



**St. Philomena  
Catholic School**

# FAMILY HANDBOOK 2021-2022

*"Our mission is to teach, model, and promote Gospel values in all areas of a balanced curriculum so that the teachings of Christ become our focus and Christ Himself, our constant point of reference"*

1815 S. 220<sup>th</sup> St.  
Des Moines, WA 98198  
Phone 206.824.4051  
Fax 206.878.8646

[smorissette@stphil.com](mailto:smorissette@stphil.com) Dr. Steve Morissette - Principal  
[toconnor@stphil.com](mailto:toconnor@stphil.com) Teri O'Connor- Lead Teacher  
[schooloffice@stphil.com](mailto:schooloffice@stphil.com) Mrs. Chris Korzeniecki- Administrative Assistant  
[kara@stphil.com](mailto:kara@stphil.com) Kara Montplairsir – Bookkeeper  
[development@stphil.com](mailto:development@stphil.com) Mrs. Pam Blood - Development Director

[www.stphilomenaschool.com](http://www.stphilomenaschool.com)

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**Message from the Principal**

Dear Parents and Students,

Welcome to St. Philomena Catholic School! In choosing St. Philomena School, you have demonstrated a commitment to the values and philosophy of a Catholic education. The Parent/Student Handbook reflects the policies of St. Philomena School for the 2021-2022 school year.

The St. Philomena School Handbook is available online and hard copies are available in the school's main office. All school families must read this document carefully. You will receive an email version of the handbook, which will include an agreement form that constitutes that fact that you agree to abide by the policies of St. Philomena School during the 2021-2022 school year.

The faculty and staff of St. Philomena School look forward to working with you to promote academic excellence and spiritual development in the context of the teachings of the Catholic Church. Together let us pray that God, who has begun this good work in us, may carry it through to completion. God bless you.

Respectfully,  
Dr. Steve Morissette  
Principal

**2021- 2022 ST. PHILOMENA SCHOOL FACULTY & STAFF**

PRINCIPAL	Dr. Steve Morissette
LEAD TEACHER	Mrs. Teri O'Connor
ADMINISTRATIVE ASSISTANT	Mrs. Chris Korzeniecki
DEVELOPMENT DIRECTOR	Mrs. Pam Blood
PREKINDERGARTEN	Mrs. Jill Hilstad
INSTRUCTIONAL AIDE	Mrs. Melody Anderson
KINDERGARTEN	Mrs. Mary Horn
INSTRUCTIONAL AIDE	Ms. Angie Gudjonson
GRADE 1	Mrs. Jana Keane
INSTRUCTIONAL AIDE	Mr. Sam Morissette
GRADE 2	Miss A'ndria Salcedo
INSTRUCTIONAL AIDE	Mrs. Marlys Smidt
GRADE 3	Mrs. Amy Apthorp
INSTRUCTIONAL AIDE	Mrs. Stephanie Aritchita
GRADE 4	Mrs. Teri O'Connor
GRADE 5	Mr. Tyler Evans
GRADE 6 (Middle School)	Ms. Katy Korzeniecki
	Mrs. Christina Barton
GRADE 7 (Middle School)	Mrs. Shannon Foster
GRADE 8 (Middle School)	Mrs. Meghan Hoyer
LIBRARIAN	Ms. Melissa Tarabochia
MUSIC TEACHER	Mrs. Marlys Smidt
PHYSICAL EDUCATION (5 <sup>th</sup> -8 <sup>th</sup> )	Mr. Matt Gregory
PHYSICAL EDUCATION (PreK-4 <sup>th</sup> )	Mr. Sam Morissette
TITLE 1/RESOURCE TEACHER	Mrs. Katy Korzeniecki
TITLE 1 RESOURCE TEACHER	Mr. Marc Sheehan
BAND TEACHER	Miss Frances McKamey
TECHNOLOGY	Mr. Matt Gregory
OFFICE ASSISTANCE	Mrs. Pat Incrocci
BOOKKEEPER	Mrs. Kara Montplairsir
KIDS' CLUB DIRECTOR	Ms. Angie Gudjonson
KIDS CLUB ASSISTANT	Mrs. Leah Stone
HOT LUNCH COORDINATOR	Mrs. Eileen Hamling
MAINTENANCE	Mr. Derrin Walter

**ST. PHILOMENA PARISH ADMINISTRATION**

Parish # 206.878.8709

PASTOR	Rev. Stephen Woodland
DEACON	Jerry Graddon
RECEPTIONIST/ SPANISH MINISTRY	Isabel Gomez
PARISH BUSINESS MANAGER	Kara Montplairsir
ADMINISTRATIVE ASSISTANT	Michelle Liss
DIRECTOR OF RELIGIOUS EDUCATION	Holli Neigel
TEEN CONFIRMATION	Kara Montplairsir
YOUTH MINISTER	Dr. Steve Morissette
FACILITIES	Darrin Walter

**2021-2022 ST. PHILOMENA SCHOOL COMMISSION**

PASTOR	Fr. Stephen Woodland
PRINCIPAL	Dr. Steve Morissette
TEACHER REPRESENTATIVE	Amy Apthorp
DEVELOPMENT DIRECTOR	Pam Blood
CHAIR	Kyle Welsh
SECRETARY	Amy Apthorp
SCHOOL COMMISSION MEMBER	Rob Cecchi
SCHOOL COMMISSION MEMBER	Kari Steadman
SCHOOL COMMISSION MEMBER	Jennie Fenton
SCHOOL COMMISSION MEMBER	Nicholas Schoen
SCHOOL COMMISSION MEMBER	J.D. McAlpine
SCHOOL COMMISSION MEMBER	Jason Prosser
SCHOOL COMMISSION MEMBER	Giuseppe Morella
SCHOOL COMMISSION MEMBER	Sharmila Swenson
SCHOOL COMMISSION MEMBER	Gelilia Walker
SCHOOL COMMISSION MEMBER	Robert Herrera

