approval.
- No Mohawks or other styles that attract undue attention.

NOT APPROVED:

On special days or birthdays (non-uniform/free dress) the following are NOT approved:

- No apparel with offensive language or pictures inconsistent with Christian values.
- No shorts, pants, skirts, Capris, or culottes that are baggy or made out of flannel, fleece, knit or spandex, including leggings (worn instead of pants) (Basketball shorts and nylon warm-up are okay)
- No tight fitting garments or leggings (worn instead of pants). If leggings are worn instead of tights under skirts or jumpers, socks must cover the hem of the leggings.
- No visible underwear or undergarments.
- No apparel that may be damaging to floors, furniture, or persons.
- Hats or hoods are not to be worn indoors, EVER!!
- Sleeveless shirts, crop-tops, dresses and tank tops are not approved including spaghetti straps.
- No boots of any kind in classrooms, no open toed/open heeled shoes, ever.

JEANS:

- Jeans may be any color, but in good condition and hemmed.
- Jeans shorts and capris may only be worn on approved “Jean Days” before October 31st and after Spring Break.

PE UNIFORMS:

- PE uniforms are worn 5th-8th grade only and only on PE days.
- PE t-shirts are available to order through the school office only.
- The navy active pants and shorts are available through Landsend.com only.
- The optional navy half zip active jacket is also available only through Landsend.com and must be embroidered with the school logo. The navy jacket is only to be worn on PE days. The normal green and white school track jackets may be worn on PE days instead of the navy half-zip jacket.
- A helpful PE uniform ordering guide is available in the office or on our website under: Parents—Uniforms. PE uniforms are required on PE days for 5th-8th graders.

ALL Clothes must be neat and clean, with no holes, rips, or frayed edges. Clothing should fit well, not too loose or tight. All skirts, culottes, and shorts must be an appropriate length for school which is...within 2 inches above or below the knee. All wearing apparel must be comparable to those available at the Spokane Uniform House or other authorized vendor.

SPECIAL DRESS

During the year the Student Council sponsors special, or theme, dress days. The principal may authorize non-uniform days as well. Student Council and all-school special dress days will be announced in the weekly bulletin.

Students are expected to respect the dress code on these special days. Clothing must be neat, clean, well-fitting (not too tight or too loose), and without rips or holes. T-shirts, when authorized, are not to display messages that are un-Christian, promote drugs, alcohol, violence, or a sexual inference. More details of non-uniform dress requirements are found on the uniform policy sheet or on the website. The school reserves the right to amend the uniform policy at any time.

When students wear Fun Run shirts (earned before Fun Run day). They can wear jeans of any color or school uniform bottoms with their earned shirts. They cannot wear other non-uniform bottoms without approval of the Principal.

Non-uniform dress is authorized on a student's birthday unless the birthday falls on a Mass day.

HEALTH SERVICES (MEDICATION POLICY)

Students may be screened for hearing and vision by student nurses from Gonzaga University. Parents are informed of any need for follow up.

SPOKANE HEALTH DEPARTMENT

Proof of immunization is required for school admission and a Diphtheria, Tetanus, and Pertussis (DTaP) booster is needed by grade six. Spokane County Health Department sponsors immunization clinics.

ILLNESS DURING SCHOOL DAY

Any student who is ill with a contagious disease cannot attend school. Children, especially those with influenza like symptoms, should be cared for at home until they are well. Children must not return to school until they are afebrile (without fever) for 24 hours without medication. Likewise they should not return until they are free from vomiting and diarrhea for at least 24 hours.

If a student becomes ill during the day, it is in his/her best interest to go home. It is the responsibility of the home to provide transportation for this purpose. Be sure you have updated your Emergency Contact Information online whenever any personal information changes.

If a child becomes ill after school, parents will be called and asked to pick up their child, and the child will be isolated and cared for until parents arrive.

NO STUDENT MAY REMAIN ALONE IN A CLASSROOM AT ANY TIME.

If your child is too sick to go outside with the class, please keep him/her home.

MITIGATION OF ILLNESS POLICY

St. Mary Catholic School will follow the recommendations of the Spokane Regional Health District (SRHD), the Center for Disease Control (CDC), and the Diocesan Office of Education in maintaining student safety.

POLICY 5301

EXCLUSION OF NON-IMMUNIZED STUDENTS IN CASE OF OUTBREAK OF MUMPS

St. Mary Catholic School will follow the recommendations of the Spokane Regional Health District (SRHD), the Center for Disease Control (CDC), and the Diocesan Office of Education in maintaining student safety. In the case of mumps, exclusion of students who cannot prove immunization status or have been exempted from vaccination due to medical, religious, or other reasons, will be enforced after the first confirmed case of mumps has been diagnosed in the school community. Once vaccinated, students can be readmitted to school. Students who have been exempted from mumps vaccination for medical, religious, or other reasons should stay home through the 25th day after the onset of parotitis (swollen glands) in the last person with mumps at St. Mary Catholic School.

POLICY 5302

ADMINISTRATION OF MEDICATION AT SCHOOL

St. Mary Catholic School is authorized, in accordance with a mandate from the Washington State Office of the Superintendent of Public Instruction, to administer prescription or non-prescription oral medication during school hours provided the following conditions are met.

- All medication must be brought to the school office by the parent or guardian, not the student.
- The school will not administer non-oral medication (eye drops, ointments, topical medication or injections – unless in a life-threatening situation).

PRESCRIPTION MEDICATION

- All medication must be accompanied by an “Diocese of Spokane Medication Request” form.
- All medication must be in the original prescription container and be properly labeled with the student’s name, name of drug, dosage, physician, date, and time to be administered.
- Sample medication must also be properly labeled and in the original container.

NON-PRESCRIPTION MEDICATION

- Non-prescription medication (i.e. cough drops or syrup, vitamins, aspirin, or any over-the-counter medication) will not be administered without the “Diocese of Spokane Medication Request” form.
- Non-prescription medication must be in the original container with the original dosing cup and must be labeled with the student’s name.

This authorization includes the acquisition of parent and dentist/physician requests and instructions.

INSURANCE

Student accident insurance coverage is optional on the part of the parent for those students not in after-school sports programs. It is required for those students participating in after-school sports if coverage is not provided by the family policy.

LOST AND FOUND

Each article of clothing is to be marked with the student’s name. Lost and found articles are collected in the *Lost and Found* box located in the administrative office. Several times each year the unclaimed items in the *Lost and Found* are given to a local charity.

OFF CAMPUS EVENTS

Students at school-sponsored, off campus events shall be governed by school rules and regulations and are subject to the authority of school officials.

PARENT’S CLUB

All parents are members of the Parent’s Club. This organization is responsible for family fun activities, parent education, teacher appreciation, and legislative involvement.

PARENT AS VOLUNTEER OR VISITOR

All parents **must** report to the school office to sign-in and obtain a visitor badge. Once the given task on campus has been completed, please return the badge to the school office and sign-out. This procedure is in place to enable school employees to identify persons who have no purpose to be present on the school campus. Security and safety of your children is our only reason for

requiring use of the badge. All parents or volunteers on campus must have passed a Background Check (form 303) and have current VIRTUS training.

PARTIES

Children who are having parties may distribute invitations at school only if every child in the class or at least all girls or all boys are invited. If this is not the case, invitations are to be mailed from home or phone contacts made outside of school time. Please respect the self-esteem of all our students and consider an invitation to all students in the class (or *all boys* or *all girls*).

Inter-school junior high dances may be held during the school year. St. Mary collaborates with designated Diocesan schools and has the option to sponsor a function once a year. These functions are open only to students currently enrolled at St. Mary Catholic School.

