

**PARENT/STUDENT HANDBOOK AND DISCIPLINE AGREEMENT SIGNATURE PAGE**

Dear St. Mary’s Catholic School Families,

This is your Parent/Student Handbook for 2011-2012. Annual updates and necessary revisions have been made for this year. General information, policies, and procedures are included as well as family expectations. Please read the material as a family and then sign and return this Parent/Student Handbook and Discipline Agreement Signature page.

Thank you for your attention to this matter.

Lauri Nauditt  
Principal

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

Parent’s Signature(s) \_\_\_\_\_  
\_\_\_\_\_

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

Date \_\_\_\_\_

**Please return this page, with your signatures, to the school office **by Oct. 21, 2011**. The school will assume your acceptance and compliance with all handbook policies in the event that you do not return a signed copy by the due date listed above.**

# **PARENT/STUDENT HANDBOOK AND DISCIPLINE PLAN**

**“Rejoice in the Fruits of the Spirit”**  
*St. Mary’s Theme for 2011-2012*

*ST. MARY’S CATHOLIC SCHOOL  
14601 East Fourth Ave  
Spokane, WA 99216  
Telephone (509) 924-4300  
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# INTRODUCTION

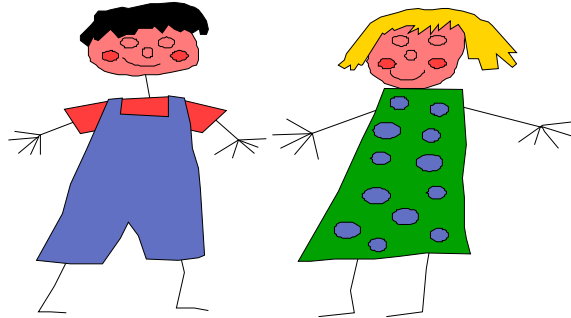
*Dear Parents and Students,*

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

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

*We urge you to keep this booklet for ready reference.*

*The Staff of St. Mary's Catholic School*



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

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

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

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

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

# PHILOSOPHY & MORE

## **ST. MARY'S CATHOLIC SCHOOL PHILOSOPHY**

*Parents have the primary responsibility for educating their children. St. Mary's Catholic School exists to support parents in this endeavor. The St. Mary's Catholic School Philosophy is based on a commitment to creating a learning environment where Catholic faith is nurtured. Teachers facilitate learning in an environment of shared responsibilities and mutual respect, which prepares students to:*

**DEVELOP** a personal relationship with God

**LIVE** their Catholic Faith

**GROW** spiritually, intellectually, socially, emotionally and physically

**RESPECT** the dignity and uniqueness of themselves and others

**DEVELOP** a high standard for personal performance and behavior

**BUILD** community in school, parish, and neighborhood

**SERVE** others

## **MISSION STATEMENT OF ST. MARY'S CATHOLIC SCHOOL**

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

## School-wide Student Learning Expectations

### **J (Jesus)**

*Students will show love and serve God by:*

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

### **O (Others)**

*Students will live in community by:*

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

### **Y (Yourself)**

*Students will become a life long learner by:*

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

## PARENTS' RIGHTS

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

## TUITION AND FEES

The tuition for the 2011-2012 school year is \$4,725. per student. Stewardship Tuition is available. In the Stewardship Tuition Program each family discerns what they can afford to pay of the cost-per-student. In order to participate in Stewardship, a family must be registered in St. Mary's Parish (or a parish that does not have a school), participate in the life of the parish, and contribute to the support of the parish by some identifiable means (check or parish envelope). Out-of-parish families pay cost-per-student. In the spirit of sharing time and talents, each FAMILY is required to give at least 20 hours of volunteer time to the school annually. This time can be completed at school, at home, on evenings and weekends or in the summer. Eligibility for stewardship tuition is linked to completion of the volunteer hours. Volunteer hours are tracked on the web.(see pg 16) A mandatory informational meeting and interview are required of all families. Pro-rated refunds will be determined if a student departs before the end of the school year.

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

## REGISTRATION REQUIREMENTS

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

*Following are some registration and admission policies and regulations that are important.*

Policy #5118            The admission policy for St. Mary's Catholic School shall be determined by the School Advisory Council in accordance with the policies of the Diocesan Board of Education. The school policy shall be made available to the public in compliance with the Federal and State Anti-discrimination policy.

Regulation #5118.1    Requirements for Kindergarten students –  
**The child** must be age 5 by August 31 of the year of admission.  
**The child** will be given a Kindergarten readiness assessment if he/she has not been enrolled in St. Mary's PreK 4 class. Should the test indicate the child's readiness is questionable, the parents will be informed.  
**The child** must have received basic immunization shots.  
**The child** must present his/her baptismal certificate, if the child is Catholic and not baptized at St. Mary's Parish.

Regulation #5118.2    Requirements for First Grade students -  
**The child** must have received basic immunization shots. A physical examination is encouraged for those who have not had one in kindergarten.  
**The child** must present his/her baptismal certificate, if the child is Catholic.  
**The child** may be given a readiness evaluation test and be determined to be ready for first grade. Should the test indicate the child's readiness is questionable, the parents

will be informed. On parent request and considering availability of personnel resources, other means will be taken to further determine the child's readiness (e.g., contact kindergarten teacher, first grade teacher observing child). Should the child be determined definitely not ready, the parents will be notified in writing. Should the child be determined questionably ready, the parent will be notified in writing.

During the first weeks of Kindergarten or the First grade, should the teacher determine a child not ready and be it for the benefit of the child or the class as a whole, recommendations for another placement will be made. The following steps will be taken: As soon as verifiable evidence is gathered, the teacher will conference with the parents and principal. The parents may choose to withdraw the child or leave the child for a trial period to be determined in individual cases, not to exceed one month. At the end of this period, the teacher and principal will determine if the child shall remain or seek other placement based on what is best for the individual and/or the entire class.