**2021-2022 ST. PHILOMENA SCHOOL PEP CLUB BOARD**

CO-PRESIDENT	Jennie Fenton
CO-PRESIDENT	Gina Fletcher
SECRETARY	Michael Gudor
TREASURER	Cyndi Owens
COMMUNICATIONS	Myla Diamond
HOSPITALITY CHAIR	Micky Scott
FUNDRAISER CHAIR	Arlyce Welsh
FACULTY REPRESENTATIVE	Teri O'Connor
AUTUMN FEST	Lindsey Maas
VARIETY SHOW COORDINATORS	Carina Schoen
HOLIDAY BAZAAR COORDINATOR	Jilyan Augustyn
SUMMER FAMILY EVENT COORDINATOR	Mike & Gelila Walker
BOOK FAIR COORDINATORS	Melissa Tarabochia
P.A.T.S	Stephanie Aritchita
TEACHER LUNCHES	Micky Scott
WREATH SALES	Michael Gudor & Sophia Cosola
USED UNIFORM SALES	Alisa Murray
ROOM PARENT COORDINATORS	Felicia Singh
SCRIP CHAIR	Amy Wiltse
SCRIP CHAIR	Shavonne Barnett
SCRIP CHAIR	Sophia Cosola

**DEVELOPMENT**

DEVELOPMENT DIRECTOR	Pam Blood
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## **ST. PHILOMENA SCHOOL**

St. Philomena Catholic School is located on the campus of St. Philomena Parish Church in Des Moines, WA. The school is a Pre-Kindergarten through 8th grade Catholic elementary school under the Archdiocese of Seattle's Catholic Schools Office.

The curriculum stresses academic achievement within a Christian community where children feel that they are loved and respected by their peers as well as their teacher. United with each other in meaningful liturgy and prayer, the students can further come to an understanding of the Christian life. At St. Philomena, we strive to "teach as Jesus did." Approved texts are used so that our theology is in compliance with the U.S. Conference of Catholic Bishops.

The Archdiocesan curriculum guidelines are consistent with the State of Washington, and National Common Core Curriculum State Standards are followed for the teaching of all secular subject areas. The curriculum is marked by current content and fresh approaches to methodology. There is emphasis on principles rather than fact, on learning through problem solving rather than by precept. We strive to offer a program which makes use of many sources of reading material, a wide variety of audio-visual and technology tools, and a multi-text approach to the content areas. Textbooks are approved by the Archdiocese of Seattle.

## ***HISTORY***

St. Philomena Catholic School opened in the fall of 1963 under the guidance of four Sisters of Notre Dame de Namur: Sister Francis Julie, Sister Raymond Francis, Sister Mary Christopher, and Sister Joseph, plus one lay teacher, Mrs. Mildred Downey. The charism of this order is "to make known God's goodness," and dedicate themselves to the Christian education of the poor, especially girls. St. Philomena School opened with grades 1- 5, and the dedication of the school took place on April 19, 1964.

By 1969, the school had expanded to include grades six, seven, and eight. In 1973, during a period of economic decline both regionally and nationally, the sisters were called back to their Mother House in Belmont, California. Despite the economic difficulties, the school's parents decided they would do what was necessary to keep the school open. With the aid of the pastor, a lay-led faculty was hired and a School Commission was established. In 1986 the kindergarten program was instituted, and in 1996 the extended-day program, known as Kids' Club, began. At the present time, the school is staffed by a dedicated, entirely lay, faculty. A Pre-Kindergarten program opened September 2012.



**St. Philomena Catholic School**

## **MISSION STATEMENTS**

### **ARCHDIOCESE OF SEATTLE**

The ministries of the archdiocese of Seattle continue the work of evangelization to encounter Christ, who calls and sends missionary disciples, and who himself provides lifelong formation and nourishment in the church.

### **OFFICE FOR CATHOLIC SCHOOLS**

In the spirit of communion, solidarity, and subsidiarity, the Office for Catholic Schools provides high quality professional development, resources, and best practices to expand the evangelizing mission of our Church as we help one another form the school leaders God has designed for our time.

### **ST. PHILOMENA PARISH MISSION STATEMENT**

We are the Roman Catholic Faith Community of St. Philomena, called to live the Gospel of Jesus Christ through our celebrating and praying together, through our support of the faith development of each member, and through our compassionate service and care for one another and the world. We do this because of our commitment to our faith, our hope in the reign of God, and our love of God and neighbor.

### **ST. PHILOMENA SCHOOL MISSION STATEMENT (Reviewed October 2015)**

*Our mission is to teach, model, and promote Gospel values in all areas of a balanced curriculum so that the teachings of Christ become our focus and Christ Himself, our constant point of reference.*

### **St. Philomena School Statement of Philosophy (Updated October 2015)**

The St. Philomena Parish Catholic School Community is committed to teaching, modeling and promoting the Catholic faith in addition to providing a challenging and contemporary academic curriculum infused with the Gospel message of Christ and the traditions of the Catholic Church.

- We encourage the growth of each student in a nurturing environment, recognizing his or her diverse gifts and talents.
- We challenge all students to take academic risks as they prepare to meet the needs of an ever-changing world.
- We prepare our students to live their faith daily as reflective, contributing citizens in service to their church and to their communities.