PLAYGROUND SUPERVISION

The playground is supervised by school staff at morning recess. Lunch recess supervision is provided by both certified and classified staff. There is no playground supervision before or after school. Students on the school campus after school must be directly supervised by a parent or signed in to Educare.

PLAYGROUND RULES

RESPECT RULES:

1. Be respectful to other students and supervisor.
2. Your behaviors and actions should not cause a problem for another.
3. Do not swear, spit, name call, make rude comments, **or bully**.
4. Keep rocks on the ground.
5. Do not use hands, feet, or objects to harm others or property.
6. Do not kick, bounce, or throw balls near windows, fence, onto the roof or at others.
7. Respect the space of others' activities.

GENERAL RULES:

1. When bell rings, line up immediately and hold playground equipment.
2. Play in designated areas. (Play football and soccer on the grass.)
3. No eating outside during recesses.
4. You can play with students up or down one grade level.
5. Ball diamonds, bleachers, dumpster areas, **north of upper unit, and parking areas are out of bounds**.
6. Students should stay at least **10 feet** away from fences.
7. Only approved equipment can be used on the playground. (Approval by Ms. Nauditt)

SNOW RULES:

1. No throwing or kicking snow on yourself or others.
2. No sleds.
3. Waterproof boots, gloves, (PK-8) and snow pants (PK-4) are required to leave the blacktop.
4. No sliding on ice.
5. Do not steal others snow.
6. **No pushing or tunneling on the mounded snow.**

GAME RULES:

1. Play by agreed on rules.
2. Do not interfere with others' games.

EQUIPMENT RULES:

1. **Do not stand, crawl, sit, hang from knees or walk on top of overhead and rainbow bars. Students may sit on dome.**
2. Do not play beneath equipment. **Look before you leap.**
3. Swing only in a forward and backward motion with your pockets on the seat.
4. Do not grab the swing beside you - touch your swing only.
5. Stop the swing before you get off.
6. Go **DOWN** the slide only on your pockets.
7. Use equipment for intended purposes only.
8. Yo-yoing is permitted in designated area only.

REPEATED OR SERIOUS OFFENSES WILL RESULT IN CONSEQUENCES:

Possible consequences are:

- Time out
- Writing sentences
- Note/call home to parents

***All consequences are subject to situational context**

Updated: October 2018

RECORDS/FERPA RIGHTS

VIEWING RECORDS

A student's permanent record may be viewed by custodial parents on request. School records will not be released to parents, but may be copied on principal-approved request. (Reference Policy 5100)

FERPA RIGHTS

By law every school must include notification to parents of rights afforded to parents in the Family Educational Rights and Privacy Act (FERPA). A model follows.

Model Notification of Rights under FERPA for Elementary and Secondary Institutions

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 day the District receives a 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 of eligible student of the time and place where the records may be inspected.

2. The right to request the amendment of the student’s education records that the parent or eligible student believes are inaccurate or misleading.

Parents or eligible students may ask the school district to amend a record that they believe is inaccurate or misleading. They should write the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading.

If the District decides not to amend the record as requested by the parent or eligible student, the District will notify the parent or eligible student of the decision and advise them of their 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 which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Advisory Council; 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, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

(Optional) Upon request, the District 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 district to make a reasonable attempt to notify the student of the records request unless it states in its annual notification that it intends to forward records on request.)

4. The right to file a complaint with the US Department of Education concerning alleged failures by the District 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

TRANSFERRING STUDENTS

In the event of a transfer, student records are forwarded to the new school when requested by that school. If a student transfers to a new school and the family has an outstanding financial obligation with St. Mary, the records will not be forwarded until the obligation is cleared.

SCHOOL ADVISORY COUNCIL (SAC)

This council is responsible for advising the pastor and principal on matters pertaining to finance, policies and long range planning.

SCHOOL GROUNDS

CLOSED CAMPUS

St. Mary Catholic School has a closed campus requiring all students to remain on the school grounds from the time of arrival until school is dismissed. Students arriving or leaving at other times must be signed in or signed out in the school office.

BIKE RIDING/SKATEBOARDING

Bicycles and skateboarders are not allowed on the playground or sidewalks of the school. Bicycles should be locked on the racks provided.

SCHOOL SAFETY PATROL

Safety Patrol members are on duty after school until 3:00 p.m. They are trained and monitored by a faculty moderator. To protect students from possible injury, they must have the cooperation and respect of all students.

SPORTS

The interscholastic athletic program of St. Mary Catholic School, in cooperation with the Diocesan Athletic Council, is designed to provide an opportunity for as many students as possible to optimize their human potential. It shall endeavor to build a system of strong Christian values by placing emphasis on sportsmanship, companionship (both among the team members and the teams of different schools), and physical skills through techniques and training. St. Mary athletic program philosophy is one of *participation vs. competition* which complements the school philosophy.

Academic Eligibility – The school follows the Guidelines of Eligibility from the Athletic Program Handbook for the Catholic Schools in the Diocese of Spokane. The policy states that each student athlete participating in league play is to maintain the following minimum academic standards:

1. Student athletes must maintain a **minimum** of a 2.0 GPA or may not have earned a failing grade in any subject at midterm or quarter.
2. Loss of eligibility will result in no participation in any athletic game or match for a **minimum** of one week.
3. The student may petition the principal or designee for game eligibility after verification of improvement of grade(s) to a “C” or 70% average after the one-week suspension. The principal or designee must give written verification to the student athlete’s coach.

St. Mary Catholic School sports facilities are the largest of any grade school in the Spokane area. They consist of 6.5 acres of playground area which includes one full-size football/soccer field, two baseball diamonds, and a gymnasium.

Sports are available for all students in grades five through eight. The sports activities offered include football, basketball, baseball, volleyball, softball, and cheerleading (7th & 8th grade). Permission slips and athletic expectations are required to be on file for each athlete.

St. Mary follows Diocesan Athletic policy regarding the makeup of teams. The school may request the use of 4th graders to complete a 5th grade team or a combination 5th/6th grade team. This request shall be reviewed by the Council of Athletic Directors and submitted for approval by the local school principal(s), and only after all other attempts to complete the team roster have been exhausted. This is extreme and shall be considered under the following:

1. The Principal and the Athletic Director have made a written request to the Council of Athletic Directors.
2. The 4th grade player(s) is of substantial athletic ability and physique to allow for safe and fair playing. The local school principal retains the right to deny 4th grade students from participation in the league.
3. The 4th grade student has parent permission and has been thoroughly counseled about accepting this responsibility.

Should this option be used, the following system will be used to select players:

1. Fourth grade students may be selected from a pool of those who have expressed interest, have obtained parent permission, and who have been placed into this pool at the discretion of the local school Athletic Director.
2. The school shall determine the process that will be used to move 4th graders up to a higher team. Whatever the process, the school shall be attentive to the needs of the team that requires players to participate and shall develop a system that will allow for the fair and equitable movement of players.
3. Fourth grade players moved up to a team will be permanent members of that team.

STUDENT GOVERNMENT

St. Mary Student Council provides a forum for elected officers and representatives to create and plan student centered activities, to voice their opinions on certain issues, and to be recognized as student leaders. Interested students campaign for various positions. Elections are held each fall.

TELEPHONE USE

The telephones in the school are reserved for the use of school staff. A student **must** bring a note from their teacher to use the office phone. Cell phones, including smart watches, are **not** to be used by students at school without teacher permission. This includes Educare. If student's cell phone is in use without permission, it will be taken and need to be collected by a parent from the office. If a student has an electronic device taken for a second time, it will be held by the principal until the last day of school.

