

Letter from the Principal

September 2009

Dear School Parents,

The staff and I welcome you and your children to St. Brendan Parish School! We are glad that you have chosen our school and made the commitment to a Catholic education. It is our mission to provide your children with the very best Catholic education. We use this handbook as a means of communicating the school's expectations, policies, and procedures.

Parents are encouraged to volunteer in the school and attend the School Commission, PTO, Development, or Technology Meetings. These meetings are opened to all parents; the dates and times are listed in the weekly school bulletin and on the school calendar. Parents are asked to let the commission or committee chair know they will be attending the meeting and if they desire to add an agenda item. Some meetings have an Executive Session within the meeting which is only open to commission or committee members.

Please note these policy additions or changes this year:

- Parents as Partners
- Student cell phone and electronic devices
- Blogs, chatrooms, and social networking sites
- Non-uniform dress code
- Student Awards
- Field trip chaperones and drivers
- Discontinued bathroom passes
- Added our promotion, retention, and withdrawal for academic reasons policies

We look forward to a new school year with a well-focused staff. This year we will have opportunities to grow in our Catholic faith, begin a new math program in Kindergarten through Grade Five, complete our Self-Study Report and Accreditation evaluation, and welcome our new K-6 music teacher!

**Parents are asked to sign the receipt page and return it to the school office by Friday, September 11, 2009.**

Please feel free to contact me with any questions you might have regarding this handbook.

Blessings and prayers for our families,  
Mrs. Lunn

## **VISION, MISSION, PURPOSE, AND VALUES STATEMENT**

### **VISION**

The vision of St. Brendan Parish School is for our students to:

- ✠ live as active Catholics,
- ✠ exercise Christian leadership skills,
- ✠ serve the Church and community,
- ✠ meet the Student Learning Expectations, and
- ✠ develop appropriate social interaction skills.

### **MISSION**

The mission of St. Brendan Parish School, in partnership with parents, is to empower our students to act as disciples of Christ and leaders, use their God-given gifts in service to the Church and community, and achieve academic excellence.

### **PURPOSE**

The purpose of St. Brendan Parish School is to provide a Catholic-centered education for students in Kindergarten through 8th grade and guide them to become participating Catholics and achieve the Student Learning Expectations.

### **VALUES**

The core values of St. Brendan Parish School are:

#### **Our Catholic Faith**

- ✠ create a loving environment steeped in the rich tradition of the Catholic Church
- ✠ celebrate the Word, Sacraments, and Catholic devotions
- ✠ model full active participation as Catholics
- ✠ evangelize our faith and develop a personal relationship with Jesus Christ and His church
- ✠ foster Religious vocations

#### **Honesty and Integrity**

- ✠ display the Gospel values in all interactions
- ✠ demonstrate honesty in our actions, words, and deeds
- ✠ honor our commitments

#### **Academic Excellence**

- ✠ nurture a life-long desire to learn
- ✠ utilize teaching practices based on educational research
- ✠ develop critical thinking skills
- ✠ motivate students to meet their academic potential
- ✠ teach sound organizational and study skills

#### **Respect and Diversity**

- ✠ model a genuine respect for the dignity of all people
- ✠ create a safe atmosphere for all learners
- ✠ promote respect for cultural diversity

#### **Stewardship and Community Partnership**

- ✠ share our God-given gifts of time, talent, and treasure
- ✠ respond compassionately and empathetically to the needs of others
- ✠ raise awareness of local, national, and international events
- ✠ participate in community service and work toward social justice
- ✠ promote Christian leadership

## **STUDENT LEARNING EXPECTATIONS**

A St. Brendan Parish School student is:

### **An Active Catholic who**

- ✠ Prays, reflects, and participates in liturgical celebrations.
- ✠ Demonstrates knowledge of the practices and traditions of the Catholic faith.
- ✠ Lives the Gospel values by treating others with dignity and respect.
- ✠ Reaches out to serve those in need.

### **A Responsible Citizen who**

- ✠ Makes decisions aligned with Catholic values.
- ✠ Develops and practices Christian leadership qualities.
- ✠ Recognizes opportunities to share time, talent, and treasure.
- ✠ Understands and respects diversity.
- ✠ Resolves conflicts with empathy, impulse control, and anger management skills.

### **An Engaged Learner who**

- ✠ Establishes personal academic goals and a plan to attain them.
- ✠ Demonstrates a solid foundation in all subjects.
- ✠ Develops competent problem-solving, organizational, and critical-thinking skills.
- ✠ Listens, observes, and questions respectfully to gain understanding.
- ✠ Works independently and collaboratively.

### **An Effective Communicator who**

- ✠ Presents ideas well in a variety of situations.
- ✠ Understands and uses the writing process.
- ✠ Writes clearly in a variety of forms for different audiences and purposes.

## **PARENTS' ROLE**

We believe parents are the primary educators of their children. Therefore, it is the parent's right and duty to be the primary role models for the development of their child's life—physically, mentally, spiritually, emotionally, and psychologically. A parent's choice of St. Brendan Parish School involves a commitment and desire for helping their child recognize God as the greatest good in his/her life. We believe a parent's positive example is the strongest teacher along with their personal relationship with God, others, and the Church community.

Parents have chosen to enter into a partnership with us at St. Brendan Parish School, and we trust they will be loyal to this commitment. During these formative years, children need constant support from parents and teachers. Parents must model Christian values and discuss school situations honestly, respectfully, privately, and calmly with the child, teacher, and principal.

Students are naturally eager to grow and learn. However, sometimes in the process of maturation new interests may cause them to lose focus. As this natural process occurs, the student needs both understanding and discipline. At times, a parent or child may perceive discipline as restrictive. However, it is boundaries and limits which provide a child with both guidance and

security. It is important that a child take responsibility for his/her behavior and grades and be accountable for homework, long-term assignments, tests, and service projects.

Our parents are encouraged to model these Student Learning Expectations by being:

**Active Catholics who**

- ✠ Pray, reflect, and participate in liturgical celebrations.
- ✠ Demonstrate knowledge of the practices and traditions of the Catholic faith.
- ✠ Live the Gospel values by treating others with dignity and respect.
- ✠ Reach out to serve those in need.

**Responsible Citizens who**

- ✠ Make decisions aligned with Catholic values.
- ✠ Develop and practice Christian leadership qualities.
- ✠ Recognize opportunities to share time, talent, and treasure.
- ✠ Understand and respect diversity.
- ✠ Resolve conflicts with empathy, impulse control, and anger management skills.

We ask our parents to:

1. support the religious and educational goals of the school.
2. treat teachers, school and parish staff, other parents, and students with respect.
3. be courteous and confidential in discussing student and school situations.
4. set expectations at home so that your child gets to bed at a reasonable hour on school nights and is well-rested for the school day, arrives and is picked up on time, is dressed according to the school dress code, completes assignments on time, has opportunities for physical exercise, and has a nutritional lunch every day.
5. actively participate in school activities.
6. see that your child takes responsibility for his/her actions and pays for any damage to school books or property due to carelessness or neglect on the part of the student.
7. notify the school office of any changes of address or important phone numbers.
8. meet all financial obligations to the school, parish, and PTO fundraising.
9. inform the school of any special situation regarding your child's well-being, safety, and health.
10. complete and return to school any requested information promptly.
11. read school bulletins, notes, and newsletters and to show interest in your child's total education.

**ACADEMIC INFORMATION**

The Archdiocese of Seattle's curriculum guidelines and the State of Washington academic standards are incorporated in the teaching of our subject areas. St. Brendan Parish School offers students opportunities for learning in the following major subjects:

**Religion**

Students participate in a daily religion class, plan a monthly Mass for the school community, attend Thursday and Friday morning parish Masses on a rotating basis, attend adoration of the Blessed Sacrament on a rotating basis, attend prayer services and liturgies as scheduled, visit the local nursing home once a year, learn the required prayers and vocabulary required by the Archdiocese of Seattle, and participate in service projects throughout the school year.

Students are taught the Safe Environment program, *Talking About Touching*, in Kindergarten through Grade Three, *Second Step* (an anger management program) in Kindergarten through Grade Two and Grades Six through Eight, *Steps to Respect* (a bullying prevention program) in Grades Three to Five, and Safe Environment education, *Called to Protect*, in Grade Seven.

### **Language Arts (Reading, Grammar, Spelling, Writing, Handwriting)**

Students have daily reading instruction at every grade level. Instruction in grammar, spelling, and writing is connected with reading and literature instruction. In order to allow teachers to meet students' individual needs in reading instruction, students may be placed into reading learning groups. Our full-time Reading Specialist assists those students who require additional reading instruction or extended reading activities from the classroom.

Students learn manuscript printing beginning in Kindergarten and cursive writing in Grades Three and Four.

### **Mathematics**

Students have daily math instruction at every grade level. In order to allow teachers to meet students' individual needs in mathematics instruction, students in Grade Five through Eight are placed into math learning groups. A student's math grades, ITBS math scores, math WASL scores, documented special needs, and teacher recommendation based on observations of student skills, effort, and ability are taken into consideration for placement.

### **Science**

Students in Kindergarten through Grade Four have science instruction two or more times per week.

Students in Grades Five through Eight have daily science instruction.

### **Social Studies**

Students in Kindergarten through Grade Four have social studies instruction two or more times per week.

Students in Grades Five through Eight have daily social studies instruction.

### **Music**

Music is taught to Kindergarten through Grade Eight once a week. The students present two music programs; one at Christmas and another in the spring (after Easter). Students may be asked to sing at other school or parish assemblies.

Students in Grade Five through Eight may join Band through instruction by Blanchet High School. Band practice takes place before school and is an additional cost.

### **Art**

Students receive art instruction through the parent-volunteer Art Docent program in Kindergarten through Grade Eight.

Grade Eight students present an annual spring play production. Students in each grade participate in drama activities in many different subject areas.

### **Physical Education & Health**

Students in Kindergarten through Grade Eight participate in physical education class two to three times per week.

Students in Grade Six have health instruction approximately twice a month as part of their PE classes.

## **Computer**

Students are taught and assessed on the grade-level computer skills designated by the Archdiocese of Seattle.

## **ACADEMIC PROBATION POLICY**

St. Brendan Parish School has Academic Probation for students in Grade Three through Eight. The educational goal is to insure that each student will succeed academically according to his/her capabilities.

A new student is placed on Academic Probation and must provide his/her commitment to our academic program. Every student, parent, and staff member must be committed to this goal.

The work of Catholic education must involve the entire team. In order to succeed, there must be on-going communication among the teacher, student, and parents regarding the student's progress.

It is the student's responsibility to maintain passing grades, complete all assignments, have required materials, be on time for class, submit quality work, and exhibit respectful behavior.

For several reasons, students may fall behind in their studies. The following steps will be taken for a student who does not maintain competence in a subject area or for whom progress is not satisfactory:

1. Student, parent, and teacher will meet to define the problem and expected performance.
2. If improvement does not occur, student, parent, teacher, and principal will meet again to determine special arrangements to be made to help the student.
3. At the discretion of the principal, academic probation may impact a student's ability to participate in school sponsored extra-curricular activities including, but not limited to, CYO sports, Speech, Math Olympiad, Chess, and the Grade Eight play.

A student who earns two Ds or one F in a trimester will be placed on Academic Probation.

A student who earns an F in two or more subjects in any trimester will be in jeopardy of not being promoted. The student may be required to make up the failed material outside of St. Brendan. A final decision by the principal/pastor on promotion of the student will be subject to evaluation of the student's academic performance of the last trimester of the school year.

A student on Academic Probation at the end of the school year will be required to have special arrangements made over the summer to assist the student to be successful in the next year. The student, parent, and teacher will meet to define the special arrangements such as private tutoring, summer school, certified programs, family counseling, and/or other appropriate actions. Parents will be required to provide proof to the principal when school office opens in August that the child has completed the required academic summer program.

## **ACCREDITATION**

St. Brendan Parish School is accredited through Western Catholic Educational Association (WCEA), Western Association of Schools and Colleges (WASC), and Northwest Association of Accredited Schools (NASS).

## ADMISSION POLICY

### Statement of Non-Discrimination

St. Brendan Parish School admits students of any race, color, gender, or national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, gender national and ethnic origin in administration of its educational policies, admissions policies, financial assistance programs, and athletic and other administered programs. To be considered for enrollment, and to qualify for the Active/Contributing Parishioner tuition rate the parent(s) or guardian(s) and students must meet all of their respective eligibility requirements.

### Parent Requirements for Eligibility

1. At least one parent or guardian is Roman Catholic.
2. Parents or guardians must be registered members of St. Brendan Parish.
3. Parents or guardians must be active in the life of the parish, worshipping here regularly and involved in one of the many parish ministries, which includes the school.
4. Parents or guardians must demonstrate support by being regular contributors to the parish according to their means, through the Sunday offering envelope, annually completing a stewardship commitment card indicating planned giving amount for the calendar year, and making a good faith effort to fulfill that commitment. Commitments may be changed if necessary by contacting the Pastoral Assistant for Administration.
5. Catholic families not registered in St. Brendan Parish will be considered for admission on a space available basis.
6. Non-Catholic families will be considered for admission on a space available basis, with the understanding that all students are required to participate in religious programs, liturgies and instruction.

### Student Requirements for Eligibility

1. Students entering kindergarten must be five (5) years old by August 31st.
2. Students transferring from another school must not have had behavioral problems at the previous school. Students must also have demonstrated an average range of ability evidenced by records of transcripts from a previous school and previous principal's/teacher's recommendation. An interview with the transferring student is part of the admission process. Students applying for admission in Grades One through Eight must present a copy of the current report card and standardized test results. These will be reviewed to determine whether the program at St. Brendan will meet the educational needs of the students. Testing in some academic areas may be held for new incoming students.
3. Enrollment requirements include:
  - Verification of active parish affiliation/stewardship
  - Health Records
  - Immunization Records
  - Birth Certificate (original)
  - Baptismal Certificate (Catholic applicants only)
  - Report Cards
  - Standardized Test Results

### Criteria

Class size generally ranges from 26 to 30. (A sibling may be accepted into a full class at principal/pastor discretion). In the event that more students apply for a grade than there are positions available, the following criteria will be used to establish the student's priority for admission. Criteria are listed in order of importance.

1. Returning students who meet academic and behavioral expectations.
2. Applicants who have a sibling already attending St. Brendan Parish School, assuming continued support and involvement of the parents.
3. Applicants whose parents are registered in St. Brendan Parish and are actively involved in parish life. The length of time in the parish is taken into consideration.
4. After considering St. Brendan parishioner applicants, if there is still available space, we look first at active participating families of St. Elizabeth Ann Seton Parish and/or Blessed Teresa of Calcutta, other subsidizing parishes, other non-subsidizing parishes, and lastly non-Catholics.

### Waiting List

1. Students who meet eligibility requirements but whom we are not able to admit because of space limitations will be put on a waiting list (if they so desire). If openings occur, students will be considered according to the criteria list (items 2-4) above.
2. Families must re-apply for admission each year. Consideration will be given to those who have applied before, assuming continued eligibility.

### Space Availability Policy

1. Catholic families not registered at St. Brendan Parish will be considered for admission on a space available basis.
2. Non-Catholic families will be considered for admission on a space available basis.

### Tuition Rates

Father McGirl and the parishioners of St. Brendan Parish conceived and developed St. Brendan Parish School in 1966 for the children of the parish then, now and for years to come. Their goal was to create a parish school with a solid academic foundation grounded in the traditional Christian ethics of the Catholic Church. The school continues to enjoy the support of the parish, and the parish demonstrates pride in the growth and development of its parish school.