**Notice of Non-Discriminatory Policy as to Students**

School admits students of any race, sex, sexual orientation, faith traditions, color, national and ethnic origin, and disability to all the rights, privileges, programs and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, sex, sexual orientation, color, national and ethnic origin, age or disability in administration of its educational policies, admission policies, scholarship and loan programs, and athletic and other school-administered programs.

Although we do not discriminate on the basis of race, sex, sexual orientation, color, national or ethnic origin, it remains our primary purpose and mission to serve Catholic members of the parish. Under some circumstances, medically justifiable limitations may be placed on the admission/retention of students with infectious diseases and/or life threatening illnesses. Likewise, limitations may be placed on the admission/retention of students whose needs the school is unable to meet. Decisions regarding admission/retention of these students is decided on a case-by-case basis by the principal or his/her designee.

### **St. Philomena School/Home Relationship**

At St. Philomena School, we believe that education is a partnership between home and school. If, in the opinion of the administration, parent behavior seriously interferes with the teaching/learning process, St. Philomena School may require parents to withdraw their children and sever their relationship with the school.

### **COVENANT COMMUNITY**

St. Philomena School community strives to be a covenant community. The teachers and staff at St. Philomena School are committed to work in partnership with all families to live out the parent/student/teacher covenant to build a respectful and loving faith community.

Covenant implies a **sacred relationship**. The parent-student-teacher covenants help us all remember that through good times and tough times we have a commitment to each other to walk a journey of faith, trust, respect, and hope.

### **ST. PHILOMENA SCHOOL'S COVENANTS (Revised June, 2020)**

#### **A CATHOLIC SCHOOL STUDENT'S COVENANT**

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As a student at St. Philomena Catholic School, I am blessed to be given the opportunity to be educated spiritually and academically. I understand my parents have made this choice out of their love and concern for me. Therefore, I will:

- behave in a respectful manner toward all school and parish personnel, volunteers, and visitors.
- respect all students and treat each one with care regardless of race, gender, or other differences.
- obey all rules, especially the Golden Rule.
- respect school property and the personal property of other students.
- display proper manners and show common courtesy at all times.
- assume responsibility for all my actions and not make excuses.
- always do my classwork and homework without excuses or disrespect.
- be on time, ready to learn, and give my best effort.

#### **A CATHOLIC SCHOOL TEACHER'S COVENANT:**

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Each teacher at St. Philomena School accepts the responsibility of cooperating with parents in the spiritual, emotional, and intellectual education of their children. Each teacher further commits that his/her mission is to educate children and to form Disciples of Christ consistent with the mission and teachings of the Church. Therefore, teachers at St. Philomena School agree to:

- be a Christian role model and maintain an atmosphere which ensures each student's right to an education and personal growth without fear of intimidation by others.
- be respectful to the parents of my students, develop good communication with them, and continue to build a trusting relationship.
- provide appropriate and challenging academic instruction.
- embrace the diversity of my students and build bridges between all cultures.
- set clear standards for behavior and be fair and consistent in discipline.
- respect my fellow teachers and solve differences in a peaceful and professional manner.

## **A CATHOLIC SCHOOL PARENT’S COVENANT**

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As the primary educator of their child, parents understand that they teach their child best by their own example of reverence, responsibility, and respect. Parents chose St. Philomena School to assist them in forming their child as a disciple of Jesus Christ, and understand and acknowledge that their own conduct and the example they set for their child can impact whether their child is allowed to remain enrolled in St. Philomena School. Parents understand that their child’s teacher is a dedicated professional who chooses to teach in a Catholic school. Therefore, parents will:

- be a Christian role model by regularly attending Sunday Mass with my children.
- promote respectful behavior in my child by setting a good example in my own speech and behavior.
- show respect for the school personnel, volunteers and visitors and teach my child to do the same.
- practice confidentiality and use appropriate communication to solve differences in a peaceful manner.
- follow the policies and procedures of the St. Philomena School Handbook.
- accept and embrace the diversity at St. Philomena Catholic School.
- respect the privacy of the faculty, staff, students, and their families.

### **ACCREDITATION:**

St. Philomena School was first accredited in 1997 by the Northwest Association of Schools and subsequently by the Western Catholic Education Association in 2005, 2011 and 2016. St. Philomena School received six-year terms of accreditation from each one of the accreditation visits.

Accreditation is just one way of ensuring the public that the school meets minimum environmental standards, has a valid school improvement plan, and is engaged in an on-going self-study and on-site peer evaluation process.

## **St. Philomena Catholic School’s Student Learning Expectations (Updated October 2015)**

### **A St. Philomena Catholic School Student is...**

#### **a student of Catholic faith who...**

- acquires knowledge of faith, traditions, and authentic teachings
- participates in liturgical, sacramental, and prayer experiences
- develops strategies for moral and ethical decision-making
- practices the Golden Rule

#### **an active learner who...**

- acquires a solid academic foundation
- develops a strong work ethic
- utilizes technology to enhance learning
- practices academic risk-taking
- communicates clearly, confidently, and skillfully

#### **a servant learner who...**

- responds to Christ’s call to serve
- demonstrates respect for diversity of all God’s children
- models a Christian attitude

## **ADMISSIONS AND ENROLLMENT POLICIES (Revised October 2020)**

It is understood that St. Philomena School exists to support the parents in their role as the primary educator of their children in the Catholic faith and to educate those parish children whose families are committed to the Catholic faith and a Catholic education. It is also understood that much of a child's faith formation and moral foundation comes from their experiences at home. All parents and legal guardians are expected to respect and support the Church's teachings and moral authority as administered through the pastoral leader of their Catholic parish.