TRAFFIC PATTERN

There are two **drop-off and pick-up** points that form the school's traffic pattern. To better insure the safety of students, a teacher is on duty in the front of the school (Point A) and at the rear of the school by the dumpsters (Point B). Parents who will be using Point A routinely (front of the school) are asked to keep the flow of traffic moving at a steady pace. Students will be dropped off/picked up in the direction of east to west. If it is necessary to park your car and come into the school, please do so in the spaces facing south so as not to block pick-up. Parents who will be using Point B routinely are asked to enter the parking lot by the adult center and form a pick-up line facing south. This will prevent students from having to cross a lane of traffic. Again, if it is necessary to park your car and come into the school, please do so in the spaces facing west so as not to block pick-up. The flow of traffic will be one way at both points.

No student will be allowed to walk unaccompanied to a parked automobile. The Safety Patrol and assigned staff are on duty in the breezeways, in front and at the rear of the school. Please refer to the map in the “Addendum” section, if you have any questions.

Also, drop off time is no earlier than 7:50am and pick up is no later than 3:00pm. If you are earlier or later, your children will be taken to Educare. This is for the safety of the children.

TRANSPORTATION

There is no regularly scheduled bus service. Car-pooling is encouraged. The staff person in charge will arrange transportation for field trips or other educational excursions.

VISITORS

All visitors must report to the school office so that school personnel can assist them. St. Mary Catholic School welcomes visitors, especially parents, who wish to visit the school or classes, provided an appointment has been made in advance. All persons not enrolled as students must identify themselves at the school office and obtain a visitor badge to be worn while on the school grounds. Siblings in attendance at another school and homeschoolers on school grounds for whatever reason must follow the same procedure.

VOLUNTEER PROGRAM

Volunteers are essential to St. Mary Catholic School. Through the efforts of parents, families, and friends, the school realizes significant cost savings and total community support in all aspects of the school’s operation. Some events and activities would not take place if it were not for volunteers. At the time of their Tuition Commitment interview, each family pledges to support the school through volunteerism. A required 20 hours per FAMILY, per year is part of our program. These hours are to be logged by families on Sycamore and families will have a running total of recorded hours. Failure to complete 20 hours may result in loss of eligibility for tuition assistance and additional fees. See pg. 6 & 7 under Tuition Assistance Program for more info.

All volunteers who work directly with the students are required by state law to complete and file a Washington State Patrol check, or national check if they have lived in Washington for less than 3 years. The Catholic Diocese of Spokane requires a Diocesan Disclosure Form 303 be

completed and volunteer attend a “Code of Conduct” training session and complete a yearly Code of Conduct update on-line through the Diocesan VIRTUS system. St. Mary also requires all volunteers to complete a Confidentiality Agreement.

YEARBOOK

Junior High students may take the yearbook elective in which they work cooperatively to select material, compose text, and organize the layout of the school yearbook. Yearbooks can be purchased through pre-order – information will be available in the office in the spring.

STUDENT RESPONSIBILITIES

POLICY 5401

CONDUCT AND DISCIPLINE PHILOSOPHY

The rules of the school are intended to help create a respectful, orderly and safe learning environment and appropriate student and staff interaction free from harassment, intimidation or bullying. The following principles provide the foundation for St. Mary’s disciplinary policies and rules:

- Any conduct detrimental to the learning environment and to other students may result in a disciplinary consequence.
- All students are expected to comply with school rules and policies published in the Parent/Student Handbook and Discipline Plan.
- Students and families shall demonstrate a willingness to cooperate in finding a remedy for disciplinary issues.
- Discipline measures to correct a student’s actions are progressive. Depending on the circumstances and student cooperation, the administration reserves the right to determine the procedural level at which action should be handled.
- A student who shows a lack of respect for faculty, staff, or other students may receive disciplinary consequences.
- Dishonesty in regard to any action that led to a disciplinary consequence may result in additional consequences.

*Adapted from Prep’s handbook

Any conduct that materially and substantially interferes with the educational process is prohibited. Discipline is demonstrated through the principles of respect, respect for self, for others, for the property of others, and for the welfare of the group.

School discipline policies are in effect for student conduct during the school day and at school events.

POLICY 5402

DEFINITION OF TYPES OF ADMINISTRATIVE ACTION

Discipline shall mean all forms of correction other than suspension and expulsion.

Probation shall mean a form of discipline taken to work out conditions on which a student may stay in school (or participate in extra-curricular activities) if certain standards are met within a specific period of time. It may be determined if a student can register for school in the coming year. All conduct related probation should require that a teacher, parent, and principal (or principal designee) should meet in conference.

Suspension shall mean the denial of the right to school attendance from any single class (or classes) for a stated period of time of one or more days, but not more than two consecutive weeks. All suspensions require communication with parents before the student is permitted to come back to school.

Expulsion shall mean the student will cease attending St. Mary Catholic School.

POLICY 5403

POSSIBLE GUIDELINE OF STEPS IN DISCIPLINARY PROCESS

*Steps may be eliminated depending upon the seriousness of the matter.

1. Conference with principal and determination of consequence or course of action
2. Communication of issue with parents
3. 1 day in or out of school suspension
4. Principal, student, and parent conference with 3 days out of school suspension
5. Principal, student, and parent conference with one week suspension
6. Expulsion.

Teachers are encouraged to communicate with parents regarding issues that they see with students before they become habits.

POLICY 5404

DEFINITION OF MISCONDUCT

Serious misconduct may result in suspension or expulsion. Some serious offenses include, but are not limited to:

- **Theft** - stealing property of the school or another person or assisting in such stealing.
- **Vandalism** - malicious defacement or destruction of the property of the school, students, or employees.
- **Assault** - verbal or physical threat or violence to students or school staff.

- **Weapons** - possessing, handling, transmitting, exhibiting, using, or displaying any firearm, rifle, air gun, or any other object that can reasonably be considered a weapon or looks like a weapon - as defined in RCW 9.41.250 and RCW 9.41.280.
- **Threats** - physical, verbal, and/or written threats, between or among students
- **Truancy**
- **Sale or, possession of, use, or being under the influence of alcoholic beverages or drugs** (inhalants, illegal and non-prescribed).
- **Sale of, possession of, or use of drug paraphernalia.**
- **Possession of or distribution of pornographic materials.**
- **Hazing** - any act intended to put another in a ridiculous, disconcerting, or embarrassing position, including dares produces by individual or group peer pressure.
- **Possession of, sale of, or use of tobacco products.**
- **Trespassing** by students: being in an unauthorized place under school jurisdiction and/or refusing to leave when asked to do so.
- **Extortion or coercion** - obtaining money or property by violence or by forcing a person to do something against his/her will by threat or force.
- **Membership** (including any attribute that denotes gang membership such as gang colors, hand symbols, tattoos, wearing or specific gang apparel, etc.) in a gang that is involved in illegal, intimidating, and harassing conduct that creates a clear and present danger on school premises, at school-sponsored events, and/or disrupts the orderly operation of the school, school property, or at any related school activity.
- **Bullying** - Intentionally intimidating or **harassing** a person because of any person's race, color, sex, religion, sexual preference, ancestry, or national origin.
- **Conduct unbecoming a Christian student.**

The following less serious activities are considered unacceptable conduct at St. Mary Catholic School and may result in disciplinary action.

- **Cheating**
- **Lack of academic application**
- **Invasion of another's property**
- **Disobeying or disregarding safety rules**
- **Disruptive conduct** that interferes with the educational process
- **Improper Displays of Affection:** Public displays of affection are inappropriate and not acceptable. If necessary to stop the behavior, disciplinary action will be taken.
- **Throwing things**, such as rocks, snowballs, sticks, and like objects on school premises
- **Obscene or abusive language or gestures**
- **Gum chewing**

POLICY 5405

SUBSTANCE ABUSE

Substance abuse, in any form, will result in disciplinary action.