- Regulation #5118.4 Admission of students when a waiting list exists -  
Students will be admitted to St. Mary's Catholic School on the basis of the following criteria:
- First Families who have children currently enrolled
  - Second Parishioners
  - Third Catholic non-parishioners
  - Fourth Non-Catholics

Students who are withdrawn from school may be considered for re-admittance.

Placement on the waiting list will begin when the administration has received a deposit. Money will be refunded if the student cannot be enrolled per our admission policy.

Notification of admission will occur by June 15th if student is registered early.

- Regulation #5119 Requirements for transfer students –  
Students transferring into St. Mary's Catholic School should be performing at grade level.

Admission will be on a trial basis until grade level performance is determined by testing and teacher observation.

Student transfers must present a report card or transfer slip from the former school.

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

# GENERAL INFORMATION

## ACCREDITATION

St. Mary's Catholic School has been accredited by the Western Catholic Educational Association and the National Association of Accredited Schools, now known as Northwest Accreditation Commission since 1992.

## ALTAR SERVER

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

## ATTENDANCE

All pupils enrolled in St. Mary's Catholic School are expected to be punctual and regular in attendance. We cannot stress enough the importance of regular, on time attendance. This instills a future work ethic, as well as creating responsibility for learning at a young age. Students are expected to be in attendance at all times unless officially excused. Absence from school will be excused if:

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

\*Chronic tardiness or absences from school will be reviewed and addressed by the principal.

**PARENTS are to call the school if their child is ill.** If you did not call in, then a written excuse is required from home stating the date and reason for absence (this is not necessary if you called in before they were absent). A parent or guardian must have signed the written excuse.

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

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

## BOOK DAMAGE

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

## COMMUNICATION

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

**BETWEEN THE SCHOOL OFFICE AND PARENTS:**

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

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

**BETWEEN TEACHERS AND PARENTS:**

Conferences, progress reports, quarterly report cards, written notes, written comments on students' work, e-mail and telephone contact are ways in which teachers and parents can communicate regarding a child's progress.

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

<b>Grade/Teacher</b>	<b>Voicemail Ext</b>	<b>Email Address</b>
PK3 – Mrs. Shaurette	207	<a href="mailto:lshaurette@stmarysspokane.org">lshaurette@stmarysspokane.org</a>
PK4 – Mrs. Smith	210	<a href="mailto:jsmith@stmarysspokane.org">jsmith@stmarysspokane.org</a>
K – Mrs. Urbaniak	217	<a href="mailto:murbaniak@stmarysspokane.org">murbaniak@stmarysspokane.org</a>
1 <sup>st</sup> – Mrs. Clift	218	<a href="mailto:bclift@stmarysspokane.org">bclift@stmarysspokane.org</a>
2 <sup>nd</sup> – Mrs. Hattamer	219	<a href="mailto:lhattamer@dioceseofspokane.org">lhattamer@dioceseofspokane.org</a>
3 <sup>rd</sup> – Mrs. Cooley	220	<a href="mailto:ecooley@stmarysspokane.org">ecooley@stmarysspokane.org</a>
4 <sup>th</sup> – Mrs. Rosenberg	216	<a href="mailto:jrosenberg@stmarysspokane.org">jrosenberg@stmarysspokane.org</a>
5 <sup>th</sup> – Mrs. Harrell	221	<a href="mailto:sharrell@stmarysspokane.org">sharrell@stmarysspokane.org</a>
6 <sup>th</sup> – Mr. Kennar	222	<a href="mailto:pkennar@stmarysspokane.org">pkennar@stmarysspokane.org</a>
7 <sup>th</sup> – Mrs. Schmidlkofer	223	<a href="mailto:bschmidlkofer@stmarysspokane.org">bschmidlkofer@stmarysspokane.org</a>
8 <sup>th</sup> – Mr. Schultz	224	<a href="mailto:kschultz@stmarysspokane.org">kschultz@stmarysspokane.org</a>
Jr High – Mrs. O’Dea	226	<a href="mailto:d’odea@stmarysspokane.org">d’odea@stmarysspokane.org</a>
PE/Athletic Director – Ms. Lafferty	301	<a href="mailto:llafferty@dioceseofspokane.org">llafferty@dioceseofspokane.org</a>
Music/Technology – Ms. Thomas	209	<a href="mailto:dthomas@stmarysspokane.org">dthomas@stmarysspokane.org</a>

**CONCERNS AND GRIEVANCES:**

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

Procedure for Complaints, Concerns, and Questions

1. Concerns and questions should be discussed first with the appropriate adult involved.
2. If further clarification is necessary, parents may ask the principal to investigate and report back.
3. If there are still concerns after the principal has investigated the matter, all parties will meet to work toward a resolution.

If, at the conclusion of such a meeting, parents are still dissatisfied, the principal will determine if further steps are necessary to work out the matter. A process similar to the procedure of suspension/expulsion of students contained on pages 19-21 may be used.

**PARENTAL BEHAVIOR:**

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

**COUNSELING**

St. Mary’s Catholic School has access to a counselor through Catholic Family Services. Please inquire at the school office. Pastoral counseling is available.

## **DANCES**

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

## **ELECTRONIC DEVICES**

Cell phones, pagers, electronic toys and music devices, games, etc. are not allowed at school without permission of the student's teacher or the principal. If student's cell phone is in use during the school day, it will need to be collected by a parent from Mrs. Nauditt.

## **EMERGENCY ACTION GUIDE**

The following emergency procedures and recommendations are those this school will use as a guideline in the event of a local disaster. Read the following carefully.

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

When the situation indicates departure of students is feasible, they will be released to parents or persons authorized to pick up the student. The emergency card filled out at Stewardship registration contains this information. Please check with the school office to see if there is an updated record of the person(s) authorized to assume custody of your child should you not be available.

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

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

### ***PARENT RESPONSIBILITY:***

Keep school records current as to present home address, telephone number, emergency contact people and persons authorized custody of the student(s). Allow school to determine safe departure of students and not burden communication lines with inquiries pertaining to such. Provide assistance when asked.