St. Brendan Parish School is supported by St. Brendan Parish and we are able to offer families a reasonable tuition rate. The parish provides funding for each parish child in the school. St. Brendan School offers the Active/Contributing Parishioner tuition rate to St. Elizabeth Ann Seton Parish (and other parishes that provide the same subsidy as St. Brendan Parish). In return, St. Elizabeth Ann Seton Parish and other parishes will subsidize St. Brendan Parish School for each student attending. Those out of parish families will remain actively involved in their parish and abide by their parish's participation requirements.

Tuition is collected August through May. Parents may pay tuition and fees over 10 or 11 months (August through June) by giving written notice to the school by September 5<sup>th</sup>. The registration fee is non-refundable. Tuition is due on the 5<sup>th</sup> of each month. A grace period of five days is allowed. Payments made after the 10<sup>th</sup> (unless pre-arranged) will be charged a \$20 per month late fee.

In-parish-Active/Contributing Parishioner - The families who demonstrate a consistent pattern of active participation and financial support to St. Brendan Parish or to St. Elizabeth Ann Seton Parish (or another qualifying parish) will qualify for an in-parish tuition rate that is subsidized by their parish. Status of family fulfillment of their Stewardship pledge along with their parish involvement will be reviewed semi-annually to determine whether families qualify for the in-parish rate. The August tuition statement will reflect the tuition rate for which the parents qualify.

Tuition Rates for 2009-2010 are:

<u>In-parish-Active/Contributing Parishioner</u>		
One child	\$4,295.00	per year
Two children	\$6,740.00	per year
Three children	\$9,030.00	per year
Four children or more	\$9,300.00	per year
<u>Non-Parishioner</u>	\$6,685.00	per student per year
<u>Grade Five Students</u>	\$ 175.00	EE Week fee per student plus tuition
<u>Full Day Kindergarten fee</u>	\$ 775.00	per student per year plus tuition
<u>Registration fee</u>	\$ 100.00	per student returning families
	\$ 150.00	per student- new families
		Registration fees are non-refundable.

PTO fees are listed on the PTO Volunteer and Fundraising Contracts.

Payment of Tuition

Tuition shall be paid by the 5th of the month beginning in August. After this initial payment, all tuition payments should be mailed or sent to school in a sealed envelope (*family name & the word: "TUITION"*) in the name of your oldest child and given to his/her classroom teacher. Monthly payment books will be mailed home by the middle of July and a coupon should be returned with fees each month.

Funds may also be collected for cost for field trips and special art materials or other classroom supplies as needed.

Compliance Monitoring

To remain eligible for the In-parish-Active/Contributing Parishioner tuition rate throughout the school year:

1. Families must have a current stewardship commitment card on file with St. Brendan Parish (or a subsidizing parish), support the parish by being an active participating Catholic, and fulfill the stewardship pledge as agreed.
2. At the end of December and May, a check of parish contribution records, school and PTO obligations (according to the registration contact) will be made to insure stewardship commitments and obligations (including complete background check, financial support of the Annual School Appeal, fundraising and volunteer hours) are being fulfilled.
3. Those who are not in compliance may be asked to meet with parish and school leadership.
4. Individual extenuating family circumstances brought to the attention of the principal in a timely manner will be taken under advisement. All final decisions regarding compliance are at the discretion of the principal and pastor.

Parents paying the out-of-parish tuition rate are obligated to keep tuition payments and fees current, complete a background check, support financially the Annual School Appeal, fulfill the fundraising obligations in the PTO agreement, and fulfill and properly record the volunteer hours as described above.

Tuition Assistance

Fulcrum Foundation: A tuition assistance fund is available through the Archdiocese of Seattle’s Fulcrum Foundation. An application form must be filled out and submitted to the Archdiocese when designated for the following school year (usually February). Assistance is determined by the foundation and for accepted students for the next school year. The application form is available on line or may be picked up in the school office.

Fr. Schmitt Scholarship Fund: St. Brendan Parish School is committed to providing affordable education to families by offering tuition assistance through the school's Fr. Mike Schmitt Scholarship Fund. Limited funds are available for those who show a genuine financial need. For consideration of assistance through the Fr. Schmitt fund, families must apply to the Fulcrum Foundation first and then complete paperwork for the Fr. Schmitt fund when designated (usually first of May). Tuition assistance is determined by the principal and pastor in June based on a need index and financial criteria. Families receiving tuition assistance must meet the same requirements to be eligible for the In-parish Active/Contributing Parishioner tuition rate.

Withdrawal Policy

Tuition makes up 75% of the school’s revenue and the next year’s budget is determined based on student enrollment. When families make the decision to withdraw from St. Brendan Parish School before school begins or during the school year, it impacts the school’s revenue. Families who decide to withdraw need to notify the school in writing. The last day to withdraw for the following school year without owing any tuition is April 30th. For special circumstances, please contact the principal. Tuition due is based on the percentage of total annual tuition indicated in the following chart. Student transcripts will be withheld until all tuition and fees have been paid.

<b>Month Notice Given</b>	<b>Tuition Liability</b>
May and June	10% of total annual tuition
July, August, and September	30% of total annual tuition
October and November	50% of total annual tuition
December and after	100% of total annual tuition

Fundraising

Due to the lower tuition rate and necessity of parish support, there is an obligation upon the families through PTO to be actively involved in fundraising. This fundraising commitment is absolutely necessary to meet the PTO financial obligation to the annual school budget. The fund-raising activities for St. Brendan School are the Holiday Craft Fair, the School Auction, Fund Wrap and Scrip. Every family is required to support these activities by their agreement to the PTO Fundraising Contract. (Refer to Parent-Teacher Organization section in this handbook.)

### Student Photos

St. Brendan Parish School's website occasionally highlights school related activities, but students are not identified by name. By signing the Registration Contract, parents agree St. Brendan may use their child's team, class, individual, or group photo on the school's website or in printed material. Parents who do not wish their child's photo to be used on the school website or in any printed material may sign a non-release form available from the school office.

## ALLERGY POLICY

St. Brendan Parish School recognizes that asthma and allergies are important conditions affecting many school children. The school encourages children with certain medical conditions to achieve their potential in all aspects of school life by having a clear policy that is understood by school staff and students. All staff that comes in contact with children with asthma and allergies is provided with training from a nurse. All the school staff is CPR certified and most are First Aid trained.

### Asthma Medication: Inhalers:

Students are allowed to carry and self-administer asthma and anaphylaxis medication under the 2004 federal Asthmatic Schoolchildren's Treatment and Health Management Act under the following conditions :

(a) A health care practitioner prescribed the medication for use by the student during school hours and instructed the student in the correct and responsible use of the medication;

(b) The student has demonstrated to the health care practitioner, or the practitioner's designee, and a professional registered nurse at the school, the skill level necessary to use the medication and any device that is necessary to administer the medication as prescribed;

(c) The health care practitioner formulates a written treatment plan for managing asthma or anaphylaxis episodes of the student and for medication use by the student during school hours; and

(d) The student's parent or guardian has completed and submitted to the school any written documentation required by the school, including the treatment plan formulated under (c) of this subsection and other documents related to liability.

(1) An authorization granted must allow the student involved to possess and use his or her medication:

(a) While in school; (b) While at a school-sponsored activity, such as a sporting event; and (c) In transit to or from school or school-sponsored activities.

(2) An authorization granted:

(a) Must be effective only for the same school and school year for which it is granted; and (b) Must be renewed by the parent or guardian each subsequent school year in accordance with this subsection.

(3) School districts must require that backup medication, if provided by a student's parent or guardian, be kept at a student's school in a location to which the student has immediate access in the event of an asthma or anaphylaxis emergency.

(4) School districts must require that medical information be kept on file at the student's school in a location easily accessible in the event of an asthma or anaphylaxis emergency.

(5) Nothing in this section creates a cause of action or in any other way increases or diminishes the liability of any person under any other law.

### Allergies: Epi-pens

It may be necessary for school personnel to administer an injection of epinephrine, using a single dosage auto-injector device known as an Epi-pen. This can only be administered by

school personnel (1) after training from an R. N. or M.D., (2) having on file a written, signed, current permission from parent or guardian that also identifies who may administer the medication, and (3) and have on file the student medications requirements fulfilled under the health section of this handbook.

**STUDENTS ARE NOT ALLOWED TO KEEP ANY MEDICINE OF ANY KIND WITH THEM OTHER THAN AN INHALER OR DIABETIC MATERIALS AS AUTHORIZED.**

#### Food Allergy Policy

In order to minimize the incidence of life threatening allergic reactions, St. Brendan School staff will follow written directions from a student's parent/guardian, and physician. If the school is unable to comply with the allergy directions, the parents will be immediately notified.

Teachers will be familiar with the students in their classes and respond to emergencies as per the emergency instructions provided by the parent/physician.

In the event of a suspected allergic reaction (where there is no known allergic history), the emergency medical services will be called immediately.

Information will be kept about students' food allergies in the classroom and in the substitute's emergency folder, accessible by teachers, substitutes or other responsible adults.

All teachers and substitutes will be educated about the risks of food allergies.

The parent or guardian of a student with food allergies is responsible for providing all food for his/her own child.

Desks and class tables will be cleaned following any food related events held in the classroom. Proper hand cleaning techniques will be taught and encouraged before and after the handling/consumption of food.

#### **ANIMALS ON CAMPUS**

No animals are allowed at any time on school or parish property including during the school day or at carpool. If a child wants to bring a pet to show and tell, the teacher will put a notice in his/her weekly newsletter ahead of time asking if anyone has allergies and advise the principal. If there are allergies in the class, then no pets are allowed.

#### **ATTENDANCE POLICY**

It is legally required that all children enrolled in St. Brendan Parish School are accounted for each school day. **If a child will not be attending school on a given day or days, parents/guardians will telephone the school office before 8:20 AM on the day of the absence.** The phone recorder is on 24 hours a day to allow messages to be left. Parents/guardians will give the name of the student, his/her teacher, and the reason for the absence (i.e., illness, doctor's appointment, death in the family).

If the school is not informed by the parent of the student's absence, the school will telephone the parent(s) at home, work, or the emergency contact persons to confirm the student is absent.

If no one can be contacted to confirm the student's absence, the school is obligated to contact the local police. This policy is for the protection of the St. Brendan students.

If a student is absent for 20 school days or more, the student may be reported truant with the local authorities.

**Students need to be fever free for 24 hours before returning to school.** A written statement giving reasons for the absence or tardiness must be brought to the student's teacher upon the student's return if the parent has not reported the absence via phone. The notes will be retained in the office for one year. Should an absence for any reason other than illness seem imperative, parents are requested to consult with the principal and present a written reason for the absence.

The school calendar provides for extended weekends throughout the school year. Parents are encouraged to schedule trips and family outings during these extended weekends to eliminate the interruption of a child's learning. Missed assignments are the student's responsibility. Arrangements for regular classroom tests missed because of an absence are to be made with the individual teachers.

Excessive absences totaling 40 days or more, or the accumulation of 40 or more days from late arrivals (tardies), absence during the school day, or early departures, can be cause for a student to be retained in the current grade.

#### Excused Absences

Excused absences are for student illness, a death in the family, extended family, or family friend, direct involvement in an accident, Paging duties by Grade Eight students in Olympia, two high school visits by Grade Eight students, or a necessary medical or dental appointment that cannot be scheduled outside of school hours.

A note or phone call to the office is required in advance or upon return to school. Teachers will assist the student with make-up work or tests for excused absences.

#### Unexcused Absences

An unexcused absence includes, but is not limited to:

(1) Truancy which is being absent without a parent's/guardian's consent. This is considered a serious violation of school policy. For any truancy, a conference with parent(s), student, and principal is required and the student may be placed on disciplinary probation for a period determined by the principal.

(2) Family vacations

(3) More than two high school visits

(4) Pre-planned absences

(5) Special family events

- Missing school creates hardships for students and they cannot make up the learning experiences that occurred in school. Preplanned absences are unexcused absences.
- When a child will be absent from school, parents will give the school advance notice. Arrangements for pre-planned absences should be made at least two weeks in advance with a note to the teacher and principal.
- Students are required to complete all work missed when they return to school.
- Teachers will not provide assignments to a student in advance of the instruction for unexcused absences, nor are teachers obligated to reteach or provide materials for students with unexcused absences. Teachers are not required to give make-up tests or assignments for absences due to unexcused absences.
- A student's grades can be seriously affected with unexcused absences.

- Any student with three unexcused absences may be required to meet with his/her parents and the principal/pastor.
- Unexcused absences will be indicated on Report Cards.

#### Excessive Absences

Students who miss ten days in one trimester may receive a grade of **Incomplete** for the trimester. An Incomplete grade may require a conference with parent(s), student, and principal. The grade of Incomplete will be changed on the Report Card when the student has submitted the incomplete work within two weeks of the next trimester. If incomplete work is not submitted, the Report Card grade will reflect all assignments including incomplete work which are zero grades.

#### Completion of missed work

When a student is absent from school for any reason, the student assumes responsibility (with the help of the parent if needed) for arranging with the teacher(s) for the completion of missed assignments.

Students who are absent due to illness have one day for each day of absence to make up the missed assignments, quizzes, or tests. For example, a student who was absent three days would be given three school days to complete the missed work.

#### Absent during the school day

Students needing medical appointments during school hours require a written note by the parent. Parents are required to sign out their child in the school office. If the child returns to school during the same school day, he/she must be signed back into school in the office.

Students who are absent from school for an appointment for 3.5 hours or more will be counted as absent for half of a school day.

If a student is taken out of school prior to the end of the school day for other than an approved reason, that student's absence may be entered as an unexcused absence.

### **AWARDS**

#### Honor Roll

At the end of each trimester, St. Brendan Parish School recognizes those Grade Seven and Eight students who have earned a high grade point average. A student's GPA is determined by a 12 point system and weighted by the number of times the class meets per week. Daily classes have a higher weight than classes which meet less often.

A/A+=4, A-=3.7, B+=3.3, B=3, B-= 2.7, C+= 2.3, C=2, C-=1.7, D+=1.3, D=1, D-= .7, and F=0.

First Honors are awarded to those students earning a 3.7 or higher grade point average.

Second Honors are awarded to those students earning a 3.4 to 3.69 grade point average.

Honor Roll students are announced at the end of each trimester.

### Grade Seven Leadership Awards

The Grade Seven Leadership Awards are announced before Easter and awarded in May of each school year at an all-school awards ceremony. The four awards include:

1. Leadership in Faith: The student demonstrates an explicit knowledge of the Catholic faith and an awareness of its influence on his or her conduct as a school leader. Leadership in faith can be shown in any area of school life.

2. Leadership in Academic Achievement: The student demonstrates excellence in academic achievement in any subject and encourages or assists others to achieve. Special consideration should be given to students who have produced outstanding projects as evidence of their achievement or if they have showed marked and consistent improvement in academic performance.

3. Leadership in Co-curricular Participation: The student participates with distinction in a co-curricular activity sponsored by the school and encourages others to do so. Special consideration should be given to an activity that is important to the school's vision, mission, purpose, and values statement.

4. Leadership in Community Building and Service: The student takes a leadership role in activities that build school community or that service the local community. The student should be respected by peers for the quality of his or her leadership. For example: CYO, Girl/Boy Scouts, Altar Serving, Youth Group.