POLICY 5406
HONESTY AND INTEGRITY

St. Mary Catholic School expects a high quality academic performance from every student, commensurate with his/her ability. Another, even greater concern, however, is that every student sees the tremendous importance of honesty and integrity in these academic pursuits. It is the school's sincerest hope that everyone understands the notion that NO grade, test, lab report, or paper is more important than one's personal integrity.

Cheating

Cheating in any form is clearly dishonest and not acceptable. It is not moral behavior.

Examples of cheating may include:

- leaving books or notebooks open during a test period
- using unauthorized crib-sheets with study notes
- writing answers on desk tops, or on hands, legs, arms and other parts of the body
- looking on another's test paper
- talking with another student during a test period directly, or by text-messaging
- writing down answers copied from others when tests are handed in
- talking with students from previous class periods in order to get test information.
- using unauthorized programs on calculators.

There are also clearly dishonest actions on written assignments such as:

- turning in work which has been composed by another student
- handing in a paper for credit which has already been graded in another class, without the approval of the teacher.
- presenting material taken from another source as one's own work.
- for foreign language using translation programs or the words and grammar of native speakers.

Plagiarism

The ***Scott, Foresman Handbook with Writing Guide*** defines plagiarism as "representing the words or ideas of a source as your own". Such instances include:

- a) papers or passages of papers which are copied verbatim (word-for-word) from primary and secondary sources
- b) Papers or passages which are copied nearly verbatim
- c) papers which are copies of a fellow or former student's work.

When quoting a source word-for-word, one should always place this quote within quotation marks. Then we should attribute the quote to its source by identifying the author, work, publisher, date, and location of the quote through some sort of documentation (e.g. footnote, endnote).

Another type of plagiarism is non-attributed paraphrasing and summarizing (i.e. “nearly verbatim” plagiarism). Paraphrasing and summarizing involve more than changing one or two words. They recount another’s ideas in your own words and your own style. One needs to attribute the ideas to their source, for while the words may be the student’s, the ideas are those of another author.

St. Mary Catholic School defines plagiarism in the following way: Plagiarism is the use of words, ideas, or information of another without informing the reader/listener of the source of these words, ideas or information.

Both the complete documentation (e.g., a bibliography of sources) and the specific documentation (e.g., a footnote) are essential to avoid the suspicion of plagiarism.

The school encourages all teachers to use turnitin.com (or similar sites) as resources in detecting plagiarized work.

Working Together:

Often, students work together, with groups or partners, it is commonplace get the same data.

This becomes intellectual dishonesty when students:

- copy answers when working together,
- copy another person’s work with minor changes,
- stop trying to figure out a task or problem on one’s own and simply to write down another person’s solution.

*Adapted from Gonzaga Prep Handbook

POLICY 5500 **SUSPENSION**

A pupil is to be suspended from school only by the principal or his/her designee in his/her absence for a grave disciplinary infraction.

POLICY 5501 **STUDENT APPEALS**

A student or parent who objects to or denies the accusation and/or punishment of expulsion shall have the right to appeal and shall be granted a hearing.

1. A student or parent must submit a formal appeal letter within forty-eight hours of the action taken. This formal notice must be submitted to the Principal. Failure to submit a formal appeal notice will denote acceptance of the findings of the school.
2. Upon receipt of the formal appeal notice, the Principal shall schedule a hearing in timely order. The Pastor and another member of the Administrative team can be invited, at

Principal or parent request. The student, with parents, shall be allowed to present materials in defense, and to question materials presented against him/her.

3. The Principal, Pastor and other Administrative team member (if included) will render a decision promptly, citing reasons for affirmation or denial of the student's appeal request. This decision shall be final.

*Adapted from Gonzaga Prep Handbook

STUDENT RIGHTS, LIMITATIONS AND RESPONSIBILITIES

In order to provide an atmosphere suitable to learning, the TEACHER and ADMINISTRATOR must maintain an environment that will facilitate the educational program. The STUDENT is responsible for attending school, applying himself/herself to the learning process, and following the reasonable and applicable written policies, rules, and regulations. The PARENT is equally responsible for the student's attendance, application to the learning process, and adherence to all applicable policies and rules and regulations of the school.

Students attending St. Mary Catholic School are expected to comply with student responsibilities and limitations. Those who consistently do not comply with these policies will be referred to the principal and his/her designee who shall take appropriate administrative action as defined in Policy 5402 - Definition of types of Administrative Action.

Continual misconduct of a student or negligence in responsibility toward the rules of the school will result in a phone call to parents of the student so that procedures may be worked out by parents, student, and teachers to change the student behavior. While corporal punishment is not used at St. Mary, corrective measures shall be exercised. All disciplinary measures shall be exercised with fairness and consistency in all cases. Procedures shall be flexible enough to allow for individual differences among the students. However, exhaustive efforts expended by the school on one individual shall end when these efforts fail to produce acceptable results.

POLICY 5600

STUDENT CELL PHONES AT SCHOOL

Student cell phones will be turned in to the homeroom teacher upon arrival at school and kept in a numbered pocket chart that will be secured in the janitorial cupboard when the teacher is out of the classroom. Phones will be returned to students at dismissal.

POLICY 5601

STUDENT PROPERTY AT SCHOOL

The school reserves the right to inspect anything brought on to school property.

LOCKERS AND DESKS

Lockers and desks are the property of the school and may be opened without the presence or permission of the students who use them.

POLICY 5700

BULLYING AND HARASSMENT

“Harassment, intimidation or bullying” means any intentional written, verbal, or physical act, including, but not limited to one shown to be motivated by any characteristic in RCW 9A.36.080(30). Harassment occurs when an individual is subjected to treatment or a school environment which is hostile or intimidating because of the individual’s race, religious or political beliefs, color, national origin, physical or mental ability, gender, sexual orientation, marital or parental status.

Harassment can occur any time. It includes, but is not limited to, any of the following:

VERBAL HARASSMENT: derogatory comments and jokes, threatening words spoken to another person, taunting, name calling, bullying, explicit/offensive references.

VISUAL HARASSMENT: derogatory, demeaning or inflammatory posters, cartoons, written words, drawings, and gestures.

SEXUAL HARASSMENT: unwelcome contact or looks, sexual advances, requests for sexual advances, or sexual favors, and other verbal, visual, or physical conduct of a sexual nature.

PHYSICAL HARASSMENT: unwelcome contact, intimidating acts, bullying.

CYBER BULLYING: bullying by calling, texting, emailing or web posting, etc.

Distinguishing characteristics of these acts are that they:

- physically harm a student or damage the student’s property
- have the effect of substantially interfering with a student’s education
- are so severe, persistent, or pervasive that an intimidating or threatening educational environment is created
- have the effect of substantially disrupting the orderly operation of the school

A claim of harassment shall not, in and of itself, create the presumption of wrongdoing. However, substantiated acts of harassment will result in disciplinary action. Students found to have filed false or frivolous charges will also be subject to disciplinary action.

ACADEMICS

POLICY 5800

TECHNOLOGY ACCEPTABLE USE

The Technology Acceptable Use Policy agreement for internet access must be signed and dated by the student and accepted by the parent during the on-line portion of registration each year.