All parents and guardians must also be aware of their obligation to model Christ and the Church's teachings, and that their own conduct can impact whether a student is admitted or remains enrolled, at the discretion of St. Philomena School. St. Philomena School reserves the right to dismiss any student, or to deny reenrollment to any student, who, in the sole judgment of the principal, is not making satisfactory progress, has engaged in conduct which is detrimental to the school, or whose parent has engaged in conduct which is detrimental to the school.

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

Every student enrolled in a Level 1 or 1b Catholic School in the Archdiocese of Seattle shall be immunized against vaccine-preventable diseases caused by infectious agents in accordance with the immunization schedule adopted by the Washington State Department of Health Services. The only exception to the foregoing requirements for students in our Catholic schools is a medical exemption signed by a licensed professional (M.D., N.D., D.O., ARNP, or PA) authorized to practice in the State of Washington, including the physician's license number. Failure to obtain required immunizations prior to admission or to maintain required immunizations during enrollment may result in a denial of attendance.

Applications and registrations will be considered on the following priority basis:

1. Current student presently enrolled at St. Philomena School.
2. Students of families who have children presently enrolled in the school, Catholic or not.
3. Students of families who are registered, supporting and active in St. Philomena Parish. The family must be in good standing with regard to the participation, finances, and support of the parish. When the applicants are equal, the following will be taken into consideration:
  - a. Longevity in the St. Philomena Parish
  - b. Children/siblings of alumni of St. Philomena School
  - c. Grandchildren of long-time parishioners
  - d. Results of any interviews deemed necessary by the Principal

(As in all school policies, the final decision is made by the Principal and Pastor of St. Philomena.)

4. Students of families who are registered in and supporting other Catholic parishes with first priority given to parish-subsidized families.
5. Students baptized Catholic who are not covered by the above qualifications. .

## 6. Non-Catholic students.

Non-Catholic students will be eligible for admission if space is available after April 1st. Non-Catholic students are placed on a waiting list in the order their completed applications are received in the school office.

A. As openings occur for each grade level, students will be admitted and/or placed on a waiting list according to the following criteria: (A waiting list will be established when a class reaches 22 in pre-kindergarten, 28 in kindergarten and 1<sup>st</sup> grade, and 30 in 2<sup>nd</sup> --8<sup>th</sup> grades.)

B. St. Philomena School admits qualified students of any race, color, national and ethnic origin in administration of its educational policies and scholarships. Students possessing physical or emotional disabilities will not be denied admission solely by reason of the disability.

C. Admission of students is dependent upon the results of an interview with the principal and review of current school records and entrance exam results. All students seeking admission will be tested prior to placement. This testing will occur in mid-March. After testing, all applicants will be notified in writing as to their admission status. If, after testing, it is determined that the student qualifies for admission, but there is not a space in the class, he/she will be placed on a waiting list. Registration and testing fees are non-refundable.

D. The completion of application forms, approval of tuition contract, determination of space, and the ability to meet the needs of the individual student are also required.

E. Final acceptance will be submitted in writing to all new families admitted for the following school year.

F. A child must be **5 years of age for kindergarten** and **4 years old for pre-kindergarten** by **August 31<sup>st</sup>** of current school year for entrance into that respective grade. There are no exceptions made to this entrance date.

G. A copy of a Baptismal certificate if Roman Catholic, birth certificate, and immunization form **MUST** be submitted by all new students before school begins.

H. All new students are accepted on a probationary basis. (Please refer to policy on Academic Trial Period). Students must meet and maintain academic standards and expectations.

I. Registration will begin during Catholic Schools' Week at the end of January.

### **CLASS SIZE (Revised October 2020)**

As openings occur for each grade level, students will be admitted and/or placed on the waiting list according to the following criteria: waiting list will be established when a class reaches 22 in PreKindergarten, 28 in Kindergarten and 1<sup>st</sup> grade, 30 in 2<sup>nd</sup> - 8<sup>th</sup> grades. The principal has complete discretion on exceeding class size.

### **ADMISSION OF NON-CATHOLIC STUDENTS (Revised October 2020)**

Non-Catholic students shall be considered integral members of the student body, expected and required to participate in all aspects of the school program.

- Non-Catholic students are required to attend and participate in religion classes. Teachers will be sensitive to the student's ability to understand and be respectful of his/her personal religious convictions.

- Non-Catholic students shall be required to be present for Mass and other religious services. They are not required to actively participate in such services, but are invited and encouraged to do so to the extent they are able. In accordance with the teachings of the Catholic Church, non-Catholic students are not permitted to receive Communion.

The Code of Canon Law does not object to the reception of Communion by Christians of the Orthodox Churches, the Assyrian Church of the East, and the Polish National Catholic Church. Members of these churches are urged to respect the discipline of their own churches.

Non-Catholic students, like other students, are required to participate in service learning projects and student service hours sponsored by the school.

#### **ADMISSION OF INTERNATIONAL STUDENTS (Revised October 2020)**

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

#### **ADMISSION OF STUDENTS with LEARNING DIFFERENCES (Revised October 2020)**

Students with special needs shall be given the same consideration as all applicants. However, prior to admitting a student with diagnosed learning differences, St. Philomena School shall make a determination as to whether it can provide an appropriate education for that child in light of the school's resources and staff/support capacity. Each child will be considered on an individual basis. St. Philomena School will consider:

1. the severity and degree of the disability;
2. the level of support needed from special services and any special equipment or related services the student may require;
3. the school's resources, such as available support personnel, class size, and accessibility of school facilities;
4. the accommodations, if any are necessary, and the school's ability to provide those accommodations;
5. the child's Student Support Plan (SSP) if one exists, and/or the school's ability to meet a current IEP or behavioral plan; and
6. Any other considerations that may apply to the particular situation.