### Grade Seven Scholarship Awards

Two academic scholarships, donated by a generous anonymous school family, are awarded to two incoming Grade Eight students who have earned the highest grade point average in Grade Seven. The scholarships are in the form of a \$1,000 tuition credit and are announced at the last School Mass in June. The scholarships may be shared by more than two students if there are equal GPA scores.

### Grade Eight Graduation Awards

Valedictorian: This honor is given to the student(s) who earned the highest grade point average throughout his/her Grade Eight year.

Salutatorian: This honor is given to the student(s) who earned the second highest grade point average throughout his/her Grade Eight year.

St. Brendan Navigator Award: This honor is given to a Grade Eight girl or boy to recognize exceptional academic dedication and perseverance. This award commends the student who, in his/her Grade Eight year, consistently demonstrated and exceeded the St. Brendan student learning and Christian behavior expectations.

Knights of Columbus Jacinta Marie Johnson Award: This honor is given to a Grade Eight girl to recognize the consistent display of exceptional Christian values both in and out of St. Brendan Parish School Community. This award is given in memory of Jacinta Marie Johnson who was called to God in 1970 in her Grade Six year at St. Brendan Parish School.

Knights of Columbus Good Citizenship Award: This honor is given to a Grade Eight boy to recognize the consistent display of exceptional Christian values both in and out of the St. Brendan Parish School community.

### **BATHROOM PRIVILEGES**

All students will ask permission from the teacher to use the bathroom before leaving the classroom, gym, or other facility.

Each student will clearly sign out and back in to the classroom noting the date and time.

Students are expected not to leave the classroom during instruction time.

Only one student at a time is dismissed from the classroom.

A student is expected not to leave more than one time per class period nor should a student require a bathroom break in each class period.

Students are expected to use the bathroom during breaks, lunch, and recess. At all times, students will be respectful of the school property in the bathrooms, use the facilities as intended, and behave appropriately. Students are to immediately report any disrespectful or destructive behavior to a teacher/adult.

### **BIRTHDAY OBSERVATIONS**

1. Parents may bring a small birthday food or non-food treat for their child's classmates to celebrate their child's actual birthday or close to the date. We do not celebrate half-birthdays and summer birthdays can be celebrated in June.
2. The treat may only be one small food or non-food item. The items will be prepared ahead of time into individual servings and wrapped individually.
3. Parents need to be cognizant of food allergies in the class and contact the teacher and room parent for additional information prior to bringing a food item into the classroom.
4. Due to severe food allergies in some classes, birthday treats may be limited or eliminated at the discretion of the homeroom teacher.
5. Parents will advise the teacher at least three days ahead of time before bringing in a treat to ensure timely notice to parents of children with allergies and medical conditions.
6. No individual birthday gifts for other students may be distributed at school.
7. There are no individual birthday parties at school with family members.

### **BLOGS, CHATROOMS, AND SOCIAL NETWORKING SITES**

Students who engage with school staff in online blogs, chatrooms, or social networking sites such as, but not limited to, Myspace.com®, Xanga®, Friendster®, Facebook®, Twitter, etc. may face disciplinary action.

Students may not email from their personal email account to any school staff at school or to a staff home email account or engage in online messaging or conversations with any school staff.

All communication between school staff and student will be via a parent's email account.

### **BULLYING AND HARASSMENT**

St. Brendan Parish School attempts to provide a safe environment for all students. Verbal or written actions or threats made against the physical or emotional well-being of any individual are taken very seriously. Students making such threats face detention, suspension, and/or expulsion.

The staff at St. Brendan Parish School is committed to making our school a safe and caring place for all students. We will treat each other with respect, and we refuse to tolerate

bullying/harassment in any form at our school. Bullying/harassment behaviors are not acceptable at a Catholic-centered school.

Our school defines bullying as repeated physical or verbal actions by one student, or group of students, towards another student (or students) that is unfair and one sided.

We define harassment as verbal or physical conduct towards an individual because of his or her race, color, religion, creed, sex, sexual orientation, national origin, ancestry, age, disability, or that of his/her relatives, or friends and that has the purpose of creating an intimidating, hostile, offensive educational environment, and the effect of unreasonable interference with the individual's education.

The staff will do the following to prevent bullying/harassment and help our students feel safe at school:

- Supervise students in the school and playground.
- Watch for signs of bullying/harassment and address it when it happens.
- Teach *Steps to Respect* or *Second Step* in Kindergarten through Grade Eight.
- Respond quickly and sensitively to bullying/harassment reports.
- Take seriously families' concerns about bullying/harassment.
- Assign consequences for bullying/harassment.
- Provide immediate consequences for retaliation against students who report bullying/harassment.

When bullying/harassment behaviors are reported or observed, the following procedures are followed:

1. At the first occurrence of bullying or harassing behaviors, the student being bullied or harassed (or those observing the bullying or harassing) will report the incident to a staff member. A report will be completed by the teacher/playground supervisor/or staff member.
2. If a bullying/harassment behavior is repeated, and the action is not immediately threatening, a Discipline Report will be completed by a staff member. Separate conferences will be held with the victim and the offender to determine the facts, reeducate the students, and determine the necessary consequences. Consequences are determined on a case by case basis based on the following Disciplinary Guidelines Chart. After advising the principal of the incident, the reporting form will be sent home for parent signature.
3. If the bullying/harassment behavior is determined to be severe or an immediate threat to student safety, the offending student(s) may be immediately Suspended (either in-school or at home) by the principal. A Discipline Report and Suspension Notice are completed by the principal.
4. Students who continue to engage in bullying/harassment behaviors after being suspended may be asked to leave the school and/or expelled.
5. The final decision regarding all bullying/harassment issues rests with the principal and/or pastor.

#### Taking Pictures, Videotaping, and Posting to the Internet

Taking pictures, videotaping, or posting pictures or videos to the internet of students, staff, parents, siblings, or adults during the school day, on field trips, at assemblies, or at other school sponsored or parish events is prohibited. Taking pictures or videotaping without permission could be considered bullying or harassment.

Parents acknowledge pictures may be taken of their child periodically intended only for the use in our annual Memory (yearbook) Book.

Discipline Guideline Chart

Note: This list is not inclusive.

<p><u>Level 1 Behaviors</u>                  Pushing/kicking/hitting/spitting                  Gossiping/spreading rumors                  Embarrassing or making someone look foolish                  Mocking or mimicking                  Name calling                  Dirty looks/Taunting                  Teasing                  Threatening to reveal personal information                  Graffiti                  Public challenging to do something                  Defacing property or clothing                  Playing a dirty trick</p>	<p><u>Level 1 Consequences</u>                  Any of the following consequences:                  Apologizing                  Making amends                  Class discussion                  Loss of privileges                  Parent notified                  In-house Suspension</p> <p>A pattern of Level 1 behaviors may result in consequences for Level 2 behaviors.</p> <p>The final decision regarding all discipline rests with the principal and/or pastor.</p>
<p><u>Level 2 Behaviors</u>                  Defacing property or clothing                  Stealing                  Demeaning physical acts that are not physically harmful                  Locking in a closed or confined space                  Ethnic slurs                  Setting up to take the blame                  Humiliating publicly                  Excluding from a group                  Social rejection                  Teasing about appearance or possessions or lack of possessions                  Intimidating communication                  Taking possessions                  Extortion                  Sexual or racial taunting</p>	<p><u>Level 2 Consequences</u>                  Parent contacted                  Loss of privileges                  Making amends                  Repairing, cleaning, or replacing Items                  Writing a report on the topic                  School or community service                  In-house Suspension                  Short term Suspension</p> <p>A pattern of Level 2 behaviors may result in consequences for Level 3 behaviors.</p> <p>The final decision regarding all discipline rests with the principal and/or pastor.</p>
<p><u>Level 3 Behaviors</u>                  Physical violence/inflicting bodily harm                  Threatening with a weapon                  Maliciously excluding                  Manipulating social order to achieve rejection                  Malicious rumor spreading                  Malicious communication                  Threatening with total isolation by peer Group                  Repeated sexual or racial taunting</p>	<p><u>Level 3 Consequences</u>                  Required parent conference with student, teacher, parent, and principal and any of the following consequences:                  Student Behavior Plan                  In-house Suspension                  Short term Suspension                  Long term Suspension                  Expulsion from school</p> <p>Criminal behavior will be referred to law</p>

Verbal threats of aggression against property or possessions Verbal threats of violence or of inflicting bodily harm Threats of using coercion against family or friends Coercion or Retaliation	enforcement for further action.  A pattern of Level 3 behaviors will result in expulsion from school.  The final decision regarding all discipline rests with the principal and/or pastor.
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Adult interpretation of a student’s actions and subsequent consequences will be age appropriate. This discipline guideline chart is adapted from the Committee for Children.

**BUSINESS MARKETING POLICY**

St. Brendan Parish School Auction Committee offers two advertising options for any business wanting to market its products or services to our community. The first option is to place a print advertisement in our catalog. The second option is to sponsor a silent closing, check-in table, or other event during or related to the auction (i.e. Bingo Night). Both options are available to all school family-run businesses and individual agents, as well as the general business community.

Businesses and individual agents sponsoring an auction event may have business cards and/or marketing brochures available to attendees to pick up if interested in the company’s products or services. Each business may supply one poster board per sponsorship and/or advertise the business as part of an Auction Newsletter. This marketing opportunity will be limited to print information only. No microphone presentations, sales demos or mailing solicitations will be allowed. All print information will be provided by the sponsoring business. Pricing will be set each auction year.

Other: No other marketing from outside businesses, school family-run businesses, or individual agents will be allowed at school sponsored events, posted in the school building, placed as a separate flyer in any school literature (i.e. bulletins or brochures), or advertised on the school’s Web site. School family phone numbers, addresses, and email information lists are to be used for school purposes only and may not be used or distributed for any purpose unrelated to school or for solicitation for profit. In the event sponsorship of another St. Brendan event becomes an option, the principal/Pastor will make the final decision regarding marketing procedures.

**CAMPUS LIMITS/STUDENTS LEAVING SCHOOL GROUNDS**

1. Students face disciplinary action if they choose to leave the campus during school hours.
2. Students need written parent permission to leave the school grounds after school without an adult, to walk or ride a bike to and from school, or to leave with another student or carpool.
3. The permission needs to include the destination, with whom the child may leave with, and the date the child has authorization.
4. Students who leave the campus with permission must exit the school at the main entrance and walk on NE 195<sup>th</sup> street to their destination

**CARE OF SCHOOL/PARISH PROPERTY**

Textbooks are loaned to the students for the school year. Students are asked to be good stewards of our books, including covering them at the beginning of the year and keeping them covered for the entire school year. Fines equal to repair or replacement costs are imposed for loss or damage to school property resulting from carelessness, negligence or disregard for school regulations. Accidental damage to property of value must be reimbursed as part of the student's social responsibility. It is parish policy not to permit the removal of parish/school equipment from parish property for use at an off-site location. This includes tables, chairs, computer, kitchen, office, and technology/sound equipment.

### **CARPOOL (ARRIVAL & DISMISSAL)**

**Parents** are responsible to:

- **Have the safety of all students as their main concern during carpool.**
- **Put away cell phones while in the carpool area.**
- Be ready to move in the carpool line and not leave their cars unattended.
- Allow the teachers and students to assist your child exiting and entering the car. Parents are asked not to get out of their cars as this slows down the carpool process.
- Pay attention at all times to students walking to cars, entering and exiting cars, and other cars moving in the carpool area.
- Leave room between cars to allow cars to pull out to the left and exit. Not allow students to place backpacks in the trunk of cars. Students cannot be in-between cars.
- Turn right only when leaving the school grounds on 195<sup>th</sup> Street.
- Have their children only enter and exit at the right side of the car.
- Follow the directions of the adult carpool coordinators and the student safety patrol.
- Not park on the school side of 195<sup>th</sup> Street or on any side (residential) streets to drop off or pick up children.
- Follow the posted speed limits on streets around the school at all times, especially when children are present.
- Be prompt in picking up children from school. Parents are asked to contact the office if they are running late.
- Come into the office and sign their child/ren out after 3:15.
- Be aware of noon dismissal days which are posted in each weekly school bulletin and on the school calendar.
- Not park cars anywhere on the school parking lot during the day.
- Drop off children between 8:00 and 8:15 AM (and not before). Carpool supervision begins at 8 AM.
- Ensure their children leave the school building and grounds immediately after school is dismissed. Exceptions to this rule are those students who are requested to stay by a teacher or who are in an adult-supervised activity after school.
- Not reenter the school building or portable with or without their child after 3:15 to retrieve forgotten materials.
- Give written permission for their child to leave the school premises with a different carpool, friends, or go to an off-site destination from school.
- Must supervise any students changing in the school restrooms for sports. Cleats must be carried out and put on outside of the school
- Pick up Kindergarten students and their carpool occupants in the church parking lot. No other carpools may park there without permission from the principal.

#### **Morning Drop-Off (8:00-8:15 AM):**

- All students will be dropped off using the carpool lanes between 8:00 and 8:15 AM.
- Teacher supervision will begin at 8:00 AM, and students may not be left at school before then. Students may not enter the building prior to the 8:15 AM bell unless they have an authorized class or activity.
- Parents attending daily Mass or volunteering in the school may park in the church parking lot. Parents are to walk their child over to the carpool area across the crosswalk.
- School begins at 8:20 AM. Students are to be in their classroom at the 8:20 bell.
- Any student with more than five late arrivals (and /or five late pick-ups) in one trimester will be required to attend an after-school detention.

**Half-Day Kindergarten Pick-Up (11:30 AM):**

- Half-day kindergarten students will be picked up in the church parking lot at 11:30 AM. Parents will park their car on the church side of the parking lot (park facing the church) and walk over to the teacher to pick up their child.
- Students will not be allowed to play or run around on the church grounds or in the parking lot while waiting to be picked up.

**Afternoon Pick-Up (3:00 PM):**

- School will be dismissed at 3:00 PM, and parents can begin to line up in the carpool lanes at 2:20 PM (after afternoon recess).
- Afternoon dismissal proceeds smoothly when parents stagger their pick up times. Parents need to pull up to the next car in line to provide as much room as possible for more cars. The Bothell Police Department has advised us that parents may not stop out in the street waiting to get into carpool lanes.
- Parents may not park on the school side of 195<sup>th</sup> or on any side residential streets during pick-up.
- Teachers will supervise students until 3:15 or until all cars have proceeded through the lanes. Students not picked up by 3:15 will be brought to the school office.
- For any day and especially noon dismissals: Students walking to neighboring eating establishments, the library, a friend's house, or another destination must have a signed permission note from their parent/guardian stating the destination and date (phone calls are not acceptable). The permission needs to include the destination, with whom the child may leave with, and the date the child has authorization.
- Students who leave the campus with permission must exit the school at the main entrance and walk on NE 195<sup>th</sup> street to their destination.
- After school, students may change from their uniform for sport practices, but they may not change into non-uniform clothes at school.

**Afternoon Kindergarten Pick-Up (3:00 PM):**

- All-day kindergarten students and those students, who carpool with them, will be picked up in the church parking lot.
- Parents will park their car on the church side of the parking lot and walk over to the teacher to collect their children.
- Students will not be allowed to play or run around on the church grounds or in the parking lot while waiting to be picked up.
- Parents will always be attentive to the safety of the children in the area.