General Provisions:

- Because of the rapid evolution of technology this Policy is intended to broadly cover and include but not be limited to the internet, iPads, smartphones, cell phones, laptops, tablets and computers. The administration of St. Mary Catholic School reserves the right to address any situation in light of the Mission Statement and the Student Handbook.
- The use of technology is a privilege, not a right and may be revoked at the discretion of the school.
- Student use of technology must conform to standards expected in the use of any personal property or school property or resources.
- All data, information, and materials stored, either school or personal related, on St. Mary's computers or networks is considered property of St. Mary Catholic School and can be subject to modification, deletion, or review.
- The school reserves the right to inspect a student's technology device to ensure compliance with the Technology Acceptable Use Policy.
- Students in violation of the Technology Acceptable Use Policy may be subject to disciplinary action, including confiscation of a device. In the event of confiscation, completion of all class work remains the responsibility of the student. The school is not responsible for the loss of any information as all files should be backed up.
- St. Mary Catholic School is not responsible for any loss, theft or damage to personal devices.
- The student and student's parent(s) / guardian(s) hereby agree to indemnify and release all personal injury and property damage claims against St. Mary Catholic School and all of its employees and agents arising from or relating to the student's use of the Internet.

Prohibited Behavior:

All activity deemed unacceptable, inappropriate by St. Mary Catholic School, or that is illegal is prohibited. Information determined to be in violation of school policies will be forwarded to the Principal or designee and dealt with in accordance with policies laid forth in the Student Handbook. Such activity may include, but is not limited to, the following:

- Possessing, accessing, downloading, displaying, transmitting or installing inappropriate material in any form or manner. Inappropriate material includes, but is not limited to, offensive, pornographic, racist, militant, or sexually explicit material (whether text, image, or lyric based).
- Possessing, accessing, downloading, displaying, transmitting or installing any material which jeopardizes the good name of the school, which is detrimental to the common good, or which is harmful or offensive to members of the school community.
- Making audio or video recordings without the expressed permission of a teacher or administrator.

- Using obscene or profane language.
- Harassing, insulting, or attacking others.
- Cheating.
- Damaging or vandalizing school or others' property.
- Violating copyright laws.
- Using others' passwords to access network resources.
- Using technology for commercial purposes.
- Using printers for non-school-related materials.
- Reviewing, modifying or displaying information from the files of administrative systems of St. Mary Catholic School or of other organizations.
- Any other activity which may be deemed inappropriate at the discretion of the school Administration.

*Adapted from Gonzaga Prep Handbook

School Rights:

St. Mary's Catholic School reserves the right to:

- enforce compliance with the Acceptable Use Policy and procedures
- monitor network use
- deem computer and Internet use as appropriate or inappropriate
- remove user's network access
- originate investigations relating to electronic communications systems activity St. Mary's Catholic School

ASSIGNMENTS

A student is responsible for completing all assigned work on time. Students in grades 3 through 8 keep a record of their daily assignments in an assignment notebook. (See HOMEWORK for make-up assignments due to absences.)

CURRICULUM

Education is a shared responsibility among St. Mary teachers, students, families, and community that prepares students to be life-long learners. The school demonstrates a commitment to providing students with strong academic experience, nurturing faith, and integrating Gospel values throughout the curriculum. Teachers maintain high academic expectations and use a variety of appropriate teaching and assessment models. The comprehensive instructional program and the learning environment provide students with knowledge, values, and skills needed for roles of leadership, participation, and service in the community.

The school staff recognizes the diversity of this community and acknowledges each student as a unique learner.

St. Mary Catholic School incorporates national standards, including elements of the Common Core, the Washington State Essential Academic Learning Requirements (EALR's), and Diocesan Curriculum guidelines, as we localize curricula.

Within a six-year span, all curricular programs are evaluated.

In summary, St. Mary is committed to creating a learning environment and curriculum with a commitment to excellence in Catholic Christian formation and excellence in education.

Curriculum is broken down into the following categories:

Religion

Christianity is an encounter with Jesus Christ by which we come to know the Father through the inspiration of the Holy Spirit. A central purpose of Catholic Schools and the Religion Curriculum, in particular, is to nurture this encounter. Students will gain knowledge of Catholic faith and tradition, experience the life of the Church, and develop moral values, culminating with participation in the parish community.

Goals:

The implementation of this curriculum will form students who:

- Develop a personal relationship with the triune God.
- Follow Jesus by living the Gospel values in the service of others.
- Understand the Catholic faith through the study of scripture and tradition.
- Celebrate with the community of believers, especially through the Eucharist, prayer, and participation in the Sacraments.
- Understand and respond to Catholic social teaching.
- Care for God's creation.
- Value the sacredness and dignity of human life.
- Respect all people in the love of Christ.
- Take responsibility for personal safety and that of others.
- Form healthy relationships through love of self and others.
- Acknowledge and accept responsibility for choices and actions.

Literacy (Reading, Literature, and Language Arts)

St. Mary Catholic School believes in the importance of the study of Literacy (reading, writing, speaking, listening) in building communication skills. The study of language literacy is a life-long process which cultivates an understanding of God and the world. The study of Literacy provides students with the opportunities and resources to pursue life goals and participate fully as informed, productive members of the Church and society. Language literacy is an integral part of all curricular areas.

In keeping with our Catholic faith, the St. Mary Catholic School strives to form students who are literate individuals. Literacy is a life-long process which cultivates an understanding of God and the complexities of the world. Literacy provides students with the opportunities and resources to pursue life goals and participate fully as informed, productive members of the Church and society. Through the studies of literature and communication students master the standards in reading, writing, speaking, listening, and language.

Goals:

In accordance with the above philosophy, each student will:

- read, write, and communicate clearly and effectively for a variety of purposes and audiences
- comprehend as well as critique
- respond to varying demands of audience, task, purpose, and discipline
- use relevant evidence to support writing and speaking
- listen and observe to gain understanding
- use technology and digital media strategically, capably, and responsibly
- build strong content knowledge
- demonstrate independence through becoming self-directed learners
- come to understand other perspectives and cultures

Reading

The reading curriculum of St. Mary Catholic School is literature based. The reading program starts with reading readiness skills in PreK. In the primary grades phonics and sight word approach promotes a strong reading foundation. There is a shift from learning to read, to reading to learn in third through fifth grades where students focus more on comprehension strategies and skills. Students develop as readers as they are exposed to a variety of reading tasks and genres.

Literature

Sixth, seventh, and eighth grade students read many different genres in their study of literature at St. Mary. Selections are chosen to illustrate divergent points of view and cultural diversity. In addition to being exposed to various types of writing through an anthology, knowledge of literature is enhanced through novel studies. Students expand their comprehension by analyzing, interpreting, and synthesizing information and ideas. Students are taught to think critically and analyze authors' use of language, style, purpose, and perspective. Oral and written responses indicate an understanding of issues and themes.

Writing

Writing is integrated into all subject areas, and oral communication is a necessary component of this skill. Students are taught to write in a variety of forms for different purposes and different audiences. Handwriting is taught in the primary grades and legible handwriting is expected at all grade levels. Students develop as writers through writing instruction at each grade level utilizing skills from the *Step Up to Writing* program.

Mathematics

St. Mary Catholic School believes the study of mathematics leads the student to understand more fully the patterns, order and intricacies evident in God's creation.

Mathematical literacy is developed through a formative process of instruction, exploration and practice. Through these experiences students develop conceptual understanding and procedural fluency. Students are enabled to transfer and apply concepts, developing connections to everyday life. Students acquire the confidence to communicate mathematical reasoning and use problem solving strategies in an ever-changing world.

Goals:

In accordance with the above philosophy, a mathematically proficient student will:

- Analyze problems and persevere in solving them, utilizing appropriate strategies.
- Transfer and apply the concepts and procedures of mathematics.
- Demonstrate procedural fluency and precision.
- Use appropriate tools strategically and efficiently.
- Reason abstractly and quantitatively.
- Construct viable arguments, critique reasoning and validate results.
- Recognize and make use of patterns and structures.
- Communicate precisely using mathematical language
- Use Mathematical Practices.