### ***DISMISSAL OF THE STUDENTS:***

1. No one may leave the designated place in the yard/building for ANY reason. The teacher is responsible for keeping all his/her students in the area designated for the class.
2. Parents report to the NORTHEAST gym door and ask for their child. Students are released only to parent or person(s) authorized on the emergency card or to an ADULT bearing signed permission from the parent. No student will be sent home alone. School personnel will maintain record of released students.
3. Parents pick up children at SOUTH gym door/gate. No parent will be allowed in the school yard/building at this time.
4. Children needing overnight shelter will be taken to the nearest Designated Mass Care Facility identified by the Red Cross. They will remain there until picked up by parents.

## **EMERGENCY CONTACT INFORMATION**

The school maintains a file for each student containing various information, which includes emergency contacts for each child in case of injury or illness. At the beginning of each school year, each family is to update its emergency contact information for the school office records. If there are changes during the year, update your personal information on the website.

## **EMERGENCY NOTIFICATION**

In the event of an emergency or school closure, we will activate the IRIS emergency notification system and you will be sent an email and/or receive an automated phone call. In the event of a closure, we will also notify local radio and TV stations. We do not follow the closure of the Public System.

## **EXTRACURRICULAR ACTIVITIES**

Our extracurricular programs include boys' and girls' sports, student government, and safety patrol. Honor Band is coordinated through Gonzaga Prep.

## **FOOD**

Research tells us that a good breakfast is essential for good learning and productivity. A mid-morning snack is encouraged. It should be of nutritional value.

St Mary's participates in the National School Hot Lunch Program. "St. Mary's Catholic School is an equal opportunity provider." The cost per lunch for students in grades PK3-3 is \$3.25 and grades 4-8 is \$3.50 a day. Free and reduced price lunch request forms are available in the Bookkeeper's office. If you choose not to participate in the hot lunch program, your child should bring a sack lunch. Milk is available for purchase at .30¢ a ½ pint. You can purchase a milk card for \$6.00 a month. Lunch is eaten in the classrooms.

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

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

## **FUNDING**

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

*Parish Allocation*  
*Stewardship Pledges*  
*Fund-raising Activities*  
*St. Mary's Catholic School Foundation*

The school relies heavily on parent participation in fund-raising activities as part of our Stewardship program. The Fun Run, Annual Fund, the Gift Card Program and Auction are our four annual fund-raisers.

## **INSURANCE**

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

## **LOST AND FOUND**

Each article of clothing is to be marked with the student's name. Lost and found articles are collected at the school and retained until claimed. If articles are not claimed within a reasonable amount of time, they are given to a local charity.

## **NON-CUSTODIAL PARENT**

This school abides by the provisions of the Buckley Amendment with respect to the rights of non-custodial parents. In the absence of a court order to the contrary, the school 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. All divorced parents are to furnish the school with a copy of the custody section of the divorce decree. This information will help the school in determining when, if ever, the child can be released to the non-custodial parent.

## **OFF CAMPUS EVENTS**

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

## **PARENT'S CLUB**

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

## **PARTIES**

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

## **PESTICIDE POLICY**

St. Mary's Catholic School, Preschool and Educare are in adherence to July 2002 Washington RCW 17.21.415 (2) stating "A school shall provide written notification annually or upon enrollment to parents or guardians of students and employees describing the school's pest control policies and methods, including the posting and notification requirements of this section".

### **1. Notification Requirements**

- A. Annual notification of the pest control policies and methods.
- B. Pre-Notification to interested parents or guardians and employees at least forty-eight hours before an application.
- C. Posting of the notification in a prominent place in the main office of the school stating the location, intended date and time of the application, the pest to be controlled and the name and telephone number of a contact person at the school or day-care center.

### **2. Posting (Notification) Signs Requirements**

- A. Outdoors - At the location of the application and each primary point of entry to the grounds, at least 4x5 inches in size, state the landscape has been treated and list a contact telephone number.
- B. Indoors - At the location of the application, at least 8.5 x 11 inches in size, include the product name, date, time and location of the application, the pest and a contact name and telephone number.
- C. Posting of the notification in a prominent place in the main office of the school.
- D. The poster (sign) must remain in place a minimum of twenty-four hours, but the school is not liable for posters that are removed by unauthorized individuals.

### **3. Records Requirements**

- A. Annual summary available upon requests
- B. Department of Agriculture requirements

### **PLAYGROUND SUPERVISION**

The playground is supervised by school staff at recesses. There is no playground supervision before or after school.

### **RECORDS**

#### *VIEWING RECORDS*

A student's permanent record may be viewed by parents upon written request. Viewing may be accomplished with a written request submitted to the school twenty-four hours prior to the visit. (Regulation 5110)

#### *TRANSFERRING STUDENTS*

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

### **SCHOOL ADVISORY COUNCIL**

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

### **SCHOOL GROUNDS**

#### *CLOSED CAMPUS*

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

#### *BIKE RIDING/SKATEBOARDING*

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

### **SCHOOL SAFETY PATROL**

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

### **SPECIAL DRESS**

During the year the Student Council sponsors special, or theme, dress days. The principal may authorize non-uniform days as well. Student Council and all-school special dress days will be announced in the family bulletin. Students have the option of wearing the current year Fun Run shirt in place of a themed outfit on specific themed days.

Students are expected to follow published guidelines on non-uniform days.

Students may have a non-uniform dress on a student's birthday.

## **SPORTS**

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

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

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

Please refer to our website for Diocesan Concussion Policy.

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

## **STUDENT GOVERNMENT**

St. Mary's Student Council provides a forum for elected officers and representatives to create and plan student centered activities, to voice their opinions on certain issues, and to be recognized as student leaders. Interested students in grades two through eight campaign for various positions. Elections are held annually.

## **STUDENT HEALTH**

Periodically, we have the services of student nurses from the Gonzaga University Nursing Program. They will screen our students for hearing and vision.