**Noon Dismissal Pick-Up (12:00):**

- On noon-dismissal days, students will be dismissed in the same manner as a 3:00 dismissal. Parents will check the school calendars and weekly bulletins to be aware of noon dismissal dates.
- Students walking to neighboring eating establishments, the library, a friend's house, or another destination must have a signed permission note from their parent/guardian stating the destination and date (phone calls are not acceptable).
- Students who leave the campus with permission must exit the school at the main entrance and walk on NE 195<sup>th</sup> street to their destination.
- After school, students may change from their uniform for sport practices, but they may not change into non-uniform clothes at school.

**Late Pick-Up:**

- Students not picked up at carpool by 3:15 (or 12:15 on noon dismissal days) will be brought to the school office.
- Students must wait outside the office area and not in the lobby or outside the school building.
- Late-arriving parents must come in to the school office and sign out their child. Students are considered 'late pick-ups' when signed out by parents after 3:30 PM or 12:30 PM (on noon dismissal days).
- Any student with more than five late pick-ups (and /or five tardies) in one trimester will be required to attend an after-school detention.

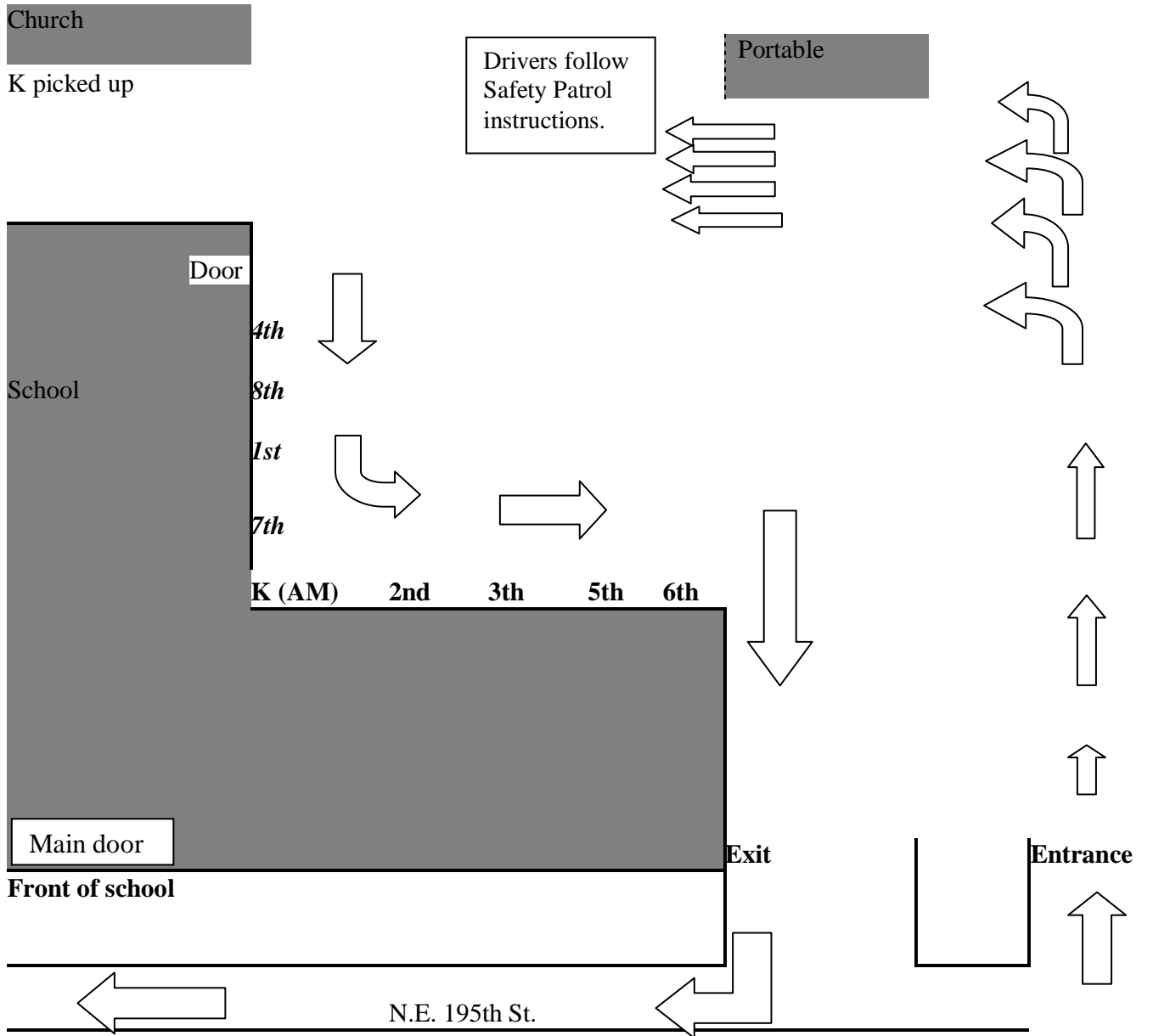
**Student Walkers**

- Students may walk to and from school only with written parent permission.
- The walkers are to exhibit respectful behavior and follow the guidance of the Patrol leaders.
- Walkers must exit the school at the main entrance and walk on NE 195<sup>th</sup> street to their destination. If they are to cross 195<sup>th</sup>, they will cross only at the crosswalk with the supervisor's or safety patrol's direction.

**Bike Riders**

- Students may ride bikes to school with written parent permission. Students are to wear a helmet, park the bike in the school bike rack, and lock their bike at school.
- Students are to cross 195<sup>th</sup> street at the cross walk, ride along the north side of the school (between the school and parish buildings), walk the bike along the Kindergarten and First Grade windows to the bike rack located in the fenced area with the playground equipment. Parents assume all responsibility and liability with their children riding bikes to and from school. The school is not responsible for the loss or damage of any bike or accessories.

Carpool Map



Students will stand along the school building with his/her grade as indicated on the map.

All cars will enter from 195<sup>th</sup> (Entrance) and proceed to one of the *four* lanes.

Parents will:

- not line up onto 195th but will drive around the block if the entrance is full.
- wait for the safety patrol to indicate it is your turn to advance to an open space.
- not stop at where your child waits- pull up to an open space.
- proceed slowly to the most advanced space to keep the cars moving.
- direct your child to the right side of the car.
- pull out carefully and turn only right on 195<sup>th</sup>.

### **CATHOLIC SCHOOLS WEEK**

Catholic Schools Week is observed during the last week of January at our school with other Catholic schools nationwide. The school community celebrates in various ways honoring staff, students, families, parent volunteers, and parish and community support.

### **CELL PHONES AND ELECTRONIC DEVICES-STUDENTS**

A student's electronic devices, including but not limited to cell phones, camera phones, personal digital assistants, pagers, or entertainment devices are to be **turned off and turned** in to the student's homeroom teacher before 8:30 AM each morning.

The phones and devices are returned to the student at 2:55 each afternoon.

Students may not use the phone or device at school or carpool (an exception would be to contact parent after 3:15).

Since cell phones or other devices could be used for academic cheating through text messaging and photographing classroom materials, all electronic devices are not allowed to be in a student's backpack, desk, or on the student's person (clothing) at any time during the school day and at carpool.

Parents may contact students during the school day by calling the school office. Students may use a school phone when important necessary communication is needed, therefore parent/student communication should never be an issue during the school day.

A student will face disciplinary action for not turning in his/her device and any inappropriate use of electronic devices including but not limited to cell phones, camera phones, personal digital assistants, pagers, or entertainment devices which violate, disrupt or interfere with the educational learning process.

A Discipline Report will be issued when a student's electronic device is not turned in, used, heard, or sighted within school hours including carpool. The device will be confiscated and a parent or guardian will need to come to school to retrieve it.

Upon receiving a second report for device misuse, the student will attend an after school detention. The device will be confiscated and a parent or guardian will need to come to school to retrieve it and the student will lose the privilege of bringing any electronic device to school for the remainder of the school year.

Upon receiving a third report for device misuse, the device will be confiscated and a parent or guardian will need to come to school to retrieve it. The student will face suspension.

St. Brendan Parish School will not be responsible for the loss or damage of any student's electronic device.

### **CHEATING, PLAGIARISM**

A student will face a failing grade, detention, suspension, and /or expulsion if he/she chooses to engage in academic dishonesty including cheating of any kind, plagiarism, turning in another person's papers, projects, electronic-generated products, programs as one's own, or enabling misrepresentation to occur.

### **CHILD ABUSE LAWS**

St. Brendan Parish School abides by the Child Abuse laws of the state of Washington. The law mandates that all cases of suspected child abuse and/or neglect be reported to Child Protective Services.

### **CODE OF ETHICS FOR CATHOLIC EDUCATORS**

The professional conduct of every educator affects attitudes about the teaching profession and Catholic education. Catholic school educators strive to sustain the highest degree of ethical conduct by being aware of the importance of maintaining the confidence of students, parents, colleagues, and the church community.

The Catholic school educator makes the well-being of students the foundation of all decisions and actions. Therefore, the Catholic school educator:

- Provides educational assistance with respect and reverence for each student.
- Preserves the student's right to privacy by judiciously protecting information that is confidential.
- Protects students when their well-being is threatened by unsafe, incompetent, unethical, or illegal actions of any person, student, or adult.

The Catholic school educator performs teaching responsibilities with diligence and integrity. Therefore, the Catholic school educator:

- Enhances self-competence by continuing education to increase knowledge and skills.
- Fosters a philosophy of education which encourages lifelong learning.
- Promotes professionalism by respecting and preserving the privacy and dignity of colleagues
- Upholds the authority of the school when communicating with parents, students, and the school community.

The Catholic school educator believes the Catholic school community is both an agent of appropriate change and a preserver of basic tradition. Therefore, the Catholic school educator:

- Regards the school community as an integral part of the parish and a vital force for preparing future Church and civic leaders.
- Develops peacemaking strategies that reflect Christian problem solving techniques.
- Designs and develops age-appropriate activities that foster leadership within the school community.
- Challenges students to respond to the needs of the time and live out their Christian virtues.

### **CONDUCT-STUDENT**

Each student will be considerate and respectful of the rights of others in all interactions. All students are expected to cooperate with the spirit and policies of the school which are designed to foster mature development and personal responsibility. This requires courtesy in all personal relationships, promptness in fulfilling obligations, concern for the environment, and many other factors which the students' sense of appropriateness will indicate to them.

The principal reserves the right to determine the appropriateness of an action if any doubt arises. Items such as, but not limited to, questionable books and pictures, white-out, knives, guns, matches, cigarettes, radios, toys, trading cards, pagers, laser lights, or anything that will detract from a learning situation are not allowed at school at any time.

Student Conduct Expectations-This list is not inclusive of all student behavior expectations.

Students will:

1. act respectfully toward all other students, school and parish staff, parents, guests, adults, and volunteers at all times on school and parish property, especially at church, and at school and parish sponsored activities including field trips.
2. participate fully at school liturgies by singing, praying, and modeling appropriate behavior to younger students.
3. wear full uniforms for all church liturgies and services. Students may not borrow sweatshirts for church attendance.
4. remain standing in assigned areas during carpool. Students will act responsibly, watch for carpool car, walk to their car, and enter on the right side only. Game playing or running around during carpool is not allowed.
5. not change uniforms after school unless for sport practice or games.
6. walk using indoor voices in a single line on the right side of the halls and on the right side of the stairs.
7. not disturb work and displays in the hallways.
8. line up in a single line to the right side of the classroom door (as one faces the classroom door-line up on the right side) when waiting for a class to be dismissed.
9. enter the classroom only if there is an adult or teacher present.
10. enter the classroom quietly, put things away, and begin the day or class with prayer.
11. exit the classroom quietly and in a respectful manner to incoming students.
12. raise their hand and speak only when recognized by the teacher to speak.
13. respect the property of other students, teachers, guest speakers, parent volunteers, and school staff.
14. sit only in their assigned seats (and places for gym assemblies).
15. not borrow any items from students or teachers without permission.
16. ask teacher permission to use the restroom. Only one student at a time may be excused from a classroom for bathroom use. Students may not open windows or climb on bathroom property. All bathroom use must be signed in and out. Students may not use any hair or make-up accessories or cell-phones in the bathrooms. Older students are to be good role models to younger students by acting politely and appropriately in the restrooms.
17. not chew gum at any time on school or parish property.
18. say grace before eating lunch.
19. follow classroom procedures for milk and hot lunch delivery. Unused milk is returned to the gym refrigerator as soon as possible. Hot lunch corrections are returned to the gym kitchen by a student with teacher permission.
20. eat lunch and snacks in the classroom during snack and lunch times.
21. not eat outside at recess (exception is K-3 snack at morning recess), at carpool, in the hallways, bathrooms, library, gym, computer or science lab.

### **CONFERENCE/REPORTING TO PARENTS**

1. A parent may request a conference with the teacher or principal via phone or email. A phone call to the school ahead of time is needed to enable the staff to prepare and set aside time for parent concerns. Parents are asked not to expect a 'quick- do you have a minute?' conference with a teacher/staff. When there is a question or concern, the first contact a parent has should be with the child's teacher. If the problem is not resolved, the parent or teacher or both may meet with the principal.

2. Parents should not call a teacher/staff at home unless it is a true emergency or if the teacher has specifically requested the parent to call him/her at home.
3. A teacher may ask for a conference to meet with the parents and students as the needs of the child require.
4. Parent-student-teacher conferences will be held for all students after the first Mid Trimester Report period (October/November).
5. Progress reports are emailed or mailed home for students earning “D” or below or exhibiting behavior problems. Teachers may send intermittent reports/phone calls for specific concerns or improvements. Students will not receive a “D” or “F” on report cards unless an interim report or communication has been sent to parents regarding that subject.

### **DISCIPLINE**

Our focus at St. Brendan is to build healthy student self-esteem and confidence by offering guidance, encouragement, and recognition of positive student behavior. Discipline at St. Brendan Parish School is an aspect of moral guidance and redirection with proper consequences. The purpose of discipline is to provide a school environment conducive to learning, to promote character training based on Christian virtues, to redirect disorderly tendencies, and to apply consequences.

St. Brendan Parish School strives to create a learning environment that fosters Christian behavior among students, a respectful attitude toward other students, parents, and staff, and respect for all property while students are:

1. on school and parish property during school or non-school hours,
2. outside of school or parish property and/or during school or non-school hours,
3. being transported to and from school and parish sponsored activities, and
4. attending school and parish sponsored events at and away from school property.