The Math curriculum is built around the Common Core Standards and the Diocesan curriculum guide. Instructional methods are continually updated and reinforced. Varied teaching strategies are utilized at all grade levels. Emphasis is placed on developing computational skills, using manipulatives, utilizing multiple problem solving strategies, applying mathematics to real life situations and communicating mathematical understanding through writing. St. Mary offers an Algebra curriculum to students in junior high who exhibit a readiness for an advanced math course. More detailed information regarding the math curriculum can be found on the Diocesan website www.dioceseofspokane.org or in the school office.

Science

St. Mary Catholic School believes that the engagement in science and engineering practices, integrated with our Catholic faith, will foster a respect for God's creation through understanding, exploration, and application of scientific concepts.

Students will learn fundamental scientific principles by engaging in science and engineering practices and utilizing technology to become responsible and ethical stewards who contribute to our global society.

Goals:

Based on Catholic ethical and moral principles, the students will:

- Understand the scientific core ideas through the use of inquiry, exploration, and experimentation.

- Observe and gather information to develop questions about the natural and designed world.
- Collect, organize, and analyze data to draw conclusions.
- Use models to explore and communicate scientific concepts.
- Apply engineering and technology design to provide opportunities for deepening understanding of science.
- Communicate conclusions with the use of evidence.
- Integrate scientific concepts across content areas.

St. Mary has a STEM classroom and a science supply room that are equipped with materials and supplies for a variety of laboratory experiences to take place within the classroom.

Social Studies

St. Mary Catholic School believes Social Studies should be investigated through the lens of Gospel values in keeping with Catholic Social Teaching. The focus of Social Studies is to instill a global view of humanity, cultures, and the dignity of the individual.

Understanding of the past, awareness of the present, and a vision for the future are necessary to develop active and responsible citizens.

Social Studies education for responsible citizenship must be a compelling priority if we expect to sustain our constitutional democracy. The health of our democracy depends on whether young people understand the complexities of human society and can govern themselves competently. It equips them to make sound judgments and to actively contribute to sustaining a democratic society, to good stewardship of the natural environment, and to the health and prosperity of their own communities

- **Civics** - The student understands and applies knowledge of government, law, politics, and the nation's fundamental documents to make decisions about local, national, and international issues and to demonstrate thoughtful, participatory citizenship.
- **Economics** - The student applies understanding of economic concepts and systems to analyze decision-making and the impact on individuals, groups, businesses, governments, and societies.
- **Geography** - The student uses knowledge of political geography, spatial perspective and applies concepts of location, region, and movement to demonstrate knowledge of the interaction among people and their environment and culture.
- **History** - The student understands and applies knowledge of the past, chronology, eras, turning points, major ideas, individuals, and themes in order to assess how history shaped the present and influences the future.
- **Skills** - The student engages in inquiry and applies reasoning skills to conduct research, deliberate, and form and evaluate positions through the processes of reading, writing, and communicating.

The student will use a variety of technology and other tools to read, write, and communicate clearly and effectively.

Goals:

Students will:

- Attain knowledge of history, geography, civics and economics which is essential to understanding the world.
- Utilize inquiry and critical reasoning skills to gather, interpret and analyze information, engage in respectful and productive civic discourse, and draw conclusions consistent with one's own values and beliefs.
- Communicate theory/thesis and conclusions based upon critical reasoning and investigations
- Respect the values of a diverse society which motivates students to safeguard individual rights, the rights of others, and to fulfill the responsibilities as citizens in a democracy.

Physical Education

The goal of the Physical Education Curriculum is to prepare students for a healthy lifestyle by giving them a solid foundation of how to develop, improve, and maintain their fitness levels. Understanding how activity and nutritional choices affect the balance of body composition, general long-term health, and performance will empower students to make informed decisions about their fitness and health. This curriculum will help students develop an appreciation for activity, nutrition and a sense of sportsmanship.

Library

The mission of the St. Mary library is to ensure that students and staff are effective, independent users of print and non-print resources. Learning activities will provide opportunities to develop skills in; 1) selecting, retrieving, and evaluating information for research; 2) selecting and retrieving literature for pleasure and leisure reading.

Technology

The technology curriculum begins the development of the technological skills and aptitude that will allow full participation in a global society. We provide equitable and universal access to appropriate resources as we integrate technology across curricula. The program is designed to foster confident, comfortable and ethical technology use, allowing learners to develop their unique abilities, to communicate effectively, to think critically and creatively, and to increase productivity.

Performing Arts/Music

The music program engages students in music participation, creation, and appreciation. The general music curriculum in Kindergarten through grade six builds a foundation of skills and musical knowledge which are applied in a variety of musical activities and experiences. Students in grades five and six may elect to participate in the band program. Students in grades seven and eight are offered elective choices of band, choir, and drama which meet once or twice weekly. Honor band is sponsored by Gonzaga Preparatory School.

Visual Arts

The Visual Arts curriculum teaches students to communicate and express themselves through a variety of activities and media. Students are offered a balance of theory and practice through exposure to historically relevant artists and their work, as well as through a variety of hands-on techniques. By viewing historical works, practicing techniques and learning relevant terminology, the goal is to raise awareness of the value and importance of visual arts in the lives of our students.

DAILY SCHEDULE

7:50 a.m. ARRIVAL TIME (SUPERVISION BEGINS)
8:00 a.m. INSTRUCTIONAL TIME BEGINS
9:35 a.m. RECESS (Grades K through 4)
9:50 a.m. INSTRUCTION RESUMES
11:00 a.m. PRE-KINDERGARTEN DISMISSAL
11:20 a.m. RECESS/LUNCH (**Grades K through 3**)
11:25 a.m. LUNCH/RECESS (**Grades 4 through 8**)
12:15 pm INSTRUCTION RESUMES (Grades 4-8)
12:20 p.m. INSTRUCTION RESUMES (Grades K through 3)
2:45 p.m. GENERAL DISMISSAL (Please see that only those children who are in school-sponsored activities remain after 3:00 p.m.)
3:00 p.m. SUPERVISION ENDS (For safety reasons, students on the grounds at this time will be sent to Educare)

MASS

Students attend liturgy weekly on Tuesdays. Mass begins at 8:15 a.m. Liturgy is an essential celebration of our Catholic faith. Students are expected to be present and on time. Pre-K 4 and Kindergarten will celebrate with us beginning in October.

FIELD TRIPS

At various times during the school year, classes arrange for educational field trips. Field trips 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, behavioral expectations, or failure to turn in permission slip on time.

PERMISSION SLIPS: A parent permission form is sent home **prior** to each field trip. This permission form is essential for any student to participate and must be filled out COMPLETELY and returned to school before departure for the event. Telephone calls and handwritten notes are not acceptable. The permission slip contains your child's **specific** emergency contact information, so care should be taken to complete it and return it to school in a timely way.

Booster Seats & Seat Belt Laws:

RCW 46.61.687

Child passenger restraint required

(1) Whenever a child who is less than sixteen years of age is being transported in a motor vehicle that is in operation and that is required by RCW [46.37.510](#) to be equipped with a safety belt system in a passenger seating position, or is being transported in a neighborhood electric vehicle or medium-speed electric vehicle that is in operation, the driver of the vehicle shall keep the child properly restrained as follows:

(a) A child must be restrained in a child restraint system, if the passenger seating position equipped with a safety belt system allows sufficient space for installation, until the child is eight years old, unless the child is four feet nine inches or taller. The child restraint system must comply with standards of the United States department of transportation and must be secured in the vehicle in accordance with instructions of the vehicle manufacturer and the child restraint system manufacturer.

(b) A child who is eight years of age or older or four feet nine inches or taller shall be properly restrained with the motor vehicle's safety belt properly adjusted and fastened around the child's body or an appropriately fitting child restraint system.

(c) The driver of a vehicle transporting a child who is under thirteen years old shall transport the child in the back seat positions in the vehicle where it is practical to do so.