Proof of immunization is required for school admission and a measles (MMR) booster is needed by grade six. Spokane County Health Department sponsors immunization clinics.

### *ILLNESS DURING SCHOOL DAY PRACTICES CONCERNING AN ILL CHILD*

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

(WAC 388-150-220). If a child becomes ill after school, parents will be called and asked to pick up their child, and the child will be isolated and cared for until parents arrive.

**NO STUDENT MAY REMAIN ALONE IN A CLASSROOM AT ANY TIME.** If your child is too sick to go outside with the class, please keep him/her home. If a student becomes ill during the day, it is always in his/her best interest to go home. It is the responsibility of the home to provide transportation for this purpose. Be sure your emergency contact information is current with phone number, doctor, and person to be contacted if you cannot be reached.

## *MEDICATION*

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

1. All medication must be brought to the school office by the parent or guardian, not the student. (Regulation 5141.33)
2. The school will not administer non-oral medication (eye drops, ointments, or topical medication).

## *PRESCRIPTION MEDICATION*

1. All medication must be accompanied by an "Authorization for Administration of Medication at School" form. (Regulation 5141.31)
2. All medication must be in the original prescription container and be properly labeled with the student's name, name of drug, dosage, physician, date, and time to be given.
3. Sample medication must also be properly labeled and in the original container.

## *NON-PRESCRIPTION MEDICATION*

1. Non-prescription medication (i.e. cough drops or syrup, vitamins, aspirin, or any over-the-counter medication) will not be administered without the "Authorization for Administration of Medication at School" form. (Regulation 5141.31)
2. Non-prescription medication must be in the original container and must be labeled with the student's name, name of physician, dosage, and time of day to be given.

## **TELEPHONE USE**

A student needs permission to use any school phone. Cell phones are not to be used by students at school without teacher permission. This includes Educare.

## **TRAFFIC PATTERN**

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

All students and adults must use the marked crosswalk area. No student will be allowed to walk unaccompanied to a parked automobile. The Safety Patrol and assigned staff are on duty in the breezeways, in front and at the rear of the school. Please refer to the map on the website, if you have any questions.

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

## **UNIFORMS**

St. Mary's has a uniform code. See pg 31.

## **VISITORS**

All visitors **must** report to the school office to sign-in and obtain a visitor badge. When leaving the school, please return to the school office and sign-out. This safety procedure is in place to enable school employees to identify persons who are unauthorized on the school campus.

## **VOLUNTEER PROGRAM**

Volunteers are essential to St. Mary's Catholic School. Through the efforts of parents, families, and friends, the school realizes significant cost savings and total community support in all aspects of the school's operation. Some events and activities would not take place if it were not for volunteers.

At the time of their Stewardship Commitment, each family pledges to support the school through volunteerism. A required 20 hours per FAMILY, per year is part of our program. These hours are to be logged by families on the St. Mary's website (Parent section) and families will have a running total of recorded hours also available on the Parent section of the school website. Failure to complete 20 hours may result in loss of eligibility for stewardship tuition or additional fees. See pg 7 under Stewardship for more info.

All volunteers who work directly with the students are required by state law to complete and file a Washington State Patrol check. The Catholic Diocese of Spokane requires a Diocesan Disclosure Form be completed and volunteer attend a "Code of Conduct" training session and complete a yearly Code of Conduct update on-line through the Diocesan ETS system. St. Mary's also requires all volunteers to complete a Confidentiality Agreement.

## **YEARBOOK**

A student created yearbook is available for purchase in the Spring of the school year.

# STUDENT RESPONSIBILITIES

## CONDUCT AND DISCIPLINE

Any conduct that materially and substantially interferes with the educational process is prohibited. Procedures and regulations have been defined by the teachers and/or principal. The purpose of these regulations is to aid in providing an atmosphere conducive to learning **and a Christian environment**.

Definition of types of Administrative Action as used in STUDENTS' RIGHTS, LIMITATIONS, AND RESPONSIBILITIES:

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

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

**SUSPENSION** shall mean the denial of the right of school attendance from any single class in any full schedule of classes **and from all school activities** for a stated period of time of one or more days but not more than two consecutive weeks. *All suspensions require a conference with the parents before the student is permitted to come back to school.* All Academic assignments are to be completed with no credit received for the work.

**EXPULSION** shall mean the student will cease attending St. Mary's Catholic School.

Concerning discipline, suspension, expulsion:

Discipline is an essential ingredient of Christian life. Discipline is demonstrated through the principles of respect – respect for self, for others, for the property of others, and for the welfare of the group.

The achievement of the goals of discipline is accomplished only through the cooperative efforts of all concerned – students, parents, school personnel.

When an individual fails to exercise self-discipline, it becomes necessary on the part of authority to use measures to safeguard the rights of others.

A. For some infractions, students may be placed on probation that may prevent them from participation in school activities. Furthermore, they may be suspended or expelled for serious offenses including, but not limited to:

1. Theft – stealing property of the school or another person or assisting in such stealing
2. Vandalism – malicious defacement or destruction of the property of the school, students, employees, or neighborhood
3. Assault – physical threat or violence to students or school staff
4. Lack of academic application
5. Weapons - Possessing, handling, transmitting, exhibiting, using, or displaying any firearm, rifle, air gun, or any other object that can reasonably be considered a weapon or looks like a weapon
6. Truancy
7. Sale of, possession of, use of, or being under the influence of alcoholic beverages or illegal drugs (inhalants, including glue and marijuana, narcotics, hallucinatory drugs, stimulants and depressants);
8. Sale of, possession of, or use of drug paraphernalia **or violation of school medication policy**;
9. Possession of or distribution of pornographic materials;

10. Possession of, sale of, or use of tobacco products;
11. Trespassing by students; being in an unauthorized place under school jurisdiction and/or refusing to leave when asked to do so;
12. Extortion or coercion; obtaining money or property by violence or by forcing a person to do something against his/her will by threat or force;
13. Membership (including any attribute that denotes gang membership such as gang colors, hand symbols, tattoos, wearing of specific gang apparel, etc.) in a gang that is involved in illegal, intimidating, and harassing conduct that creates a clear and present danger on school premises, at school-sponsored events, and/or disrupts that orderly operation of the school is prohibited on or about school property or at any school related activity;
14. Intentionally intimidating or harassing a person because of any person's race, color, sex, religion, sexual preference, ancestry, or national origin;
15. Conduct unbecoming a Christian student.