If a student chooses to disregard his/her responsibilities during school or non-school hours, corrective measures will be taken such as (not necessarily in this order):

1. Written assignments
2. Community service during school or outside of school hours
3. Restitution for damage
4. Detention after school Tuesday 3:00 – 3:45 p.m.
5. After a student receives a third detention, he/she is placed on probation
6. Loss of playground privileges
7. Loss of other privileges (activities in class or school field trips)
8. Telephoning/writing parents to inform them of misconduct
9. Time-out within class or other supervised area.
10. Recommendation or requirement for outside counseling
11. Other appropriate natural consequences
12. Probation/Suspension/Expulsion

The following list gives examples of student behaviors requiring discipline but is not inclusive of all behaviors requiring discipline:

- Profanity
- Disrespectful and threatening language and actions toward students, faculty/staff, adults, volunteers, visitors, guests, and parent helpers
- Unkind and disrespectful note writing or spreading gossip or rumors about students,

faculty/staff, adults, volunteers, visitors, guests, and parent helpers

- Running or shouting in school buildings
- Acting inappropriately in restrooms or any part of school or parish buildings
- Staying in or running in and out of buildings during recess
- Chewing gum in school, on school or parish property, or on playground at any time
- Damaging school or parish property (desks, walls, books, and graffiti of any kind.)
- Disobedience and disrespect to the school staff, parent volunteers, or Safety Patrol
- Playing outside playground areas (woods, street, etc.)
- Playing unauthorized/inappropriate games during recreation (tackle football or any other contact sports)
- Inappropriate dress and appearance (causing health or safety problems, immodest, not becoming of a Catholic school student or causing disruptions to the learning environment)
- Playing harmful tricks on others or other types of bullying or harassment
- Playing with any type of balls during a.m. or p.m. carpool time (No hardballs are allowed at school.)
- Fighting or pretend/mock fighting
- Inappropriate “toys” representing weapons
- Talking about bombs or weapons in any manner
- Making threatening remarks or comments about using weapons
- Misuse of playground equipment
- Spitting at any time
- Failure to observe individual classroom/school expectations
- Use, possession, or sale of alcoholic beverages, illegal substance or drugs on school property
- Arson - the intentional or negligent setting of fire
- Smoking or possession of tobacco on school and parish property or at school and parish sponsored activities
- Assault - serious physical threats of violence to persons
- Bomb threat - threatening damage to persons or school or parish property from exploding bombs, whether real or imagined.
- Threatening use of guns or weapons
- Burglary - illegally entering with the intent to steal school, parish, or personal property; or the theft of student, teacher, staff, school, or parish property
- Larceny - stealing school or parish property or other students’ personal belongings
- Dangerous weapons - possession of any knives, etc. that could cause bodily harm to an individual
- Vandalism - seriously damaging school, parish, or another individual's property
- Profane or vulgar language toward faculty, other students, or adults, verbally, in writing, or by gesture
- Truancy or unexcused absence from school or school property
- Disruptive conduct which repeatedly interferes with the educational process, especially in the classroom
- Obscene conduct - writing obscenities, possession of obscene literature, using obscene gestures or words
- Leaving school grounds during school hours except with the direct permission of parents and school authorities

- Forging parents' signatures
- Cheating, deception, dishonest behavior and/or actions as described in this handbook
- Repeated violation of rules requiring disciplinary action
- Behavior deemed inappropriate at or outside of school, at school, parish or community sponsored events, on school or parish sponsored field trips, or during school or non-school hours, which are considered by the school administration to be detrimental to the reputation of St. Brendan Parish School and/or Parish.

Discipline Guideline Chart

Note: This list is not inclusive.

<p><u>Level 1 Behaviors</u>                  Pushing/kicking/hitting/spitting                  Gossiping/spreading rumors                  Embarrassing or making someone look foolish                  Mocking or mimicking                  Name calling                  Dirty looks/Taunting                  Teasing                  Threatening to reveal personal information                  Graffiti                  Public challenging to do something                  Defacing property or clothing                  Playing a dirty trick</p>	<p><u>Level 1 Consequences</u>                  Any of the following consequences:                  Apologizing                  Making amends                  Class discussion                  Loss of privileges                  Parent notified                  In-house Suspension</p> <p>A pattern of Level 1 behaviors may result in consequences for Level 2 behaviors.</p> <p>The final decision regarding all discipline rests with the principal and/or pastor.</p>
<p><u>Level 2 Behaviors</u>                  Defacing property or clothing                  Stealing                  Demeaning physical acts that are not physically harmful                  Locking in a closed or confined space                  Ethnic slurs                  Setting up to take the blame                  Humiliating publicly                  Excluding from a group                  Social rejection                  Teasing about appearance or possessions or lack of possessions                  Intimidating communication                  Taking possessions                  Extortion                  Sexual or racial taunting</p>	<p><u>Level 2 Consequences</u>                  Parent contacted                  Loss of privileges                  Making amends                  Repairing, cleaning, or replacing Items                  Writing a report on the topic                  School or community service                  In-house Suspension                  Short term Suspension</p> <p>A pattern of Level 2 behaviors may result in consequences for Level 3 behaviors.</p> <p>The final decision regarding all discipline rests with the principal and/or pastor.</p>
<p><u>Level 3 Behaviors</u>                  Physical violence/inflicting bodily harm                  Threatening with a weapon                  Maliciously excluding                  Manipulating social order to achieve rejection                  Malicious rumor spreading                  Malicious communication</p>	<p><u>Level 3 Consequences</u>                  Required parent conference with student, teacher, parent, and principal and any of the following consequences:                  Student Behavior Plan                  In-house Suspension                  Short term Suspension                  Long term Suspension</p>

Threatening with total isolation by peer Group Repeated sexual or racial taunting Verbal threats of aggression against property or possessions Verbal threats of violence or of inflicting bodily harm Threats of using coercion against family or friends, Coercion, Retaliation	Expulsion from school  Criminal behavior will be referred to law enforcement for further action.  A pattern of Level 3 behaviors will result in expulsion from school.  The final decision regarding all discipline rests with the principal and/or pastor.
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Adult interpretation of a student’s actions and subsequent consequences will be age appropriate. This discipline guideline chart is adapted from the Committee for Children.

If a student chooses to disregard his/her responsibilities during school or non-school hours, corrective measures may also include:

Detention: Detention may be issued for a breach of classroom and/or school rule or policy. Parents are provided with a Detention Form with written notification of the infraction, detention date, time, and classroom. Detention dates are on Tuesday afternoons, after school and monitored by a teacher. Detention takes precedence over appointments, practices, lessons, tutoring, ballgames, or sports practice and may not be postponed. Students will report to detention with sufficient homework or reading material to occupy 45 minutes. Students may not talk, eat, or sleep during detention. Students are dismissed to the front office at 3:45 to be picked up and signed out by a parent.

Probation: Probation is a formal warning that unless certain conditions are met, more serious action will be taken. The students and parents will meet with the principal/pastor and be informed of the fact and the conditions of the probation. Probation will be used for serious or repeated offenses occurring during the school year. Terms of the probation will be explained in writing by the principal and teacher and reviewed with the student and parent. If the terms of probation are not met, suspension may follow.

Suspension: Suspension is a consequence for a serious breach of classroom and/or school rule or policy. The student will remain at home for a period of one to five days depending on the infraction. The student is responsible for the work missed during the suspension. Students must complete all class work and tests from the days of suspension but failing grades will be recorded for this work. Students who receive an out-of-school suspension will not be allowed on campus during the time of their suspension.

In some situations, in-school suspension may be appropriate in order for a student to be separated from peers. The in-school suspension time will be spent in an unused classroom, conference room, or office area. Students who are given an in-school suspension will be required to report to school each day. Lunch and recesses will be spent inside and away from peers. In certain circumstances, immediate suspension may take place at the discretion of the principal/pastor.

Expulsion: Expulsion requires that the student leave the school and find educational accommodations in another school. This would occur only after reasonable efforts have been made to resolve the problem and when, in the opinion of school authorities, the student would not gain by continuing in the school and/or the student’s continued presence would be detrimental to the good of the whole. For example, repeated offenses after a period of

suspension would indicate this decision. When, in the judgment of the school authorities offenses are aggravated or repeated, they may result in expulsion. In cases of expulsion, an appeal may be made to the pastor, who will consult with all concerned in rendering a decision. In certain circumstances, immediate expulsion may take place at the discretion of the principal/pastor.

### **DRUGS AND ALCOHOL**

A student faces disciplinary action if he/she chooses to use, possess, trade, purchase, transport, sell, or distribute tobacco or tobacco-related products on school property or school functions and/or possess, use, purchase, sell, agree or intend to sell, transport, distribute or deliver alcohol, any food or beverage containing alcohol, controlled substances, and/or prescription drugs in a manner inconsistent with the prescribing order.

Students under the influence, use, possession, distribution, purchase, sale, trade, or consumption in advance of or during a school activity and/or use of alcohol or controlled substances and/or possession of drug paraphernalia at a school or parish activity will face disciplinary action.

This policy applies to the entire school day and outside of school hours during any school/parish related functions or activities.

### **EMERGENCY DRILLS**

St. Brendan Parish School has developed specific plans in preparation for a possible earthquake or major disaster, fire, or intruder/lockdown situations. The purpose is to prepare, as much as possible, in advance for the safety and welfare of our students and staff if an incident occurs during school hours. We follow these emergency procedures:

1. Regularly scheduled monthly fire drills (with alarms).
2. Annual earthquake drill.
3. Semi-annual lockdown drills.
4. Procedures for fire, earthquake or disaster, or lockdowns are reviewed in the classroom.
5. Personal pictures/letters are gathered from each student and stored in the Emergency shed.
6. Parents pay a fee to the school to purchase emergency three-day food rations for their child. The food is store on site and has a shelf-life of approximately five years. Parents will be asked to replenish the food when needed. The fee is collected in September.
7. Parish staff members will be available to assist the school staff in an emergency.
8. The school and parish upgrade the emergency supplies to be used by students and parishioners (if an emergency were to occur during a parish function). They include food for up to three days, temporary shelter (to cover up to 270 children), medical supplies, equipment for search and rescue activities and other basic supplies.
9. All school staff is CPR certified, and most are First Aid certified

### **Release of Children Following a Major Emergency or Disaster**

In the event of a major emergency or disaster, when the school building has been evacuated, parents should be familiar with procedures that will be in place when picking up students.

1. Upon arriving to pick up students, parents should look to signs that say: "Child Pick-Up" and "Child Release" (off NE 195<sup>th</sup> St.). These signs will be at the entrances to the blacktop area usually used for carpool.

2. At the "Child Pick-Up" table, parents will complete a release request form listing all of the children they want released to them. Emergency cards on file with the school will be checked to make sure that adults picking up children have parental permission to pick up the requested children. If the person at the table does not personally recognize the adult picking up

children, photo ID will be required before children are released.

3. Parents will wait for their children to be brought to them at the “Child Release” table. Parents will not be allowed to look for their children on the campus since the staff needs to keep accurate records of the location of each child and all others on the campus. To have parents looking for individual children would only slow the release process and possibly hamper search and rescue efforts.

4. When children are released to an authorized adult, that person will sign that they have received the child(ren) and have been informed of any injuries or emotional situations that may have occurred.

5. In the event of serious injuries or emotional trauma, emergency personnel will talk with parents and children before they leave if possible.

6. Parents may volunteer to stay to help with the emergency by completing a “Volunteer” form at the “Child Pick-Up” table. The Incident Commander (who may be the principal) will make assignments based on need and qualifications of the volunteer.

### **ENVIRONMENTAL EDUCATION WEEK**

St. Brendan Parish School provides Environmental Education for all Grade Five students at a fee over and above the normal tuition. This is an away-from-home experience and is a requirement. The program is an environmental education in an outdoor setting. This is not intended to be a recreational camp experience but rather the emphasis will be on a spiritual retreat, community building, and environmental topics. The focus is spiritual and educational. The fee for this program will be added to tuition payments for all Grade Five students and may be paid monthly over the school year.

### **EXIT INTERVIEWS**

Eighth grade students, any student in another grade leaving our school, and his/her parents may separately have the opportunity to participate in an exit interview with a non-staff member to provide insight for teachers and administration. Students and parents may share what worked well and where improvements could be made related to the student's spiritual formation, academic achievement, and achievement of our Student Learning Expectations.

### **FIELD TRIPS**

1. Field trips are planned around classroom studies and promote enrichment and awareness of the arts, culture, and community events.
2. Field trips are a privilege for students, not a right. If a student will not be participating on a field trip, he/she will remain at home and will be marked absent.
3. Students can be denied participation on a field trip if they fail to meet academic or behavioral requirements.
4. Parental Authorization (permission) forms will be sent home prior to each field trip; these are to be completed, signed, and returned to the teacher when requested but no later than the day before the field trip. Students must have a signed original permission slip to go on a field trip - no phone permission will be accepted. A faxed permission form is acceptable.
5. All classes do not always have the same number of field trips or to the same destinations each year. Teachers select parent drivers and chaperones based on the parent's prior years participation on field trips. Not all parents who request the opportunity to be a chaperone or drive may be selected.
6. All funds collected for the field trip are non-refundable. The school can provide financial assistance for a family who requests aid for the cost of a field trip. Teachers may not pay for the cost of a student's field trip.
7. Students may not have cell phones or any electronic devices with them on a field trip.

8. Students will wear school uniforms on all field trips unless principal permission has been obtained. If the field trip does not require uniforms, students will adhere to the non-uniform policy and dress appropriately for the destination.
9. Parents may not drive separately to join their child on field trips already at the destination.

**Parent Field Trip Chaperones/Drivers**

- Parents who agree and are selected as a field trip chaperone/driver must have their first priority for student safety and plan for an enjoyable field trip for all students, parents, and teachers.
- Parent chaperone/driver must have current car insurance, car tabs, a valid driver's license, and background check clearance.
- Our goal is for every child to learn and enjoy the field trip experience and the first priority is each child's personal safety. Under no circumstances may a student leave a parent's chaperone group and join another group.
- Each child is to be with a partner chaperone/driver under parent supervision at all times.

Parent field trip chaperones/drivers will:

- follow the child-safety laws relating to seatbelts and booster seats as described below. Each child must wear a seat belt at all times. Students are never allowed to share seat belts.
- be aware and take precautions for any medical and/or allergy conditions of the students he/she is supervising.
- not use cell phones in any manner (hands free or otherwise) while driving on a field trip with students in the car, except for emergency situations.
- be responsible for the group of students designated by the teacher. The parent will have the emergency information and permission form for each student on his/her person at all times.
- personally supervise and know at all times where his/her students are during the field trip.
- require students to be attentive on the field trips and act responsibly and respectfully at all times. Parents will contact the teacher for any discipline issues.
- refrain from visiting with other parents or adults on field trips as their prime responsibility is student safety and supervision.
- follow the directions of the teacher and/or tour director at all times.
- not bring siblings, other family members, relatives, or friends on school field trips.
- notify the teacher/office as early as possible if the parent is unable to chaperone/drive. Sufficient field trip chaperones and drivers are necessary for a field trip to take place. Teachers and staff may not drive students on field trips.
- arrive on time to school, check in at the office, go to the students' classroom, pick up the student information from the teacher, and receive any further instructions from the teacher.
- not stop at any location to or from the field trip destination. The parent permission form only allows the parent to drive to and from the destination.
- walk the students to the students' classroom when returning to school, deposit the student information with the teacher, and verify with the teacher all students are accounted for prior to leaving. Parents supervise their students in the classroom until the teacher has returned to the classroom.
- be selected to participate on future field trips if they have student safety as their major

concern and/or have followed through on their responsibilities on the field trip.

### Booster Seats and Seatbelts

Beginning June 1, 2007 in Washington, the requirement for using booster seats changed to a child's eighth birthday, unless they are four feet, nine inches (57 inches) tall. In addition the new law requires:

1. Restraints must be installed correctly (according to car seat and vehicle instructions).
2. Children up to their eighth birthday, unless they are four feet, nine inches tall (57 inches) must ride in appropriate child restraints.
3. Booster seats for children from age four to their eighth birthday unless they are four feet nine inches tall.
4. When children use the seat belt they must wear it correctly or continue to use a child restraint or booster seat.
5. Children ride in the back seat up to age 13 (when practical to do so).
6. Cars with all lap belts in the back are exempt from boosters.
7. Putting the shoulder belt under the arm or behind the back is illegal.
8. In the car, each child must wear a seat belt at all times. Students may not share seatbelts.