Drivers:

Drivers for field trips and other school-sponsored activities off the school grounds must show evidence/copy of a current valid driver's license, auto insurance, and an operable seat belt for each passenger. Drivers must be at least 25 years of age, or have permission from the principal. The following recommendations should be adhered to:

- Drivers are to be respectful of airbags and federal recommendations;
- **Cell phones are not to be used by the driver when the car is in motion;**
- Seat belt use must be enforced;
- Radio/stereo is to be at a level of sound that will not jeopardize the safety of passengers;
- Drivers should not provide treats for students while on the trip.

GRADING

Each teacher should keep a record of grades for student assignments and tests given. A hard copy record must be retained by the teacher until the opening of the following school year. Teachers are encouraged to keep a considerable number of grades recorded in order to facilitate an accurate evaluation of the student. Grade/percent are given below:

A = 96-100 (4.0)	C+ = 80-82 (2.3)	D- = 63-65 (.07)
A- = 93-95 (3.7)	C = 76-79 (2.0)	F = Below 63 (0.0)
B+ = 90-92 (3.3)	C- = 73-75 (1.7)	
B = 86-89 (3.0)	D+ = 70-72 (1.3)	
B- = 83-85 (2.7)	D = 66-69 (1.0)	

Academic Achievement is recognized at St. Mary Catholic School with Honor Roll recognition. Honor Roll guidelines are as follows:

- Students in grades 6-8 are eligible
- Students who earn a 93% in all graded subjects are eligible
- Students need to earn at least an "S" in subjects that are graded in a general way

Names of students in grades 6-8 who qualify for Honor Roll recognition will be listed in the Bell at the end of the 2nd and 4th quarter.

HOMEWORK

St. Mary Catholic School recognizes the value of extending learning opportunities for students. We, therefore, endorse the concept of regularly assigned and parent-monitored homework in all subject areas of the curriculum. Homework will be age and grade appropriate. The approximate time that should be spent completing these assignments is as follows:

GRADE	K	1	2	3	4	5	6	7	8
MINUTES	10	15	30	30	40	50	60	70	80

****Approximately 10 minutes per grade per night. Remember, some nights students will have more homework than other nights. Times listed are an average and may vary between students in the same grade.***

Specific classroom policies will be presented annually at Back-to-School Night.

Assignments missed due to absences whether planned or unplanned will be made up upon the student's return; assignments may not be requested in advance.

INSTRUCTIONAL PROGRAMS

St. Mary Catholic School follows the recommended diocesan curriculum cycle. In this cycle, the philosophy, goals and objectives of each curriculum area are regularly evaluated and amended as needed. Texts and materials are adopted to comply with the diocesan recommendations.

LIBRARY

The library is located in the lower level of the administration building. It contains a wide variety of catalogued library materials such as books, magazines, and reference materials. The library is open daily and classes are scheduled on a weekly basis. *Reference books may not be taken from the school building.* Lost books must be replaced; fines are imposed for overdue, damaged, or lost books.

PARTICIPATION IN SCHOOL CURRICULUM

Students enrolled in St. Mary Catholic School are expected to participate in the total school curriculum.

PARTICIPATION IN SCHOOL ACTIVITIES

For participation in school events requested by home schooled children, who are active in the parish, the decision will be decided on a case by case basis by the Principal and Pastor.

REPORT CARDS

Teachers will regularly report student progress to parents. In grades K-3 report cards are sent home at the end of every quarter. In grades 3-8 online grades are available with updates at least every two weeks and report cards are sent home at the end of each semester. At least one report will be a personal conference with parents. Student progress may be reported to parents on other occasions as needed. St. Mary Catholic School takes the position that students *earn* their grades, the teacher does not *give* a grade.

Every effort will be made to help students advance at a rate determined by their abilities. However, if retention is judged necessary, the teacher and principal will advise the parents well ahead of time. This advance notice will give ample time for possible remedial help or further recommendation.

SPECIAL NEEDS

St. Mary does not currently have a staff member dedicated to helping accommodate special needs students. Classroom teachers will provide opportunities for accelerated and remedial learners in the classroom setting when possible. Parental requests will be handled on an individual basis.

The academic needs of some students may be better met in a public school with more resources and personnel. The school administration and teachers will make a determination regarding whether placement at St. Mary Catholic School meets a student's academic needs. Concerns will be shared with parents.

It is VERY IMPORTANT that parents who have children with *special needs* make certain that this information is known to the office and to the teacher. St. Mary Catholic School, being within the boundaries of the Central Valley School District, has access to some of their programs.

GIFTED AND TALENTED

Parents and teachers may recommend a student for testing and evaluation, whereupon Central Valley determines selection for the ABLE LEARNERS PROGRAM.

SPECIFIC INSTRUCTION (TITLE I)

Some students may qualify for specific instruction if the need for such instruction has been identified and can be accommodated by Central Valley.

TESTING

MAP (Measure of Academic Progress) is administered three times a year in grades 2 through 8. These tests are given during a specific time frame designated by the Diocese. The testing dates will be posted on the school calendar.

ACRE (Assessment of Catholic Religious Education) provides us with information about our students' Faith Knowledge. It is designed to assess students' knowledge of key religious concepts taught by Catholic schools and Parish programs. It is administered annually in grades 5 and 8.

EDUCARE

An Educare program is available at St. Mary Catholic School. The PreK and Educare programs are fully licensed through DEL and the PreK program has earned an Early Achiever rating. This program offers to families the opportunity to have children cared for in the school setting before and after regular school hours. Educare is only open to families registered in the school. Licensing policies do not allow us to admit students that are not currently attending St. Mary.

PHILOSOPHY

St. Mary Educare is a Catholic oriented Center where basic Christian and social values are experienced. Activities at the Center are in line with Catholic teachings that develop a positive self-image as well as a healthy mind and body.

ENROLLMENT AND ADMISSION REQUIREMENTS

St. Mary Educare is certified to serve St. Mary students' ages 3-12 years. If the need arises, we can get approval for older children. Eligibility is open to students regardless of race, religion, culture, sex and/or disability.

Admission is dependent upon:

1. Openings in the program;
2. Completion of enrollment package;
3. Payment of registration fee.

HOURS OF OPERATION

Educare opens at 7:00 a.m. and releases the students to the school 10 minutes before school starts. A regular school week is as follows:

7:00 a.m. to 7:50 a.m. Monday - Friday

11:00 a.m. to 6:00 p.m. Monday - Friday

EDUCARE FEE AND PAYMENT PLAN

Educare charges are by the hour and will be billed after the 15th and 30th of each month. A non-refundable registration fee is paid upon enrollment.

HISTORY

St. Mary Parish has been built on a tradition of sacrifice by dedicated priests, sisters, lay teachers, and parishioners. The early, sparsely populated Spokane Valley, with few farms and dirt roads, attracted missionary priests from Mt. St. Michael's and Gonzaga College. They traveled from home to home saying Sunday Mass in the Veradale area. This is how St. Mary Parish began.

To fulfill the desires of the parishioners, sisters were found to start up a new school at St. Mary Parish -- the Sisters of St. Mary of Oregon. Registration for the new school was held on September 2, 1958. One hundred fourteen (114) students enrolled. Sister Barbara, Superior and Principal, taught combination third and fourth grades; Sister Lourdes was the first grade teacher. Sister Bernadine was the housekeeper and Sister Agnetta, from the Order's Provincial House, served in a supervisory capacity. In 1958, the fourth grade classroom was used for a combination fourth and fifth grade. The extension to the convent and hall were added in 1960. By 1961, the students were using the present-day kitchen and faculty room for classrooms.