Some of these activities are among those defined as criminal under the Laws of the State of Washington and/or its subdivision.

### **POLICY STEPS OF DISCIPLINE, SUSPENSION, EXPULSION (Regulation 5114)**

1. Teacher conferences with the child about the problem.
2. **Teachers will notify the office when sending a student to the principal.** The principal will investigate the incident and notify parents either by phone, email or Incident Referral Form. If an Incident Referral Form is used a copy is given to the teacher; a copy is kept in the student's discipline file, and a copy will be sent to the parents to be signed and returned.
3. If problems persist, a conference with the parents, teacher, and principal or principal designee will be arranged to work out a solution. A probationary period may be determined to work out problems. A written statement of the conference will be attached to student's discipline record including a warning of possible suspension. The student is entitled to an appropriate hearing before a suspension is imposed, or the decision to expel a student is made.
4. A period of suspension will be enforced. A written statement of the reason for, and the duration and conditions of a suspension shall be given to the parent at the time of the suspension. The next problem could result in expulsion.
5. If warranted, expulsion from school will result. A written statement of the action to be taken and the causes for expulsion shall be given to the parent at the time of expulsion. A record of this action will be placed in the student's permanent record.

#### **NOTES:**

1. In cases of major concern, Steps 2 & 3 will be omitted. Immediate suspension will result with the possibility of immediate expulsion.
  2. In September, the student's record will be reviewed and parents will be informed in writing of his/her status concerning the above steps.
- B. In addition to the infractions already listed, the following less serious activities are considered unacceptable conduct at St. Mary's Catholic School:
1. Cheating
  2. Invasion of another's property
  3. Disobeying safety rules
  4. Boisterous behavior
  5. Disruptive conduct that interferes with the educational process
  6. Throwing things, such as rocks, snowballs, sticks, and like objects on school premises
  7. Obscene or abusive language

C. Each classroom teacher has a developmentally appropriate discipline process/plan that will be communicated to parents and posted on their web page. Consequences are dependant on the seriousness and frequency of the infraction.

### **DUE PROCESS/STUDENT APPEALS (Policy 5115)**

A student or the parents of a student have a right to appeal a principal's decision regarding suspension or expulsion. (Reviewed: March, 1999)

St. Mary's Catholic School follows the Catholic Diocese of Spokane's procedure for appeals of discipline, suspension or expulsion. This lengthy policy (regulation) is on file in the school office. It can be summarized by noting the following procedure.

If a student/parent wishes to appeal a decision they must first seek explanation from the person issuing the consequence, for example, the teacher. If a student/parent is not satisfied then the subsequent order is: Principal – Pastor – Superintendent of Education/Diocese of Spokane – Vicar General of the Diocese of Spokane, and ultimately, the Judicial Vicar of the Diocese of Spokane who determines if the appeal is a *grievance or a complaint*.

### **STUDENT RIGHTS, LIMITATIONS AND RESPONSIBILITIES**

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

Students attending St. Mary's Catholic School are expected to comply with student responsibilities and limitations. Those who consistently do not comply with these policies will be referred to the principal and his/her designee who shall take appropriate administrative action as defined on pages 17-18.

While corporal punishment is not used at St. Mary's, corrective measures shall be exercised with firmness. All disciplinary measures shall be exercised with fairness and consistency in all cases. Procedures shall be flexible enough to allow for individual differences among the students. However, exhaustive efforts expended by the school on one individual shall end when these efforts fail to produce acceptable results.

### **LOCKERS AND DESKS**

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

### **HARASSMENT/BULLYING**

Harassment occurs when an individual is subjected to treatment or a school environment which is hostile or intimidating because of the individual's race, religious or political beliefs, color, national origin, physical or mental ability, gender, sexual orientation, marital or parental status.

Harassment can occur any time during school or during school-related activities. It includes, but is not limited to, any of the following:

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

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

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

**PHYSICAL HARASSMENT/BULLYING:** unwelcome contact, intimidating acts, bullying.

**HAZING:** any act intended to put a student in a ridiculous, disconcerting, or embarrassing position.

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

# ACADEMICS

## ACCEPTABLE USE POLICY

An *Acceptable Use Policy* agreement for internet access must be signed and dated by the parent and student each school year.

## ASSIGNMENTS

A student is responsible for completing all assigned work on time. Students in grades 3 through 8 keep a record of their daily assignments in an assignment notebook. (See Homework, pg 25, for make-up assignments due to absences.)

## CURRICULUM

Education is a shared responsibility among St. Mary's teachers, students, families, and community that prepares students to be life-long learners. St. Mary's Catholic School Curriculum is based on a commitment to a strong academic experience, nurtured by faith, where Gospel values are integrated across the curriculum. The commitment is to maintain high academic expectations and use a variety of appropriate teaching and assessment models. The comprehensive instructional program and the learning environment provide students with knowledge, values, and skills needed for their present and future roles of leadership, participation, and service in their community.

We recognize the diversity of our community and acknowledge each student as a unique learner.

St. Mary's Catholic School incorporates national standards, the Washington State Essential Academic Learning Requirements (EALR's), and Diocesan Curriculum guidelines, as we localize curricula. Within a six-year span, all curricular programs are evaluated.

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

Curriculum is broken down into the following categories:

### **RELIGION**

Religion is a graded curriculum, which strives to inform, form and transform students in the Catholic faith. Students participate in daily religion classes. References to faith are woven throughout all other curriculum areas. Students practice their faith by participating in weekly liturgies, seasonal liturgical activities, prayer services, community service opportunities, and the reception of the sacraments.