### **FULL DAY KINDERGARTEN CHANGE**

Parents have the option of changing their Kindergarten student from full-day to half-day or half-day to full-day with the following conditions:

1. Discuss this option with the Kindergarten teacher before any change is made.
2. Complete the change before the end of the first trimester.
3. Give written notice to the Kindergarten teacher of the change.
4. Pay the pro-rated full-day Kindergarten fee or be refunded the pro-rated amount.

### **GIFTS**

#### Student Gifts and Invitations

Students may not exchange individual gifts at school for any event including birthdays and holidays. Invitations for birthday parties or other gatherings are to be sent to students' home via regular mail. If each student in the class is being invited to a party, invitations may be distributed at school. Invitations may not be distributed at any time through the Wednesday envelope.

A Valentine card, with appropriate comments, can be distributed to each student in the class at the classroom Valentine party.

#### Staff Gifts

Students and parents may express their appreciation for teachers and staff throughout the school year as they choose. Many teachers have charitable organizations they suggest for gifts.

An entire class or group of parents may choose to pool their resources for an end of the year staff gift or for a gift to celebrate a special event for a staff.

Remaining funds from classroom parties or fundraisers may not be pooled or used for a staff gift.

## **GRADING SCALE**

### **Evaluation Grades**

- 4 Exceeds grade-level expectations
- 3 Meets grade-level expectations
- 2 Approaching grade-level expectations
- 1 Not at grade-level expectations

NE Not evaluated

### **Letter Grades for Grades 3-8:**

- A = 94-100%
- B = 85- 93%
- C = 72- 84%
- D = 62- 71%
- F = 0- 61%

A A student earns an A grade when he/she satisfies all the requirements of the class with independence and with extra effort of a superior nature, completes all the work on time, and in an outstanding manner meets the requirements of the course.

B A student earns a B grade when he/she completes the work with above average success and on time, and competently meets the requirements of the course.

C A student earns a C grade when he/she completes the work with average success, and on time, and meets the requirements of the course.

D A student earns a D grade when he/she is inconsistent in completing assignments and shows inadequate understanding of the subject matter.

F A student earns an F grade when he/she fails to complete the necessary assignments, shows a lack of understanding in the subject material, and does not meet the requirements of the course.

## **HEALTH/ILLNESS-IMMUNIZATIONS**

Students who become ill at school will be cared for temporarily in the clinic office until parents or emergency contacts are notified. It is important for each family to have an emergency card on file with current phone numbers of contact persons and a description of the procedure for care desired by the parents. Students do not call home in the event of illness; the secretary or principal contacts the parent or guardian.

### **Student return to school after illness**

A child may return to school when he/she has been fever free for a 24 hour period.

A student may not return to school after an illness unless he/she is well enough to follow normal routine including going outdoors at recess time. The school does not have adequate personnel to supervise children staying indoors at these times. On rare occasions an exception to this policy is granted if the child has a chronic condition which is not severe, such as asthma. In these cases, office personnel will supervise the child.

### **Diabetes:**

Students diagnosed with diabetes are allowed to check their levels at any time as privately as possible, carry their monitor and kit, and use any school phone as necessary to contact a parent.

Parents provide specific written directions for the student, the procedures for the staff to perform, student expectations, and emergency contact information. Parents will personally review the necessary procedures for their child with teachers and staff as needed.

### Health Program

The Parent Volunteer Clinic Chair Person and the office staff work together to maintain the health program. The chairperson maintains cumulative records to include the following information communicable disease record, vision, hearing and scoliosis testing results, State immunization records, and general health and emergency care records.

### Immunization of school children

(WAC 246-100-166) Each child attending school in the State of Washington is required by law to be immunized against: diphtheria, tetanus, pertussis, polio, measles, mumps, rubella, haemophilus influenza type b (HIB disease), and hepatitis B (children entering kindergarten in September 1997 and later).

The parent or guardian of a child entering St. Brendan Parish School must present a completely filled out and signed Certificate of Immunization Status form with correct dates of immunizations or exemptions properly documented on or before the first day of attending school.

No child can enter school unless school authorities are in possession of this form. Exceptions to this requirement, by state law, are made in special circumstances noted on the immunization form. In case of a communicable disease outbreak, non-immunized children may be subject to temporary exclusion from school and school activities.

### **Immunization Requirements**

#### Kindergartners:

- DPT (Diphtheria/Pertussis/Tetanus) – Minimum of 5 doses; last dose after 4<sup>th</sup> birthday.
- POLIO – 4 doses required; last dose after 4<sup>th</sup> birthday.
- MMR – 2 doses Measles, 1 dose Mumps and 1 dose Rubella – after 12 months of age.
- HEPATITIS B – 3 shot series
- Varicella Vaccine or history of chickenpox

#### All 6<sup>th</sup> graders (before the start of 6<sup>th</sup> grade):

- Repeat dose of MMR prior to entering school in the fall as a 6<sup>th</sup> grader if two doses of vaccine were not already given.
- Call your doctor or Public Health Department to finish your child's immunizations as soon as possible.
- Varicella Vaccine or history of chickenpox
- HEPATITIS B – 3 shot series

Parents need to return the completed state immunization form to school before the first day of school. A student may not attend school with incomplete immunization documentation.

## **HOME-SCHOOL COMMUNICATION**

### **School Bulletins**

School bulletins are issued every Wednesday via email and posted to the school's web site. A hard copy may be requested at [bulletin@saintbrendan.org](mailto:bulletin@saintbrendan.org) to be sent home in the Wednesday envelope. The bulletins carry specific and important information. Please check that you have read the weekly bulletin.

### **Wednesday envelopes**

Wednesday envelopes must be returned to school immediately to be reused the next week. Money coming to school for any purpose should be in a sealed envelope, marked with the name, grade, purpose and amount enclosed. For safekeeping, envelopes with money should be returned in the Wednesday envelope.

### **Emergency communication during the day**

In the event of an emergency during the school day (flooding, power outage, snow-early dismissal), the school will contact parents directly by phone, initiate the PTO phone tree, post a message on our web site, and send a school-wide email to all parents. Parents are expected to continue the phone tree until they have reached a live person and not just leave a phone message. Each family is given an emergency phone tree for the families with the youngest child in their grade.

## **HOMEWORK POLICY**

Homework is given to supplement, reinforce, enrich, and build upon what is learned during the day at school. Formal home-study is assigned to help students become self-reliant, directed, and confident. Homework can help develop self-discipline and independent study habits. All teachers teach study skills to assist students in learning how to study, manage time, and organize for upcoming tests and projects.

Parent involvement with homework can be a time to work together and offer individual instruction. Parents should see completed homework from their child and insure there is a consistent time and quiet place reserved for nightly homework and studying

1. Homework is assigned on a regular basis in all grades on Monday through Thursday. Kindergarteners are given homework on Mondays to be completed by Friday.
2. Fifteen minutes of home reading is required in grades 1-4.
3. Students should not have homework regularly on weekends, however periodically long-range assignments may require student work on the weekends.
4. Students in grades 3-8, as a class, complete their Assignment Book/Planner each day before leaving school.
5. No tests are generally given on Monday or the day after a vacation or holiday. Students will not have more than three tests in one day.
6. In grades 3-8, all major (summative) tests are announced three to four days in advance.
7. Teachers will not give out homework assignments ahead of time for students missing school due to an unexcused absence.
8. When a student is absent, a class buddy gets his/her homework ready at the end of the day. Parents advise the homeroom teacher (when they call the office in the morning) on how and with whom to send the homework home.
9. When a student is absent, it is his/her responsibility to complete missed assignments. A student has the same number of days to make up missed work as he/she was absent unless other arrangements are made with the teacher(s).

10. Students may be required to complete some summer assignments. These assignments are to encourage students to read, write, and review math over the summer months.
11. Students with learning differences may require more time to complete homework and projects. If a student is spending an excessive amount of time on homework, the parents need to request a conference with the teacher(s). Conversation at the conference can focus on options for individual consideration in modifying the curriculum or setting in place other accommodations for the students.

The amount of time required for a student to accomplish the assigned homework will vary. Since each student has different capabilities and interests, it would be difficult to denote the specific amount of time to be spent on an assignment. If a problem arises, the teacher should be contacted.

The average time spent on homework is:

Grades 1, 2, 3	20 to 30 minutes
Grades 4 and 5	40 to 60 minutes
Grades 6, 7, 8	60 to 90 minutes

Homework is accepted that is neat, has the proper paper heading, is completed as directed by the teacher, and follows the teacher's rubric. Students will be asked to redo unacceptable homework.

#### Homework and student illness

When a student is absent, a parent should call the school office before 9:30 AM to arrange for homework assignments. Homework assignments may be picked up at the school office between 3:00 PM and 3:30 PM. Students may also receive missed assignments from their teacher when they return to school.

Students will be allowed one day for each day of absence due to illness. For example, a student who was absent three days should be given three school days to complete the missed work.

### **LIBRARY**

The St. Brendan Parish School Library is open for use by students from 8:30 a.m. to 3:00 p.m. on Mondays and Tuesdays with classroom teachers and Wednesday through Friday with the librarian/media specialist. Parent and parish volunteers assist in the library during these hours.

Books are due on an assigned day each month and may be renewed if there is no hold placed for the book.

Books damaged or lost must be paid for by the student.

Report cards will be held for from any overdue, lost, or damaged books.

### **LOST AND FOUND**

Lost and found uniform and school items are kept for only short periods of time due to lack of storage space. All items are periodically displayed, and any unclaimed items are donated to a local shelter or the St. Vincent de Paul. Uniforms may be given to our PTO to be recycled for the next year. Students who lose a textbook or workbook must pay the replacement cost of the book plus shipping in order to receive a new copy.

### **LUNCH PROGRAM**

St. Brendan Parish School has a daily hot lunch program at an additional cost with food service brought into the classroom on all school days (not on noon dismissal days). Hot lunch is ordered and paid for on line through [www.lunchladies.com](http://www.lunchladies.com). When students bring lunch from home, no glass containers or energy drinks are permitted.

### **MEDICATION**

If, during school hours or on field trips, there are health reasons that make the administration of oral medication to a student necessary, the following policies and procedures apply:

- 1. Any medications, including both over-the-counter (including cough drops, pain-relievers, etc.) and prescription drugs to be administered to a student at school or on a field trip must be requested and authorized in writing by a parent or legal guardian and a physician or dentist.**
2. There must be one medication form per student, not per family.  
Medication forms are available in the school office and on our web site.
3. Medication request and authorization will be effective for the current school year only, unless a shorter time period is specified.
4. A school staff member who has been designated by the principal may administer medication. Before administering any medication, the person appointed shall determine that the medication is in the original pharmacy or manufacturer's container and have the medication form or pharmacy label attached. Parents are asked to request a second labeled prescription bottle from the pharmacy to remain at school with sufficient medication.
5. School personnel will verify:
  - a) name of student
  - b) name of medication
  - c) dosage, mode and time of administration
  - d) name of physician prescribing medication
  - e) log medication and student name into daily clinic log
  - f) the student has actually swallowed the medication before he/she leaves the office.
6. Non-prescription medication (cough drops, ibuprofen, acetaminophen, etc.) must be in the original retail container and a medical authorization form signed by parent and physician/dentist.
7. The administration of medication to any student may be discontinued during the period for which it has been prescribed, provided a parent or legal guardian has given oral or written notice in advance of the date of discontinuance.
8. For a child on routine, daily medication, if the student fails to come to the office in a timely manner to receive medication, the office staff will send for the student.

**Students may not have any medications (prescribed or over the counter) with them at any time during the school day, at, before, or after school events, on field trips, or at school or parish sponsored events, except inhalers or diabetic supplies as authorized. Students may not share any medications with other students at any time.**

### **MILK PROGRAM**

A milk program is provided for students who wish to have milk at lunch for an additional cost. Parents can purchase a yearly milk pass or individual milk tickets.

### **MUSIC PROGRAM**

Students perform in a musical Christmas Program and Spring Concert each year under the direction of our music teachers. Many hours of practice go into these presentations. Students may be given assigned positions depending on the music number to be performed. For these reasons we ask that the families be considerate of the time and effort put into these school presentations and to have their child/children attend and participate in the concerts.

Students are to arrive on time to their classroom and dress in appropriate Sunday best-dress-attire as the concerts take place in the church. Parents will ensure students follow the dress code for school programs under the Uniform Policy section in this School Handbook.

Students may be asked or required to participate in other musical performances at school assemblies.

If for some serious reason a student must be absent from the Christmas, Spring Concert, or other performance, a written notice must be given to the music teacher at least two weeks prior to the event. Students' music grades are adversely affected when they do not attend or participate in the required music programs or assemblies.

### **OFF CAMPUS CONDUCT**

The administration of St. Brendan Parish School reserves the right to discipline its students for off-campus behavior that is not in line with behavior expectations of its students during the course of the school day. This off-campus behavior includes, but is not limited to field trips, school/parish sponsored activities, other Catholic schools/parishes sponsored activities, sports activities (CYO and other leagues), and cyber-bullying.

### **OFFICE RECORDS**

Parents/Guardians are requested to notify the school office in writing of any change of address, home telephone numbers, cell phone numbers, business phone numbers, e-mail addresses, and/or phone numbers of emergency contacts. This will guarantee that office records are accurate, complete, and up-to-date.

### **PARENT-STUDENT-TEACHER FALL CONFERENCE**

Parent-Student-Teacher conferences will be held for all students after the first Mid Trimester Report period (end of October/first part of November). This is a student-led conference with review of student progress, discussion of strengths and challenges, and goal setting.

Students and parents are required to attend the October/November conference.

Parents will have the opportunity to sign up for the October/November conference at Curriculum Night in September.

### **PARENT-TEACHER-SCHOOL RELATIONS**

Parents of school age children delegate a share of their authority to teachers. It is therefore imperative that there be genuine unity of purpose and practice between parents and teachers. Serious harm may be done to a child, a class, a teacher and to the school's reputation in general, by half truths, unfounded theories that are proclaimed and acted upon without proper investigation.

Our Mission Statement asks that we work in partnership with parents so that our students will act as disciples of Christ and leaders, use their God-given gifts in service to the Church and community, and achieve academic excellence. As partners in the educational process at St. Brendan Parish School, we ask parents to listen to what the students have to say but remember it is only one side of the story. Discuss the situation honestly and calmly first with the teacher and child. Confer with the principal when the situation involves more extensive decision making.

If, in the opinion of the administration, parent behavior seriously disrupts and interferes with the teaching/learning process and/or parents repeatedly defy the policies herein, the school may require parents to withdraw their children and sever the relationship with the school. Obviously, this type of action is very drastic and would be undertaken only after other attempts at conflict resolution have failed.

### **PARTIES (CLASSROOM)**

Each grade is allowed two classroom parties per school year. One party is for Valentine's Day and the other party is determined by the homeroom teacher with prior principal permission. The second class party is to relate to the curriculum in some manner.

Parties may not be longer than 60 minutes.

Parents are to be given at least two week's notice of the second class party. Room parents assist the classroom teacher with these parties.

### **PROMOTION, RETENTION, AND WITHDRAWAL OF STUDENTS FOR ACADEMIC REASONS**

#### **Promotion**

Advancement to the next grade is based on a student's daily performance, test results, completion of required assignments, recommendations of teachers, and the student's ability to complete work successfully on a more advanced level. Promotion to the next grade is dependent on the student successfully passing all subject areas at grade level.