Parents and/or the public school district in which the student resides shall be responsible for any additional special education services that a student may require.

St. Philomena School will accept any child for whom an appropriate program can be designed and implemented. Each child is to be considered for admission based upon his/her emotional, academic, and physical needs; the school's ability to support the student in adhering to all health/medical requirements; and the resources available to the school in meeting those needs. St. Philomena School determines continued enrollment based on these factors.

There is a limit to what schools have the capacity to do. However, St. Philomena School will not discriminate against otherwise qualified individuals on the basis of disability if, with reasonable accommodations, school staff can assist a student in meeting the requirements of the school program.

St. Philomena School honors the following procedures in trying to serve students with special needs:

**Phase 1: Identification** – Identification of the specific area of concern(s), documentation of concern, consultation with the student's family.

**Phase 2: Assessment** – Comprehensive assessment through the local public school or through private, professional consultants.

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

**\*\*For the complete procedural plans for serving students with special needs, please contact the school office.**

### **ADMISSIONS FOR RE-REGISTRATION PROCESS OF RETURNING STUDENTS (Revised October 2020)**

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

- Parents returning the mid-January intent form, stating their desire to re-enroll. If this form is not returned to the school office by designated date, the student may be removed from the class list for the next school year.
- After review of current year's tuition contract compliance, a contract for the next school will be offered provided that all current contract obligations have been met. Review to include: current tuition payments, fundraising obligation, current active parish status (financial responsibility, participation in parish life, and current service hours recorded). The contract fee is non-refundable and due with the tuition contract.
- Non-compliance could result in change of tuition contract status.

### **WITHDRAWAL (Revised Sept. 2020)**

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

1. Notify St. Philomena School of the withdrawal via a note to the school office with a copy sent to the principal.
2. All financial obligations must be met before a student's education records will be released.
3. Student's records will be sent at the request of the student's new school.

### **WITHDRAWAL REGARDING FINANCIAL MATTERS (Revised Sept. 2020)**

St. Philomena School enters into covenants or contracts with faculty and staff and incurs financial obligations for the entire school year. In order for St. Philomena School to meet these financial obligations, when a student is enrolled, the parent/guardian assumes the obligation to pay the tuition/fees in full.

In order to receive a refund of tuition paid, the parent/guardian must advise the principal before the first day of school that the student will be withdrawing. The registration fee is non-refundable under any circumstances.

- If a student is withdrawn by the first day of school, 75% of the tuition is refundable.
- If a student is withdrawn after the end of the first trimester, 0% of the tuition is refundable.

Extenuating circumstances regarding the withdrawal of a student will be considered pending a review by the pastor and principal.

The school reserves the right, if any tuition payment is past due, to remove the student(s) from the school. The school has the further right to refuse re-enrollment for the following school year until financial commitments have been met. No transcripts of grades or school records of any child enrolled in the school shall be provided without prior payment of tuition due to the school.

**RIGHTS OF THE SCHOOL AND RELATIONSHIPS (Revised June, 2020)****PRINCIPAL PRIVILEGE**

The Principal interprets and reserves the right to amend or adjust the handbook after consultation with and approval from the pastoral leader. Parents will be notified of any changes in the handbook through the school newsletter.

**RESPECT OF SCHOOL PROPERTY**

Care of school property portrays a sense of pride and also strong school spirit. For this reason, all students will treat school property with care and respect. This includes being respectful of restrooms and classrooms and all that they contain.

**SEARCH AND SEIZURE**

The principal and/or his/her designee may search student desks, lockers, and personal belongings, including, but not limited to, handbags, briefcases, purses, backpacks, clothing and other items in a student's possession. The local police, using drug detecting dogs, may be invited into the school on a random basis to search lockers as a proactive, preventative measure.

**USE OF STUDENT INFORMATION AND PICTURES**

St. Philomena School reserves the right to use student pictures (or video) in publications and on the school's website. Student's full names will not be published with pictures or video. A parent who does not wish his/her child's picture used must notify the principal in writing prior to the beginning of the school year.

**USE OF SCHOOL/PARISH GROUNDS**

St. Philomena School grounds are not supervised outside of school hours or school events. Please respect the dedicated space and usage of the covered play area, field, and play zones during active school hours.

**SCHOOL/HOME RELATIONSHIPS**

St. Philomena School believes that education is a partnership between home and school. If, in the opinion of the administration, parent behavior seriously interferes with the teaching/learning process and the Christian community, St. Philomena School may require parents to withdraw their children and sever their relationship with the school.

## ST. PHILOMENA SCHOOL FINANCIAL POLICIES (Revised June 2020)

### Tuition and Fees

1. The School Commission, in consultation with the principal and pastoral leader, is responsible for setting the non-refundable registration fees as well as tuition rates.
2. All tuition contract/covenant obligations for the prior year must be paid in full to insure a student's registration for the following school year. Tuition contract obligations for eighth graders must be paid before graduation. All report cards, mid-term reports, and school records, including eighth grade diplomas, will be withheld until all fees are current. If special arrangements are necessary, please contact the principal.

### Tuition Goals

Our tuition goals are:

1. To try our best to make Catholic School education affordable to all who truly desire and value it for their children.
2. To foster a trusting, community relationship between the parish, the school, and the Catholic family.
3. To generate funds so the school has a solid financial base that can more effectively improve programs and services.