### **LANGUAGE ARTS**

St. Mary's Catholic School believes the study of language arts builds communication skills, which link us to the past, present, and future. It cultivates our understanding of God, the world, and cultures. The study of language arts fosters the life long processes of logical and critical thinking, reflection, creativity, and communication skills.

### **READING**

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

## **LITERATURE**

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

## **WRITING**

Writing is integrated into all subject areas, and oral communication is a necessary component of this skill. Students are taught to write in a variety of forms for different purposes and different audiences. Handwriting is taught in the primary grades and legible handwriting is expected at all grade levels. Grades four through eight utilize an adopted grammar and writing text, and students develop as writers through instruction in Six Traits.

## **MATHEMATICS**

The Math curriculum is based on the National Council of Teachers of Mathematics' (NCTM) focal points, the Washington State Mathematics Standards, and the Diocesan curriculum guide. Instructional methods are continually updated and reinforced. Varied teaching strategies are utilized at all grade levels. Emphasis is placed on developing computation skills, using manipulatives, utilizing multiple problem solving strategies, applying mathematics to real life situations and communicating mathematical understanding through writing. Mathematics education is supported through the use of the Accelerated Math program. St. Mary's offers an Algebra curriculum to students in junior high who exhibit a readiness for an advanced math course.

## **SCIENCE**

The Science curriculum combines the knowledge of facts, laws and vocabulary with the inquiry approach to meet National Science Standards. The curriculum also includes a Christian foundation of awareness and respect for God's creation. To meet the challenges of our changing world, students develop strategies in observing, questioning, thinking critically and problem solving. As students recognize the challenges presented in caring for and protecting God's creation, they are encouraged to be responsible, ethical and moral members of society. Our facility has a science room that is fully equipped with materials and supplies for a variety of laboratory experiences to take place within the classroom.

## **SOCIAL STUDIES**

The Social Studies curriculum develops an understanding of geography, history, economics, government, culture and current events. This encourages a sense of what it means to be a responsible citizen of the United States of America and the world. The curriculum emphasizes the application of moral and ethical principles to historical and contemporary issues.

## **PHYSICAL EDUCATION**

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

## **LIBRARY/MEDIA CENTER**

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

## **TECHNOLOGY**

The technology curriculum begins the development of the technological skills and aptitude that will allow full participation in a global society. We provide equitable and universal access to appropriate resources as we integrate technology across curricula. The program is designed to foster confident, comfortable and ethical

technology use, allowing learners to develop their unique abilities, to communicate effectively, to think critically and creatively, and to increase productivity.

### ***CHRISTIAN LIVING***

The Christian Living curriculum prepares students to accept their own personal dignity, live in community with others, understand human sexuality, and prepare for eternal life.

St. Mary's has adopted a variety of programs to support students as they continue to grow and develop their ability to make decisions centered on a faith-based value system. The Christian Living curriculum includes the following strands: Personal Safety, Family Life, Drug and Alcohol Awareness, AIDS/HIV Education, Respect, Human Growth and Development, and Decision Making.

### **CURRICULUM UPDATES**

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

### **DAILY SCHEDULE**

7:50 a.m.	ARRIVAL TIME (SUPERVISION BEGINS)
8:00 a.m.	INSTRUCTIONAL TIME BEGINS
9:45 a.m.	RECESS (Grades K through 4)
10:00 a.m.	INSTRUCTION RESUMES
11:00 a.m.	PRE-KINDERGARTEN DISMISSAL
11:20 a.m.	RECESS/LUNCH ( <b>Grades K through 3</b> )
11:20 a.m.	LUNCH/RECESS ( <b>Grades 4 through 8</b> )
12:10 p.m.	INSTRUCTION RESUMES (Grades 4 through 8)
12:20 p.m.	INSTRUCTION RESUMES (Grades K through 3)
2:45 p.m.	GENERAL DISMISSAL (Please see that only those children who are in school-sponsored activities remain after 3:00 p.m.)
3:00 p.m.	SUPERVISION ENDS (For safety reasons, students on the grounds at this time will be sent to Educare)

### ***MASS***

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

### **FIELD TRIPS**

At various times during the school year, classes arrange for educational field trips. Field trips are a privilege afforded to students; no student has an absolute right to a field trip. Students can be denied participation if they fail to meet academic, behavioral expectations, or failure to turn in permission slip on time.

**PERMISSION SLIPS:** A parent permission form is sent home **prior** to each field trip. This permission form is essential for any student to participate and must be filled out **COMPLETELY** and returned to school before departure for the event. Telephone calls, faxes and handwritten notes are **not** acceptable.

**BOOSTER SEATS & SEAT BELT GUIDELINES:** Just a reminder, the Washington Traffic Safety Commission recommends these "stages" for the child passenger safety restraint use which include the infant seat, followed by a car seat, then a booster seat and lastly a seat belt.

- Infants up to at least one year of age and at least 20 pounds **MUST** be in a rear-facing seat;
- Children who are 1-4 years of age or 20-40 pounds **MUST** be in a forward facing car seat;
- Children 4-6 years old or 40-60 pounds, **MUST** ride in a booster seat, and;
- Kids up to age 8 or 80 pounds should ride in a booster seat (Not the law, but recommended).

Washington State Law (RCW 46.61.687) requires that children less than 13 years of age be “transported in back seat positions where it is practical to do so.”

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

- Travel must be accomplished in a caravan;
- Last car in the caravan must have an authorized first aid kit and certified CPR/first aid personnel;
- Drivers are to be respective of airbags and federal recommendations;
- Cell phones are not to be used by the driver.**
- Seat belt use must be enforced;
- Drinking and eating by drivers can be dangerous when the car is in motion;
- Students are not to be given food that could cause choking or have a stick attached;
- Radio/stereo is to be at a level of sound that will not jeopardize the safety of passengers;
- Drivers should not provide treats for students while on the trip.