The school administration may recommend or require tutoring or summer school classes as a requirement for promotion when, after conferences with teachers and parents, it is believed that such action will better prepare the student academically or emotionally for the next grade. The final decision regarding conditions for promotion rests with the principal and pastor and will be made by May 15th.

#### **Retention**

Teachers will advise the principal of any possibility of retaining a student by mid January.

The principal, teacher, and parents will meet by the first of February and begin the discussion.

Additional follow-up discussions will take place in order to determine the best action plan and learning group for the student.

The decision to retain may occur because of a prolonged absence, emotional or social concerns, failing grades, or an inability of the student to satisfactorily complete the present grade level work.

The final decision regarding retention rests with the principal and pastor and will be made by May 15th.

#### Withdrawal for Academic Reasons

The principal and or pastor may request a student to withdraw voluntarily for serious academic reasons if the school is unable to meet the student's needs or the student is not achieving passing grades.

The principal, teacher, and parents will meet by the first of February and begin the discussion.

Additional follow-up discussions will take place in order to determine an action plan and the best direction for the student. The decision to withdraw due to academic concerns may occur because of a prolonged absence, emotional or social concerns, failing grades, or an inability of the student to satisfactorily complete the present grade level assignments.

The student and parents shall have the opportunity to discuss with the school staff the student's future placement and the school will cooperate with the receiving school regarding transfer of records.

The final decision regarding withdrawal for academic reasons rests with the principal and pastor and will be made by May 15th.

### **PTO PARENT PHONE TREE**

#### School Closure (not related to Northshore School District)

When school cannot be in session due to a unique on-site school situation such as a power outage, water damage, or lack of water, parents will be notified of the school closure through the PTO parent phone tree. Parents will start calling the designated parent on the phone tree (until they reach a live person) beginning as early as possible.

A notice will be posted to our web site and on the school phone system.

### **RECESS TOYS**

Only students in Grade One and Two may bring one small item (not electronic or expensive items) from home to play with and share at lunch recess. The item will stay in the child's backpack until lunch recess. If there are any difficulties, the teacher will ask all students not to bring any items from home. The school is not responsible for any items brought from home that are lost or damaged.

### **RECONCILIATION**

Each student in Grades Two through Eight will have an opportunity to receive the Sacrament of Reconciliation during the school year. This will take place after a school Mass. For example, when Grade Three presents the school Mass liturgy, the Grade Three students will remain after Mass and individually celebrate the Sacrament of Reconciliation with the priest.

The parish offers Reconciliation every Saturday from 3:30 - 4:30. Receiving the Sacrament of Reconciliation with the family is encouraged.

### **REPORT CARDS /PROGRESS REPORTS**

#### **Kindergarten**

Student progress reporting is completed in October/November (at the fall conference), March, and June.

#### **Grades One through Eight**

Mid Trimester Progress reports are given to each student in the middle of the reporting period.

Report cards are given to each student at the end of each trimester.

Parents are encouraged to contact the teacher if they have any questions after receiving these reports.

Replacement report cards and envelopes each cost \$1.50.

A Report Card, diploma, and transcripts will be withheld at the end of each trimester or school year if a student has any outstanding library book(s), library fees, or tuition and fees, or the parents are not in compliance with the church/school/PTO obligations as contained in the Registration Contract.

### **RETURNING TO SCHOOL AFTER DISMISSAL**

Students and parents are not permitted to return to the school building after 3:15 PM (12:15 PM on noon dismissal days) to retrieve forgotten items.

### **RIGHT TO AMMEND**

The school administration reserves the right to amend this School Handbook as needed. Notice of changes will be sent to parents via the Wednesday Envelope.

### **SACRAMENTAL PROGRAM**

The sacramental life of the children of the Catholic tradition is an important component of the religion program at St. Brendan Parish School. Preparations for two sacraments, Reconciliation and Eucharist, form the core of the instruction in Grade Two. In accordance with the diocesan guidelines, candidates for First Eucharist will receive the sacrament of Reconciliation prior to First Eucharist. Parents and Second Grade students join the parish in this program. Parents are required to be active partners with their child at specific gatherings for Sacramental Preparation. The sacraments of Reconciliation and Eucharist are only conferred to students baptized in the Roman Catholic tradition.

### SCHOOL HOURS

7:45	Staff reports
7:50	Staff morning prayer
<b>8:00</b>	<b>School office opens</b>
8:00-8:20	Carpool duty for Instructional Assistants (IAs)
8:15	First bell rings- Students enter the school building.
8:20	Second bell rings- School begins- Students are tardy if they are not in the classroom.
8:30-9:15	1 <sup>st</sup> period
9:15-10:00	2 <sup>nd</sup> period
10:00-10:45	3 <sup>rd</sup> period
10:00-10:15	Primary recess (K-3)
10:45-10:55	Morning break (4-8)
10:55-11:40	4th period
11:30	Morning-only Kindergarten students dismissed
11:30-12:25	Primary Lunch and Recess (K - 4)
11:50-12:25	Study Hall (2 - 4)
11:40-12:25	5 <sup>th</sup> period
12:25-1:10	Upper Grade Lunch and Recess (5 - 8)
12:45-1:10	Study Hall (5 - 8)
1:15-2:00	6 <sup>th</sup> period
1:45-2:00	Recess (K and 4)
2:00-2:45	7 <sup>th</sup> period
2:45-3:00	Homeroom period
3:00	Dismissal of all students
3:00-3:20	Carpool duty for IAs
<b>4:00</b>	<b>School office closes</b>

### SCHOOL OFFICE HOURS

- The school office is open from 8:00 AM until 4:00 PM Monday through Friday.
- The phone system allows for messages to be left 24 hours for parents to report student absences.
- Carpool supervision begins at 8:00 AM. From 8:00 AM to 8:15 AM, students gather in their designated grade locations under the awnings.
- The first bell rings at 8:15 and students enter the building.
- The second bell rings at 8:20 when school begins. Students are tardy if they are not in their classroom at the 8:20 bell.
- School hours are from 8:20 AM until 3:00 PM for all grades.
- Morning-only Kindergarten students are in session from 8:20 until 11:30 AM.
- Students are not permitted in the building before or after school unless specific arrangements are made with the teacher/office.
- Students not picked up after school by 3:15 (or 12:15 on noon dismissal days) are brought to the office. Students must wait outside the office area and not in the lobby or outside the school building. Parents must come into the school and sign out their child from the office.
- Students and parents may not return to the school after 3:15 or (12:15 on noon dismissal days) to pick up forgotten books, materials, or homework.

### **SCHOOL PROPERTY**

The parent of a child who destroys or damages any school or parish furniture, equipment, buildings, or staff or students' personal property will be obligated to pay the full amount of repairs and labor or replacement.

Hard-cover textbooks must have a proper book cover at all times.

No writing in textbooks is permitted.

The parent/student will pay a fine or replacement for damaged or lost text before any final reports, transcripts, or diplomas are released.

### **SCHOOL SUPPLIES**

Parents will receive a supply list in the summer packet and it is posted to the school web site. Supplies need to be replenished as students need to have necessary items throughout the school year including paper, pens, and pencils. Teachers may request additional supplies for special projects.

### **SERVICE PROJECTS**

Each Catholic School is designed to lead students to a lifestyle of service to others. Everyone is called to a mission in life that will affect others. The experience of Christian community leads naturally to service. Christ gives His people different gifts, not only for themselves, but for others. Some of the outreach that our students are involved in are:

- Monthly visits to the local nursing home
- Involvement in the Parish Giving and Service Trees
- Participation in Operation Rice Bowl during Lent
- St. Vincent de Paul Food Drive
- Bake sales, car washes, and other fundraising events
- Collection of baby items for the Diaper Bag Project
- Grade Eight students' weekly service

### **STUDENT/FAMILY DIRECTORY**

Within the first month of the school year, each family receives a school calendar with an attached parent contact listing with students' and parents' names, addresses, home telephone numbers, email addresses and cell phone numbers. This listing should be used to acquaint parents with the names of their children(s) classmates and parents. These listings and information are not to be used or sold for any non-school related business or purposes.

### **STUDENT RECORDS**

1. All school contact information and student records must be accurate and up to date. Changes in address, home or work telephone numbers, emergency numbers or marital status should be immediately reported to the school office.
2. This school abides by the provisions of the Buckley Amendment (FERPA) with respect to the rights of non-custodial parents. In the absence of a court order to the contrary, a school representative will provide the non-custodial 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.

3. Divorced or separated parents must file the most current court-certified copy of the custody section of the divorce or separation decree (and all updated parenting plans) with the principal. The school will not be held responsible for failing to honor arrangements that have not been furnished to the school in a timely manner.
4. No student records, report cards, or diplomas are issued or sent to transferring schools of students whose parents have financial obligations owing.

### **STUDENT RIGHTS AND RESPONSIBILITIES**

Each of our students has the right to:

- attend this Catholic school as a privilege and the responsibility to take very seriously the gospel values that permeate our school environment.
- use school property and the responsibility to take care of it.
- state his/her own opinions in appropriate ways and the responsibility to listen to others and not put down another person's opinions.
- learn in this school and the responsibility to follow classroom and school rules that ensure other students' right to learn.
- have his/her own belongings and to use them safely and the responsibility to respect others' belongings.
- go to school and the responsibility to be on time and prepared for class.
- enjoy playing with his/her friends safely on the playground and has the responsibility to follow school and safety rules on the playground, during PE class, and at school and parish sponsored activities.
- an equal amount of attention from the teachers and a responsibly not to take more than his/her share of attention.
- personal safety and has the responsibility to follow the rules made to ensure each person's safety.
- be respected equally among all students and has the responsibility to treat others with equal respect.

### **TARDIES (LATE ARRIVALS)**

- At the 8:15 AM bell, all students enter the school building and are ready for instruction at the 8:20 bell.
- Students arriving to class after the 8:20 AM bell must report to the office for a tardy slip before being admitted to class unless they have Safety Patrol duties.
- Students arriving late to school when their class is attending daily Mass will report to the office and remain in the office area until the class has returned from Mass.
- Any student with more than five tardy arrivals and/or late pick-ups in one trimester will be required to attend an after-school detention.
- Late pick-ups are considered for those students who are picked up after 11:45 for half-day Kindergarten students or after 3:30 PM (or 12:30 PM on noon dismissal days).

## **TECHNOLOGY USE POLICY**

(Adopted 2004-05)

St. Brendan Parish School has implemented an electronic network that will enhance the education available to its students. Our technology provides opportunities for students to be better informed. With its access to information, our system allows students to research and communicate in new ways. These new technologies motivate inquisitive and creative students and researchers, and place our school in the future of technology. St. Brendan Parish School believe this technology will help students successfully move into the future.

As a Catholic school, we are committed to the growth of the whole student, both morally and intellectually. Our students will be able to use technology to research information and assess the value of data; they will create and process documents using current technology; and they will use computer technology to communicate their ideas more effectively. The school will provide training and procedures to students, faculty and staff that encourage the best use of technology.

With access to computers and people all over the world also comes the availability of material that may not be considered to be of educational value in the context of the school setting. Saint Brendan Parish School takes precautions to restrict access to controversial materials. However, on a global network it is impossible to control all materials and an industrious user may discover how to access controversial material. We firmly believe that the valuable information available on this worldwide network far outweighs the possibility that users may procure material that is not consistent with the educational goals of the school. It is important that you and your child(ren) understand and follow the enclosed agreement.

A positive school climate depends on self-discipline that respects self and others, and this self-discipline will be taught and relied upon in student's use of technology. Inappropriate use will result in the potential loss of the ability to use this educational tool, and other disciplinary actions will be taken as deemed necessary.

The use of the network and Internet is a privilege, not a right. Use of the network must be in support of St. Brendan Parish School's mission as a Catholic school. Violations or inappropriate use will result in immediate loss of access to this privilege. You (Students and Parents) are expected to understand and abide by the following guidelines:

- All use of technology must support the educational purposes, research goals, and mission of St. Brendan Parish School.
- Any use of the system must be in accordance with state and federal law and St. Brendan Parish School goals. Malicious use of the system is prohibited. Use of the system for any commercial purpose is prohibited.
- System components including software or hardware shall not be modified, abused, or destroyed in any way. Installing games or copying unauthorized programs, copying text from the Internet is likewise not permitted. Intentionally disrupting the network in any way will not be tolerated.
- Users of the system are responsible for the appropriateness and content of materials they store, transmit or publish on the system. Obscene, vulgar, lewd, offensive or pornographic materials are prohibited. Hate mail, harassment, and discriminatory remarks are prohibited.

- A user's account and password must remain private. An account is used only by its authorized owner. Do not share your password or use others' accounts or alter their work or files.
- The Internet contains resources and information that may be offensive, obscene or inappropriate. While staff will work with students to ensure that resources conform to our goals, students may sometimes access the network without direct supervision. St. Brendan Parish School does not control information available on the Internet.
- The school will not be liable for any direct or indirect damages or expenses that may be incurred due to information gained by the use of our technology. The school also does not guarantee the network will be error free or uninterrupted, nor will it be liable for any damages or expenses incurred due to lost data.
- Your use of technology is not guaranteed to be private. All information on the St. Brendan Parish School network is property of the school. Nothing in these regulations will preclude the supervision of the system while under the direction of the teacher or other approved user acting in conformity with the policies and procedures. For security and administrative purposes, St. Brendan Parish School reserves the right for authorized personnel to review system use and file content, and edit or remove any material, which they believe is unlawful, obscene, abusive, or otherwise objectionable.

Possible consequences for inappropriate use include limited technology access and/or loss of access, as well as the standard discipline procedures outlined herein. In addition to the teacher and principal, the media specialist may advise on the situation.

### **TELEPHONE**

The office and classroom telephones are not available for personal calls by students. The office staff is available to assist parents and students. Permission to use the telephone will not be given under ordinary circumstances such as forgotten homework or lunch. Permission may be given in an emergency situation at the discretion of the office staff.

### **TESTING**

Students in Grades One through Eight will be administered the Iowa Test of Basic Skills (ITBS) usually in November of each school year.

The ACRE Test (Assessment of Catechesis Religious Education) is given to students in Grades Five and Eight each May.

Students in Grade Four and Seven are given the WASL/state assessment usually in April after Easter break. Eighth grade students are administered the Science WASL.

Students in all grades may be given a maximum of three tests or quizzes per day.

### **TRANSFER OF STUDENTS**

Notice of withdrawal of a student will be made by the parent in writing to the principal in advance of the withdrawal date. Parents are responsible for payment of the withdrawal fee as stated in the registration contract. No student records will be forwarded to another school until financial accounts and parent obligations have been paid.

**UNIFORM AND DRESS CODE**

St. Brendan Parish School requires each student to have a uniform for each day of school which follows the uniform code in good clean condition.

**For all daily and School Masses, church liturgies, church assemblies, and prayer services (and those in the gym), all students will tuck their shirts in and wear a red school sweatshirt, sweater, or vest.**

Previous sweatshirts without the Voyager logo and bold/vivid or distracting shoe colors are not allowed.