### St. Philomena Tuition Rates

#### In-Parish Rate:

A St. Philomena In-Parish family is one who is registered in the parish prior to school registration.

- If relocating to this area from another Catholic school, a letter from the former parish expressing active parish family status would be acceptable.
- If coming from another parish that does not have a school, a letter from the pastor expressing active parish status would be acceptable.

A St. Philomena In-Parish family is one who has a **Stewardship Commitment Card** on file in the parish office. A quarterly review will be shared by the parish office to verify contributions.

A St. Philomena In-Parish family is one who is participating in the sacramental life of the parish by regularly attending Mass, supporting parish activities, and contributing at least 4 hours per month in school/parish service hours. A suggested donation for the in-parish tuition rate is \$25.00 to 50.00 a week.

1. Monitoring of the St. Philomena School In-Parish Tuition Rate Privilege
  - a. A Catholic family receives the gift of the "In-Parish" rate provided the criteria of being parishioners as stated in the St. Philomena School Admissions and Enrollment policies and included in the registration materials is met. These criteria do not in any way stand in judgment of a person's depth or quality of faith, but rather as objective ways of establishing a person's commitment to St. Philomena Parish. So that each parent/guardian might be treated equally and fairly, the most objective means of monitoring parishioner status is through the financial giving records kept by the parish.
  - b. Each year, the School Commission will establish the actual cost of educating a student at St. Philomena School and apply the gift of the parish subsidy to determine the "In-Parish" rates for Catholic students.
  - c. The school office will report all tuition obligation data to each school family three times a year. At any of these reporting periods, report cards or mid-term reports may be held until families become current with their school financial obligations. The parish bookkeeper will mail stewardship statements regarding parish contributions. This data is kept confidential with only the pastoral leader, principal, and bookkeeper involved in maintaining and honoring the parish financial records.

- d. If there is a financial challenge being incurred by a parish family, the family should notify the school directly. There is a process for applying and receiving St. Philomena School scholarships and there is a deep commitment to make sure all our Catholic families have the financial support they need. Any Catholic families challenged by their stewardship commitment may make an appointment to discuss this matter privately with the principal and the pastoral leader.
- e. For returning students, family financial obligations will be assessed each spring. Catholic families receiving the “In Parish” rate may be moved to “Non-Parish” rate for failure to live up to the requirements of the tuition contract and the St. Philomena School Family Handbook. This decision is made by the pastoral leader in accordance with the principal.

### **Non-Parish Rate:**

A non-parish student is one who has not been baptized into the Catholic Church and does not receive in-parish tuition.

### **Tuition Payment Policy**

Recognizing that payment of school tuition is a requirement of each family and that the need to maintain a continuous and consistent cash flow is essential to the well-managed school, our school follows the following policy regarding tuition payment:

Tuition is due on or before **the fifth day** of every month. Should a situation arise that a payment will be late, the parent is responsible for notifying the school principal as soon as possible. In the event that a family fails to pay tuition on time, the school principal will initiate the following procedures:

1. If at the end of **thirty (30) days** the tuition account is not current, the parent will be notified by the principal of the past due amount. A late fee of \$25 will be added to the total tuition balance, and additional late fees of \$25 each month will continue to be added until the account is current.
2. If at the end of **sixty (60) days** the past due condition continues to exist, the parent will be notified in writing by the principal that the account must be brought current.
3. If at the end of **ninety (90) days** the account has not been brought current, school services to the family will be immediately discontinued and the account will be referred to a collection agency.

St. Philomena School reserves the right, if any tuition payment is past due, to remove the student(s) from the school. The school has the further right to refuse re-enrollment for the following school year until financial commitments have been met. Re-enrollment in the current year or enrollment for the following year will not be accepted until tuition and fees are paid in full. The school will withhold all report cards, mid-term reports, and school records, including eighth grade diplomas until all financial obligations are met. Additionally, families who have past due tuition are not eligible for tuition assistance.

Families that are experiencing financial difficulties should contact the principal immediately.

### **Tuition Payment Options**

St. Philomena offers four tuition options to St. Philomena school families:

- Tuition paid in full September 15<sup>th</sup>
- 4 equal payments (Aug., Nov., Feb., May)
- 10 equal payments (August through May)
- 12 equal payments (June through May)

**Electronic banking is an option for all school families.** Please contact the school office if you would like to set up automatic payments. No charitable (goods or services) contribution shall be accepted in consideration of a student's enrollment at St. Philomena School.

The person who signs the tuition contract is the person who will be held financially responsible for all obligations. Any modifications occurring with the tuition contract must occur in writing and have the approval of the principal.

Divorced or separated parents must file a court-certified copy of the custody section of the divorce or separation decree with the school office at time of registration. The school will not be held responsible for failing to honor arrangements that have not been made known.

### **Tuition Contracts and Fees (Revised June 2020)**

#### **Tuition Contracts**

1. Each family signs a tuition covenant/contract, agreeing to the rights and responsibilities each has to promote the common good of the Christian community in accord with Catholic teachings, traditions and tenets as directed by the principal and pastoral leader at St. Philomena School. Volunteer hours, participation in major fundraisers, supporting the parish, and participation in sacramental life are key elements to the partnership between the school and each family. Questions or concerns about the tuition contract should be addressed to the principal or school bookkeeper.
2. The person who signs the tuition covenant/contract is the person who will be held financially responsible for all obligations. Any modifications occurring with the tuition contract/covenant must occur in writing and have the approval of the principal.
3. Divorced or separated parents must file a court-certified copy of the custody section of the divorce or separation decree with the school office at time of registration. The school will not be held responsible for failing to honor arrangements that have not been made known.