## **GRADING**

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

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

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

- Students in grades 5-8 are eligible
- Students who earn a 3.3 GPA in all graded subjects are eligible
- Students need to earn at least an “S” in subjects that are graded in a general way
- Students who earn a 3.7 GPA will be recognized with Special Honors.

## **HOMEWORK**

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

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

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

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

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

Homework may not be faxed to school.

## **LIBRARY & MEDIA CENTER**

Our library is located in the building adjacent to the PreK 4 entrance. It contains a wide variety of catalogued library materials such as books, magazines, and reference materials. The library is open daily and classes are scheduled on a weekly basis. *Reference books may not be taken from the school building.* Lost books must be replaced; fines are imposed for overdue, damaged, or lost books.

The school Media Center also houses a networked computer lab and a variety of software.

## **PARTICIPATION IN SCHOOL CURRICULUM**

The Diocese of Spokane's school policy states that students enrolled in the Catholic Schools of the Diocese of Spokane are expected to participate in the total school curriculum (Policy #6140.4).

## **PARTICIPATION IN SCHOOL ACTIVITIES**

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

## **REPORT CARDS**

Teachers will report progress of students four times a year. At least one report will be a personal conference with parents. Student progress may be reported to parents on other occasions as needed. St. Mary's Catholic School takes the position that students *earn* their grades, the teacher does not *give* a grade.

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

## **SPECIAL NEEDS**

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

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

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

### *GIFTED AND TALENTED*

Parents and teachers may recommend a student for testing and evaluation, whereupon The Public School Districts determine selection for the ABLE LEARNERS PROGRAM.

### *SPECIFIC INSTRUCTION (TITLE I)*

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

## **TESTING**

ITBS (Iowa Test of Basic Skills) is administered annually in grades 3 through 8. ACRE (Assessment of Catholic Religious Education) provides us with information about our students' Faith Knowledge. It is designed to assess students' knowledge of key religious concepts taught by Catholic schools and Parish programs. It is administered annually in grades 5 and 8.

# EDUCARE

## EDUCARE

An Educare program is available at St. Mary's Catholic School. This program offers to families the opportunity to have children cared for in the school setting before and after regular school hours. Educare is only open to families registered in the school.

### **PHILOSOPHY:**

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

### **ENROLLMENT AND ADMISSION REQUIREMENTS:**

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

Admission is dependent upon:

1. openings in the program;
2. completion of enrollment package;
3. payment of registration fee.

### **HOURS OF OPERATION:**

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

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

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

### **EDUCARE FEE AND PAYMENT PLAN:**

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

# PERSONNEL & BOARDS

## ST. MARY'S CATHOLIC SCHOOL STAFF 2011-2012

*Fr. Victor Blazovich - Pastor*  
*Fr. Matthew Larsen - Parochial Vicar*  
*Ms. Lauri Nauditt - Principal*  
*Mrs. Linda Davis – Vice-Principal & 7/8<sup>th</sup> Gr English Teacher*  
*Mrs. Terri Matsch – Office Manager*  
*Mrs. Sharon Greany – Business Manager*  
*Mrs. Leanne Shaurette – Pre-Kindergarten Teacher (3yr olds) and Office Support*  
*Mrs. Yolanda Findlater – Pre-K Aide (3 yr olds) & Educare Supervisor*  
*Mrs. Joanne Smith – Pre-Kindergarten Teacher (4 yr olds)*  
*Mrs. Debbie Heine – Pre-K Aide (4 yr olds), & Recess Duty*  
*Mrs. Tracy Jolie – Pre-K Aide (4 yr olds) and Educare Caregiver*  
*Mrs. Mary Urbaniak - Kindergarten Teacher*  
*Mrs. Lisa Smith – Kindergarten Aide and Educare*  
*Mrs. Becky Cliff - Grade 1 Teacher*  
*Mrs. Marty Ray –1st Grade Aide*  
*Mrs. Lori Hattamer - Grade 2 Teacher*  
*Mrs. Elizabeth Cooley - Grade 3 Teacher*  
*Mrs. Sue Harrell - Grade 5 Teacher*  
*Mr. Paul Kennar – Grade 6 Teacher*  
*Mrs. Becky Schmidlkofer - Grade 7 Teacher*  
*Mr. Kevin Schultz - Grade 8 Teacher*  
*Mrs. Kendra O'Dea – Jr High Science Teacher*  
*Ms. Margaret Myhre - Librarian*  
*Ms. Lorie Lafferty - P.E.& Athletic Director*  
*Ms. Diana Thomas - Music & Technology Teacher*  
*Mr. Jim Heath - Band Teacher*  
*Mrs. Nicole Heimbigner - Development Director*  
*Mrs. Carol St. Clair – Hot Lunch Coordinator*  
*Mrs. Lena Cammack – Hot Lunch Support*  
*Mr. Mark Van Driel – Maintenance Supervisor*  
*Mr. Jim Borgmann - Evening Custodian*  
*Ms. Kale Sherwin – Educare Caregiver*  
*Mrs. Ellen Talkington – Educare Caregiver*  
*Ms. Katie Bryan – Educare Caregiver*  
*Ms. Maranda Tubbs- – Educare Caregiver*  
*Ms. Lillian Do-Tran- – Educare Caregiver*  
*Ms. Brittany Ray – Educare Caregiver*  
*Ms. Jennifer Hemmer – Educare Caregiver*  
*Ms. Jasmine Bower – Educare Caregiver*

**SCHOOL ADVISORY COUNCIL MEMBERS  
2011- 2012**

Lauri Nauditt – Principal  
Fr. Victor Blazovich – Pastor  
Kevin Bacon – Member  
Kristina Bahr – Member  
Adam Valdez - Member  
Larry Chermak – Member  
Alicia Kane – Member  
Rachelle Hose – Member  
Annette Noble – Member  
Ann Thomas – Member  
Dan Kinney – Member