As the goal of parents was to have the class that started as fourth graders graduate as a class, a building to house fifth, sixth, seventh, and eighth grades began in 1962. A list had been compiled of different people who had skills in construction. These volunteers met every day for six months between the hours of 6:00 and 9:00 p.m. to work on the new building. The parishioners of St. Mary, by doing the work themselves, cut the cost of the school by 75 percent. The entire upper unit cost \$23,000 and was paid for by the time it was completed. The 150 parish men had donated over 6,000 hours of labor to this building project. The women of the parish raised money to meet the weekly construction bills, with the grade school students helping where they could.

In 1989, a Kindergarten was established to minister to the needs of the younger children. In response to the changing commitments of the parish, the school board initiated the implementation of the Fair Share/ Stewardship tuition concept in 1991. Families are provided

with the opportunity to support the school as their financial means allow, to volunteer time necessary to realize St. Mary goals, and to be aware of the importance of their commitment to and participation in, the life of the school. Also in 1991, an Educare Program was implemented at St. Mary Catholic School. This program offers to families the opportunity to have children cared for in the school setting before and after regular school hours. The Media Center opened in 1995, with an expanded Library and a Computer Lab. We welcomed the four-year olds to Pre-Kindergarten in 1997. Also in 1997, the Kindergarten was extended to include both morning and afternoon sessions.

The decision was made in 2004 to expand Kindergarten from a half day to a full day program. This decision reflected the changes in academic expectations for Kindergartners with the knowledge that early childhood education develops children academically, socially, and emotionally. In response to the growing need for Pre K education for 3 year olds due to a greater number of families where both parents are employed outside the home, the school looked for space to expand. It was determined that the garage could be converted to a library, and that the library space could be utilized as a Pre K 3 classroom during the day and for additional space for the growing afterschool Educare program. The garage remodel took place in the summer of 2008 and the school welcomed its first Pre K 3 class in the 2008-2009 school year. The cost for the garage to library conversion was approximately \$42,000.

St. Mary Catholic School has participated in six in-depth studies of the school. The Bishop's Viability Study of Diocesan Schools (1993), United States Department of Education "Blue Ribbon Schools of Excellence Program", a parish - sponsored assessment of parish/school programs' facilities and their needs, and most recently, accreditation. In 2012, St. Mary received full accreditation with no restrictions for the maximum term of 6 years from the Northwest Association of Schools and Colleges.

PERSONNEL & BOARDS

ST. Mary CATHOLIC SCHOOL STAFF 2017-2018

Fr. Jeff Core - Pastor

Fr. Mike Ishida - Parochial Vicar

Ms. Lauri Nauditt – Principal

Mrs. Chelsea Weiler – Office Manager

Mrs. Sharon Greany – Bookkeeper

Mrs. Terri Matsch – Development Director

Mrs. Leanne Shaurette – Pre-Kindergarten Teacher (3 yr. olds) & Office Support

Mrs. Robin Gregory – Classroom aide

Mrs. Jennifer Sharp – Pre-Kindergarten Teacher (4 yr. olds)

Mrs. Yolanda Findlater - Pre-Kindergarten Teacher and Educare Supervisor

Mrs. Meta Boik – Pre-Kindergarten Aide (4 yr. olds)

Mrs. Debbie Heine - Pre-Kindergarten and Classroom Aide

Mrs. Mary Urbaniak - Kindergarten Teacher

Mrs. Becky Clift - Grade 1 Teacher

Mrs. Marty Ray –Classroom Aide

Mrs. Lori Hattamer - Grade 2 Teacher

Mrs. Devon Rapp - Grade 3 Teacher

Mrs. Shannon Pearson – Grade 4 Teacher

Mrs. Michelle Couvion – Classroom Aide

Mrs. Andrea McNitt – Grade 5 Teacher (reading, writing, religion, math)

Mrs. Leanne Shaurette - Grade 5 Teacher (spelling, social studies, science)

Mrs. Echo Thompson – Classroom Aide

Mr. Paul Kennar – 6th Teacher-Homeroom, Religion, Literature(7-8), (6- 8) Social Studies

Mrs. Kendra O’Dea – 6-8th grade English and 6th grade Literature

Mrs. Gina McCauley - 6th grade Math, 7th grade Math, 6th grade English

Mrs. Jessica Tamayo – Classroom Aide

Mrs. Becky Schmidkofer - 7th grade Homeroom, Religion, 7-8th English, 7th-8th Math
 Mr. Kevin Schultz - 8th grade Homeroom, Religion, 6th Math, Algebra, 8th Social Studies & Vice Principal
 Mr. Brian Hull – Jr High Science Teacher, Technology coordinator, 7th grade Social Studies
 Ms. Lorie Lafferty - P.E. & Athletic Director
 Ms. Kristen Nauditt - Music & Drama Teacher
 Mr. Adam Hancock- Band Teacher
 Mrs. Carol St. Clair – Hot Lunch Coordinator & AM Educare
 Mrs. Maria Olarte– Hot Lunch Support
 Mr. Mark Van Driel – Maintenance Supervisor
 Mr. Jeff Miller - Evening Custodian
 Ms. Ellen Talkington - Educare Aide

St. Mary Catholic School

<p>SCHOOL ADVISORY COUNCIL MEMBERS 2017-2018</p> <p>Lauri Nauditt – Principal Fr. Jeff Core – Pastor Missy Scott – Member Arsen Kitch – Member Bev Mueller – Member Katie Gilles – Member Lisa Olson- Member Greg Huhmann – Member Shannon Witherow - Member Melissa Faith – Member Paul Schultz – Member Michael Grabicki – Member Luti Gibbs – Member Thuy Pham – Member</p>	<p>SCHOOL FOUNDATION TRUSTEES 2017-2018</p> <p>Fr. Jeff Core Lauri Nauditt Joe Levernier Paul Dumais Steve Larson Steve Amble Bob Benson Nate Kane</p>
<p>PARENT’S CLUB EXECUTIVE BOARD 2017-2018</p> <p>Alicia Kane – President Gina Thompson - Member</p>	

*Jeff Mazza - Member
Shelly & Harm Schlomer – Members
Kevin Schultz - Moderator*

ATHLETIC CODE OF CONDUCT AGREEMENT

Through the vehicle of sports, youth become better Christians and become friends with other children throughout the Diocese. Activities should be examples of the meaning of Christian sportsmanship.

COACHES

Acceptable standards of coaching behavior include:

- Set a good example for participants and fans to follow, exemplifying the highest moral and ethical behavior
- Respect the judgment of officials, abide by the rules of the event – Never argue with officials – Technical fouls and ejections are never acceptable
- Treat opposing coaches, participants, and fans with respect
- Coach in a positive manner, reflecting Christian values – Yelling should be avoided
- Be drug, alcohol and tobacco-free at all youth practices, events and games
- Instruct participants in sportsmanship and demand that they display good sportsmanship
- Encourage players through positive reinforcement
- Coaches bear the same responsibility as teachers

PLAYERS

Acceptable standards of play behavior include:

- Treat opponents with respect – Shake hands prior to and after contests
- Respect the judgment of officials and abide by the rules of the contest – Technical fouls and ejections are never acceptable
- Always play in a positive manner, reflecting Christian values

PARENTS AND SPECTATORS

Acceptable standards of spectator behavior include:

COACHES CODE OF CONDUCT AGREEMENT

Coaches are responsible to the local school athletic director. The local school athletic director will attempt to attend a practice and a game for each sport in order to provide support for the coaches.

Coaches bear a similar responsibility as teachers. Their task is not simply to teach skills. They are also charged with helping our students to become responsible Christian citizens. They should model respect and good sportsmanship at all times.

I have read the Coaches Code of Conduct. I agree to follow these guidelines in my participation in all athletic activities.

Signature of Coach

Date