#### **Contract Fees**

All families must pay a contract fee of \$225.00 per family. The contract fee secures the student's placement at St. Philomena School. All contract fees are non-refundable. A \$25.00 voucher will be given to all families that attend the Parent Contract meeting; this voucher is used toward the contract fee. If the contract, with fee is not turned in by the designated contract date, the contract fee will go up to \$250.00. Contract fees for families that do not attend the contract meeting will be \$250.00.

#### **Class Fees**

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

- A. Eighth Grade Graduation Fee—this covers cost of graduation and other 8<sup>th</sup> grade expenses. For full details please refer to Graduation Policies.
- B. 6th Grade Camp Fee

### **Tuition Assistance (Revised June 2021)**

#### **Fulcrum Foundation Tuition Assistance**

The Fulcrum Tuition Assistance Grant program is designed for families and students currently enrolled or applying for the next school year in any Catholic school in the Archdiocese of Seattle. A family must apply each year through FACTS Grant and Aid Assessment to qualify for a grant. All awards are made based on financial need.

### **St. Philomena School Financial Aid**

Local financial assistance can be requested by any current school family. However, families must first apply for the annual Archdiocese of Seattle Tuition Assistance Grant funded by the Fulcrum Foundation (See above). Once a family has submitted the application by the designated deadline, the family can then request an application form for the St. Philomena School Financial Aid. The confidential form is processed by the school administration and awardees are based on financial need only. Each new school year, the applicant must reapply for the Fulcrum Tuition Assistance Grant and St. Philomena School financial aid. Any special circumstances will be handled confidentially by the principal and pastoral leader.

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

Consideration for assistance are prioritized as follows:

1. Current St. Philomena School families
2. Incoming registered St. Philomena Parish families
3. Incoming practicing Catholic families
4. Non-Catholic families

Families will receive notification from the principal and bookkeeper regarding their tuition assistance award.

### **Emergency Financial Aid**

Life status changes occur and St. Philomena School tries to respond to the situation. If a current school family has experienced a life status change, the family may submit in writing an emergency scholarship request. If any funds are available, the principal will work with the pastoral leader to assess the need and respond accordingly.

## **REGISTRATION & FEES (Revised June 2020)**

### **New Student Registration**

Registration begins the Sunday of Catholic Schools Week for new families seeking enrollment at St. Philomena School. The registration process is complete when the school has received:

1. St. Philomena School New Student Registration Application along with the new student registration fee.
2. New student testing fee (Kindergarten through 8<sup>th</sup> grade).
3. Records: Baptismal and birth certificates, immunization, health records, and transcripts from any previous school.

### **New Student Registration Fee**

Families of new students must pay a \$125.00 registration fee plus the contract fee per family to secure the student's placement at St. Philomena School. All registration fees are non-refundable. This registration fee is due with the St. Philomena School New Student Registration Application.

### **New Student Testing Fee**

All new students in kindergarten through 8<sup>th</sup> grade are required to take a placement test to determine if they are eligible to attend St. Philomena School. There is a \$50.00 testing fee which is due with the St. Philomena School New Student Registration Application. New Student Testing fees are non-refundable.

## **FUNDRAISING (June 2021)**

Each school family will be required to participate in fund raising. St. Philomena School families must participate in three fundraisers: Anchor Fund, the SCRIP Program and the SPLASH Auction.

The cost to educate a child at St. Philomena Catholic School is approximately \$8,420. Tuition covers a portion of this cost. The remaining costs are made up through fundraising.

### **Anchor Fund**

St. Philomena School's Anchor Fund is not a "fundraiser," rather it is a commitment by you to invest in the future of St. Philomena School; it is your way to "vote yes" for Catholic Education via a monetary donation to the school that will provide tuition assistance to those seeking Catholic education, bolster and improve the school's facilities and safety, and secure the heritage and tradition of St. Philomena School.

Every family **MUST** financially support the St. Philomena School's Anchor Fund. All Anchor Fund donations are tax deductible. The Anchor Fund is held annually every October.

### **SCRIP PROGRAM (Revised October, 2020)**

The word scrip is a noun referring to a form of payment issued by an organization and used to redeem a credit. Fittingly named, scrip simply refers to gift cards purchased from Saint Philomena that can be used at various retailer stores. St. Philomena School purchases gift cards at various discounted price determined by the retailer. These cards are then sold at face value. The difference between the amount we paid and the amount we sell it for is the funds we raised! This profit will be referred to as your "rebate earned".

There are a wide variety of gift cards, from gas, groceries, department stores, retail stores, restaurants, movies, selected airlines, hotel and car rentals, car washes, auto glass replacement and auto repair.

Gift cards are available in several forms. There are actual physical cards as well as readily available electronic gift cards printed from your own computer or shown to the retailer from a Smartphone. These are called Scripnow. Another electronic gift card is when a new amount is reloaded onto an existing physical card. These are called Reload/Reloadnow.

Each family must purchase SCRIP to generate a minimum of \$225.00 in revenue for St. Philomena School. Families not meeting the minimum \$225.00 will be billed the difference between revenue generated and \$325.00 by the end of May. Families also have the option to Buy-out SCRIP at \$325.00 by the end of May.