**PARENT'S CLUB EXECUTIVE BOARD  
2011-2012**

Carissa Graham - President  
Echo Thompson – Vice President  
Linda Cooke - Secretary  
Alicia Reid – Member  
Diana Smith – Member  
Gary Plett – Member  
Jeff Mazza - Member  
Cicley White - Member  
Michelle Carpenter - Member  
Liz Duncan – Member  
Carolyn Carlson – Member  
Justine Betts - Member  
Linda Davis – Moderator

**SCHOOL FOUNDATION TRUSTEES  
2011-2012**

Fr. Victor Blazovich  
Lauri Nauditt  
Joe Levernier  
Tom Hemingway  
Kristin Schimmels  
Paul Dumais  
Steve Larson  
Steve Amble  
Bob Benson

**2011-2012 CHAIRS**

**FUN RUN**

Marey Schwiertert, Chair

**ANNUAL DRIVE**

To be Announced

**AUCTION**

Chair

Greg and Lynnae (McGillen) Byers

**GIFT CARDS (\$CRIP)**

Karen Holden

# ADDENDUM

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

## Model Notification of Rights under FERPA for Elementary and Secondary Institutions

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

1. The right to inspect and review the student’s education records within 45 days of the day the District receives a request for access.

Parents or eligible students should submit to the school principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent of eligible student of the time and place where the records may be inspected.

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

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

If the District decides not to amend the record as requested by the parent or eligible student, the District will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

3. The right to consent to disclosures of personally identifiable information contained in the student’s education records, except to the extent that FERPA authorizes disclosure without consent.

One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Advisory Council; a person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

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

(Optional) Upon request, the District discloses education records without consent to officials of another school district in which a student seeks or intends to enroll. (NOTE: FERPA requires a school district to make a reasonable attempt to notify the student of the records request unless it states in its annual notification that it intends to forward records on request.)

4. The right to file a complaint with the US Department of Education concerning alleged failures by the District to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

Family Policy Compliance Office  
US Department of Education  
600 Independence Avenue, SW  
Washington, DC 20202-4605

**St. Mary's Catholic School—Dress/Uniform Code**

(changes in **BOLD**)

The purpose of the dress code is two-fold: first to promote the dignity of the student and the school and second to enhance the learning environment.

**ALL uniforms MUST conform to the "Spokane Uniform House" styles.**

**GIRLS:**

Jumper, skirt, or skort—Blackwatch plaid or plain navy .

Blouse—white, plain with Peter Pan collar. Long or short sleeve. No logos, decorative buttons, stitching, trim, etc.

Hair—must be neat, clean, out of eyes, natural color, and a style that doesn't attract undue attention. **Hair attachments or other accessories must also not attract undue attention or interfere with the learning process.**

Jewelry—must be kept to a minimum. No hoops or dangling earrings.

Cosmetics—no make-up through 6th gr. Grade 7 & 8 may use minimal make-up. No nail polish for all grades.

**BOYS:**

Hair—must be neat, clean, out of eyes, no longer than collar length and of natural color. No Mohawks or other styles that attract undue attention.

**FOR ALL:**

Polar fleece vest, front zipper, hunter green only (*purchased only at Spokane Uniform House*).

Pants—navy blue twill or corduroy, khaki twill (gr 7 & 8 only). **Uniform style only.** No cargo style, leggings, decorative stitching, rivets, back pocket flaps. Pants must have a waistband and zipper. Partial elastic waistband is acceptable or whole elastic waistband for PK3-2nd gr.

Sweatshirt (official)—Dark green, **logo embroidered**, worn over uniform, *purchased through the school office only*.

Sweater—v-neck or crew neck, plain, navy, cardigan, pullover or vest. No decorative stitching, logo, trim, or hoods.

Walking Shorts & Capris—(may be worn until October 31st and after April 1st) - Navy blue twill, khaki twill (gr 7 & 8 only). No cargo style, decorative stitching, rivets, back pocket flaps.

Polos—white or hunter green, knit polo shirts with collar. Long or short sleeve. No logos, decorative buttons, stitching, trim, etc.

Turtlenecks—white or hunter green, mock style acceptable. Long sleeve. No logos, decorative stitching, or trim.

Socks/Tights—white, navy, or hunter green. **Plain**, no logos, no leggings. Crew socks and anklets o.k.

Belts—are recommended for grades 4-8. **Unadorned** buckles. Color must be brown or black only.

Hats—winter hats to be worn outside only in cold conditions.

Shoes—all shoes must be in good condition, closed toe and heel. No sandals, clogs, slides, mules, or flip-flop style shoes. Shoes with laces must be tied. No boots of any kind allowed in the classroom.

Shirts must be long enough to remain tucked in at all times.

No dark colored clothing under white shirts.

No tattoo's of any kind.

**NOT APPROVED:**

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

No apparel with offensive language or pictures inconsistent with Christian values.

No shorts, pants, skirts, Capris, or culottes that are baggy or made out of flannel, fleece, knit or spandex, including leggings. (Basketball shorts and warm-up are okay)

No tight fitting garments or leggings.

No visible underwear.

No apparel that may be damaging to floors, furniture, or persons.

Hats or hoods are not to be worn indoors, **EVER!!**

Sleeveless shirts, dresses, and tank tops are not approved including spaghetti straps.

**JEANS:**

Jeans may be any color, but in good condition and hemmed.

Jeans shorts and capris may only be worn on approved "Jean Days" before October 31st and after April 1st.

Clothes must be neat and clean, with no holes, rips, or frayed edges. Clothing should fit well, not too loose or tight. All skirts, culottes, and shorts must be an appropriate length for school **which is...within 2 inches above or below the knee.** All wearing apparel must be comparable to those available at the Spokane Uniform House or other authorized vendor. **Don't forget to purchase Gift Cards(Scrip) before shopping for uniforms. We have The Gap, Penney's, Sears, and Old Navy available in the school office. Everybody wins when you use Gift Cards!**

*The principal maintains the final discretion in making further determinations regarding uniform guidelines.*