Students will need to have a complete uniform which consists of:

**Girls** - skirt, jumper, skort, pants, or uniform shorts (as allowed); blouse or shirt, school sweatshirt, sweater, or vest, socks and shoes;

**Boys** – pants or uniform shorts (as allowed) and a shirt; school sweatshirt, sweater, or vest; socks and shoes.

<p><b>Boys &amp; Girls</b> Pants and shorts</p>	<p>K-6 K-6  7-8 7-8</p>	<p>Navy Pants Navy Shorts  Navy or Khaki Shorts Navy or Khaki Pants</p>	<p>Pants and shorts may only be purchased from Dennis Uniform, Nordstrom Uniform dept (Boys: barley &amp; navy; Girls: cardboard &amp; navy), Gap: Uniform dept. Khaki &amp; navy (no stone), Land’s End/Sears: Uniform dept. Desert Khaki &amp; Navy, Penney’s: Uniform dept. Khaki &amp; Navy</p>	<p>No oversize pants, zippered pant legs, pants with extra pockets, stripes, or tapered legs are allowed. Shorts are no more than three inches above the knee. <b>Styles and colors must be <u>comparable</u> to those from Dennis Uniform.</b></p>
<p><b>Girls</b> Skirts / jumpers/ skorts</p>	<p>K-6 K-4  5-8 7-8</p>	<p>Mc Beth Plaid Jumper Mc Beth Plaid Skort  Navy Skort Navy Skirt</p>	<p>Purchase only from Dennis Uniform.</p>	<p>Skirts and skorts are no more than three inches above the knee.</p>
<p><b>Boys &amp; Girls</b> Shirts and blouses</p>	<p>K-6  7-8</p>	<p>Navy blue, or white  Navy blue, <u>red</u> or white</p>	<p>Purchase from Dennis Uniform, Sears, JC Penney’s, or other clothing stores.</p>	<p>No oversize shirts, blouses, or lace collars. <b>Styles and colors must be <u>comparable</u> to</b></p>

				<b>those from Dennis Uniform.</b>
<b>Boys &amp; Girls Sweaters</b>	K-6	Red v neck pull over, crewneck pullover, cardigan or pullover vest.	Purchase only from Dennis Uniform.	
	7-8	Navy blue v-neck pullover, crew neck pullover, cardigan, or pull over vest.		
<b>Boys &amp; Girls Vests</b>	K-8	Red with St. Brendan logo	Purchase only from school office.	
<b>Boys &amp; Girls Sweatshirts</b>	K-6	Red, crewneck with St. Brendan Voyager logo	Purchase only from school office	
<b>Boys &amp; Girls Sweatshirts</b>	7-8	Red, crewneck with St. Brendan Voyager logo or Red with ¼ zip collar with St. Brendan Voyager logo	Purchase only from school office	
<b>Boys &amp; Girls Shoes and socks</b>	K-8	Shoes and socks must be worn at school at all times. Only <u>solid</u> white, navy, or red colors for shoelaces and socks.		Bold, vivid, or distracting shoe colors are not allowed. Shoe laces must be kept tied.

Shirts and Blouses

K-8 Short sleeve blue or white knit shirts with button front placket and plain collar or plain white, button front long or short sleeve; pointed rounded button down or turtle collars. Tee shirts worn under uniform shirts must be plain white only with no inappropriate writing, logos, designs, or contrasting colors. Any shirt/garment that is worn under the uniform shirt/blouse must be tucked in at all times.

### Uniform Shorts

K-8 All uniform shorts are to be purchased through Dennis Uniform and are allowed to be worn September, October, April, May, and June only.

### PE Uniforms

K-3 Girls must wear shorts under jumpers.

4-8 Boys & Girls: Plain solid color navy, red, or white shorts. Plain, red, white or navy tee shirt (not polo shirt) allowed with small appropriate logo optional on pocket only. No additional logos or designs on front or back of shirts.

Shirts are not to be turned inside out.

Sweat pants or sweatshirts, plain solid color red, navy, white (other than school sweatshirt); no hoods. No additional logos or designs.

Warm up pants plain solid color red, white or navy only. No additional logos or designs.

K-8 All students must have tennis shoes for PE days.

Students' PE grade will be adversely affected when not in uniform.

### Shoes and socks

- Shoes are to be non-marking and either tennis shoes or dress shoes.
- Shoes should be appropriate in style and color for school. Shoe laces must be kept tied.
- Only solid white, navy, or red colors are allowed for shoelaces and socks.
- Bold/vivid or distracting shoe colors are not allowed
- Shoes with lights or wheels are not allowed. Heels must not be more than 1-inch in height.
- Any type of boot (except for snow), backless shoes, flip-flops, slippers, mules, or sandals may not be worn including on non-uniform days.
- Socks (or tights for girls) must be worn at all times (girls may have lace on socks).
- On P.E. days, students must wear socks and tennis shoes.

### Accessories

- Other clothing and accessories worn by students (i.e. shoes, jackets, jewelry, etc.) must be non-endangering to the student(s), not distracting to the learning environment, nor contradictory to Christian social/moral values.
- One religious medal or religious necklace may be worn.
- One appropriate watch may be worn on the wrist.
- Girls may wear one (non-distracting) headband.
- Girls may wear one pair of post/stud (non-dangling) pierced earrings meaning one earring on each ear lobe.
- Boys may not wear one or multiple earrings.
- Dangling earrings, necklaces (other than one religious), or bracelets of any type (including hair bands worn around the wrist) may not be worn.
- Hats, bandanas, scarves, or more than one (or distracting) headbands may not be worn.
- No hologram contact lenses are to be worn.
- Students are allowed to wear only black, brown, or navy blue belts with no ornamentation and with a belt width not to exceed the width of the belt loops.
- Non-uniform jackets or sweatshirts may not be worn in the classroom, at assemblies or church liturgies.

### Cosmetics

- Girls and boys may not wear makeup, artificial nails, or nail polish (exception for 7<sup>th</sup> and 8<sup>th</sup> grade girls as described below for non-uniform days).
- Students may not bring makeup (exception on non-uniform 7/8<sup>th</sup> grade only), hairspray, or nail polish or nail supplies to school.
- Girls and boys may not have any real or fake tattoos of any type or body piercing(s).
- Girls and boys may not wear face paint unless approved for a specific theme non-uniform day.

### Hair

- All students' hair should be neatly combed and properly groomed at all times.
- Extreme hair styles (shaved, spiked, designs or logos), including unnatural colors, (dyed, streaked, highlighted, or bleached), hats or other "head-dresses", such as bandanas, scarves, or excessive headbands are not allowed. Students with inappropriate hair styles will be sent home until the student is in compliance with the uniform policy.
- Boys' hair must be cut above the collar, ears, and eyebrows. Boys must be clean-shaven.

### Uniform Exceptions

The following are anticipated exceptions to the school uniform policy:

- Boy and Girl Scouts wearing scout uniforms on meeting days or special events as approved by the principal.
- Students with special fitting/sizing needs that cannot be addressed by the Dennis Uniform store will require prior principal approval.
- Special events (field trips, performance, etc.) that require a student to be out of uniform will require prior principal approval.
- Other special exceptions are allowed as approved by the principal.

### Non-Uniform

Free dress (non-uniform) is generally allowed once each month (on first Fridays) unless otherwise noted.

Clothing and accessories worn on free dress days need to meet the criteria of being non-endangering to the student(s), not distracting or disruptive to the learning environment, nor contradictory to Catholic social/moral values of respect for life, modesty and propriety.

#### Shorts:

Students may wear shorts that button, snap, or zip close (no elastic waist).

Shorts must be worn at or above the hips.

Short-shorts or spandex shorts are not allowed.

Shorts may not be more than three inches above the knee.

#### Make-Up

Seventh and 8th grade girls may wear light make-up on non-uniform and picture days.

Light make-up is to appear natural and not excessive. Students may be asked to remove make-up if a teacher or principal decides the make-up is excessive and distracting to the learning environment.

Other (non-uniform)

- No dangling earrings, necklaces, bracelets of any type (including hair bands worn around the wrist), hats, scarves, bandanas or excessive headbands, makeup (exception as above), artificial nails, or nail polish are allowed.
- Any article of clothing or accessory that draws excessive attention to the student or is distracting to the learning environment may be restricted at the teacher's or principal's discretion. The student may be asked to call home and sent home.
- Students are allowed to wear only black, brown, or navy blue belts with no ornamentation and belt width not to exceed the width of the belt loops.
- Students are not allowed to wear any type of boot (except for snow), flip-flops, sandals, shoes with no back, mules, or slippers.
- Tee shirts or any article of clothing must be appropriate with no indication of anti-Catholic/Christian messages including devil/skulls, alcohol, drug, sexual, hate, violent, or derogatory themes.
- Tank tops, halter tops, tube tops, spaghetti straps, any clothing that is extremely tight or short, pajama pants, torn jeans, cut offs, baggy pants or low necklines may **not** be worn.

Theme Days (non-uniform)

- At various times during the year, students are given the chance to dress according to a particular theme (e.g. Mariners' Day, Saint Patrick's Day, or holiday wear). It is not our expectation that students buy clothes to fit the exact theme. Students who choose not to participate in the theme day will follow the guidelines for non-uniform days.
- Clothing and accessories worn on theme days need to meet the criteria of being non-endangering to the student(s), not distracting or disruptive to the learning environment, nor contradictory to Catholic social/moral values of respect for life, modesty and propriety.
- Boys and girls may not wear clothing with inappropriate themes at school at any time. Tee shirts or any article of clothing must be appropriate with no indication of anti-Catholic/Christian messages including devil/skulls, alcohol, drug, sexual, hate, violent, or other derogatory themes.

Dress Code for School Programs

- Students will wear neat clean church appropriate clothes for all school programs (concerts, after-school assemblies, and graduations, etc).
- Clothing and accessories worn for school programs and assemblies need to meet the criteria of being non-endangering to the student(s), not distracting or disruptive to the learning environment, nor contradictory to Catholic social/moral values of respect for life, modesty and propriety.
- Girls will wear clothes that are not contradictory to the Catholic social/ moral values of respect for life, modesty and propriety. Dresses are to be modestly cut and without thin straps unless covered with a sweater, blouse or jacket.
- Boys will wear clothes that are not contradictory to the Catholic social/ moral values of respect for life, modesty and propriety. Boys will wear dress pants and a nice shirt with no inappropriate decoration, design, logos, or adornment.

- Boys and girls may not wear jeans or tee shirts (no shirts with inappropriate themes at any time) at any school programs unless approved by the principal prior to the event.

### Out of Uniform

If a student will be out of uniform, a note with a satisfactory explanation (signed by a parent/guardian) is required for each day the student is out of uniform.

### Uniform and Dress Code additions

- Uniforms are to be clean, correctly sized, and appropriately worn.
- All pieces of a student's uniform must be labeled with names.
- No cargo style or zippered pants are allowed. Pants must be worn on or above the hips.
- Oversize shirts, blouses, or pants are **not** acceptable.
- Students may not borrow used sweatshirts from lost and found for church liturgies or assemblies.

### Student Failure to Follow the Uniform Policy

Any student not in compliance with the uniform policy, including inappropriate attire on non-uniform, theme days, school programs, assemblies, or field trips will be given an out of uniform notice to be signed by his/her parents. The uniform policy is enforced by all school personnel.

Failure to follow the uniform policy will result in a student's:

- 1) Loss of non-uniform privilege,
- 2) Referral to the principal's office,
- 3) Call to parents, and/ or
- 4) Non-admittance to class/event and sent home.

**On the second out of uniform notice, the student will receive an after school detention.**

All final decisions regarding uniforms, and those items not specifically addressed here, are made at the discretion of the principal and/or pastor.

### VISITORS

- School visitors (volunteers, parents, guests) must check in at the main office. For safety and security reasons, each person is required to sign in at the office when he/she enters the building for any reason.
- All visitors and/or volunteers are required to wear a designated visitor badge that may be picked up at the office.
- Visitors and/or volunteers are to sign out at the time of departure.
- Parents or adult visitors are welcome to visit our school. They are to contact the principal in advance, requesting a desired time for a visit and indicating the particular need or reason for that visit.
- For safety and educational considerations, parents or visitors are required to stop at the office and pick up a visitor's badge prior to proceeding to any classroom or other parts of the school building.
- Students not enrolled in our school are not allowed to visit school during class time.

### **VOLUNTEERS**

- All parents and individuals who volunteer in the school must complete the archdiocesan mandated background check and have a cleared background.
- All volunteers are expected to dress appropriately. Clothing should be modest and neat. Clothing and accessories may not be distracting or disruptive to the learning environment, nor contradictory to Catholic social/moral values of respect for life, modesty and propriety
- There may be times when parents need to bring siblings from home when volunteering. Parents are to check with the teacher beforehand. When it's appropriate to bring the younger siblings, parents will supervise them at all times and share with them school behavior expectations especially regarding walking, not running, quiet voices, no throwing objects, and respect for authority.

### **WATER BOTTLES**

- Students are allowed to have one water bottle with them during the school day (not larger than 24 ounces).
- Students may refill a water bottle at school with teacher permission and when it will not be disruptive to the class or instruction.
- Water bottles must be a clear container and contain only water.
- If a student is distracting with the water bottle, it will be taken away.
- Students are responsible for placing a tissue or paper towel under the bottle to prevent the work area from getting wet and cleaning up any spills.

### **WEATHER EMERGENCIES**

St. Brendan Parish School relies on and follows the Northshore School District's decisions on school closures, early dismissals due to weather, or late starts during inclement weather. Northshore has many resources to determine when snow and icy roads would prove hazardous for our car pools.

Parents will receive notice of school closures or late starts due to weather on early morning broadcasts on KOMO, KIRO TV and radio, and KING TV.

Beginning around 5 AM, parents can check the Northshore's web site at [www.nsd.org](http://www.nsd.org) for the status of Northshore's schools.

Parents are expected to make their travel decisions to and from school during inclement weather based on their local road conditions.

#### **Late Starts (following Northshore)**

When the school has a one hour late start beginning at 9:20, all Kindergarten will be held.

When the school begins later than 9:20, there will be no morning-only Kindergarten class.

School Closure (not related to Northshore School District)

When the school cannot be in session due to a unique on-site school situation such as a power outage, water damage, or lack of water, parents will be notified of the school closure through the PTO parent phone tree. Parents will start calling the designated parent on the phone tree (until they reach a live person) beginning as early as possible.

A notice will be posted to the school web site and to the school phone system.

Emergency Early Dismissal

When there is an early dismissal due to inclement weather or an on-site incident, the school staff will:

- 1) Announce the dismissal over the local radio stations.
- 2) Post the information on the school's web site.
- 3) Call the parents/other approved adults indicated on the Emergency Card to pick up their child/children.
- 4) Begin the PTO parent phone tree, if needed.

**End of School Handbook 2009-2010**

**PARENT RECEIPT FOR SCHOOL HANDBOOK**

Please return this receipt to the school office on or before Friday, September 11, 2009.

My signature below confirms that I have received a copy of the 2009-2010 School Handbook and agree to abide by all the policies and procedures outlined therein.

Family: \_\_\_\_\_

Parent Signature and Date:

\_\_\_\_\_

**SIGNATURE PAGE  
FOR CELL PHONE AND ELECTRONIC DEVICES**



# SIGNATURE PAGE

This signature page and student cell phone number will need to be turned into the school office before a student may bring a cell phone or other electronic device to school.

We have read the Cell Phone and Electronic Devices Policy and agree to abide by all the terms and conditions.

Dated this \_\_\_\_\_ of \_\_\_\_\_, 20\_\_\_\_.



\_\_\_\_\_ **Student signature**

Grade \_\_\_\_\_

Student cell phone number: \_\_\_\_\_



\_\_\_\_\_ **Parent signature**