For complete details and ideas to make SCRIP sales successful, please contact the SCRIP chairpersons. **Statement of liability/ waiver:** The School assumes permission to send/receive financial statements and actual SCRIP through the Wednesday envelope system or directly home with the students. Parents who prefer not to participate in the pick up and delivery process of SCRIP at St. Philomena must communicate in writing to the SCRIP Chairperson that they will relieve the school of the burden of pickup and delivery of SCRIP and establish an appropriate system for their family.

Each family must purchase SCRIP to generate a minimum of \$225.00 in revenue for St. Philomena School. Families not meeting the minimum \$225.00 will be billed the difference between revenue generated and \$325.00 by the end of May. Families also have the option to buy-out SCRIP at \$325.00 by the end of May.

### **SCRIP PROFITS**

A family whose last child is a graduating 8<sup>th</sup> grader and who is attending a Catholic high school may forward any SCRIP profits to the Catholic high school your student has selected to attend. These profits

will be sent as scholarship funds in your child's name. For the profits to be sent, a letter of designation to the selected Catholic high school must be sent to the St. Philomena School bookkeeper by June 1<sup>st</sup>.

A family whose last child is a graduating 8<sup>th</sup> grader and is not attending a Catholic high school may apply any SCRIP profits back to St. Philomena School or can designate to a current St. Philomena School family to help with their tuition costs. For the profits to be designated to a current St. Philomena School family, a letter of designation must be sent to the St. Philomena School bookkeeper by August 1<sup>st</sup>.

SCRIP profits from anyone else who purchases SCRIP and not a current St. Philomena School family goes to the St. Philomena School Fragile Families SCRIP Fund, which can be designated for a particular family or for the general fund. Please see the bookkeeper for additional details.

Any designations not listed must have approval by the principal and pastor

**SPLASH AUCTION- *St. Philomena Leadership, Action, Scholarship, Heritage-* (Revised October 2020)**

The SPLASH auction is St. Philomena School's largest fundraiser. The auction is dedicated to support the full mission of the school, and is held each year. The Development Director and a team of volunteers work throughout the year to create a signature event celebrating and financing the gift of Catholic education. Per the tuition contract, families donate, "procure" items for the auction or they can buy out their financial obligation. Buy-out money is used by the SPLASH procurement team to purchase quality items for the auction.

**SPLASH REVENUE ALLOCATIONS (Revised October 2020)**

The proceeds from SPLASH shall be designated as follows:

- a. 70% for School Operating Budget.
- b. 20% for St. Philomena Tuition Assistance.
- c. 10% for Long-term Development.

Any deviation from the above allocations needs approval by the Pastor, Principal, and School Commission.

Each family must procure an item(s) and/or service(s) at \$250.00 or Buy-out (Cash, Check, or Credit Card) their commitment at \$200.00 by mid-December. The second option is to procure an item(s) and/or service(s) at \$300.00 or Buy-out (Cash, Check, or Credit Card) their commitment at \$250.00 by the end of January.

**SERVICE HOURS**

As part of the tuition contract or covenant, each family is responsible for finding, recording, and tracking their parent service hours during the school year. The annual commitment hour requirement is 40 hours for a two-parent family and 20 hours for a single-parent family. Failure to fulfill the annual commitment hour requirement will result in an assessment charge of \$30.00 per hour due May 31<sup>st</sup> each year. Parents also have the option to buy-out Service Hours at \$30.00 per hour by the end of May.

It is the parent's responsibility to find opportunities to serve the school or parish. Families are encouraged to document their hours through the online Google form. An update of recorded hours is sent to all families on their monthly financial statements.

Any service supporting the good works of the school and parish are counted as volunteer hours. Ideas include, but are not limited to: room parents, working in the classroom, working at the volunteer project table, take home projects, SPLASH auction, Scrip program, recycle drive, gardening around the grounds, ministers for the Masses, chaperoning on fieldtrips, attending the monthly PEP Club meetings and MORE!

## **ACADEMIC POLICIES (Revised June 2020)**

St. Philomena School exists to teach the message of Jesus Christ to its students. The curriculum taught at St. Philomena School meets Archdiocesan requirements for textbooks, materials, and time allotments for subject areas. St. Philomena School's curriculum is cross-referenced with Common Core Standards, Next Generation Science Standards, and Washington State's Essential Learning Requirements, so that it meets or exceeds current national and state standards. St. Philomena School is fully accredited through the Western Catholic Educational Association (WCEA). A copy of the accreditation study and report is available on the St. Philomena School's website and in the school's office.

### **CURRICULUM**

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

### **INSTRUCTION**

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

### **REMOTE LEARNING**

There may be situations that arise such as a public health issue, weather related issues, no access to water or power outages that force the school to enact a remote learning model (learning from home via online devices). The remote learning model will occur in order not to interrupt that academic learning cycle. Specific details about the remote learning model such as expectations and schedules will be communicated through email and posted on the school's website. Remote learning is considered school contact days and fulfills school hour obligations.

### **RELIGION**

The school is committed to promoting Gospel values in every aspect of school life. Besides daily instruction in the Catholic faith, St. Philomena School emphasizes daily prayer, frequent and regular worship, service projects and outreach, training and preparation for the sacraments, and Catholic Social Justice teaching. This is inclusive of the mutual respect of teachers, staff, students, and parents, and the implementation of school policies and programs, which are just.

Parents are the primary educators for the faith of their children. The school's role is to support families in this critical aspect of parenting. Families are encouraged to be active participants in their respective faith communities by regular attendance at Mass and by sharing their time, talent, and treasure. Sunday or Saturday Vigil Mass attendance is expected of all Catholic school families. Friday or daily Mass is not a substitute for Sunday or Saturday Vigil Mass attendance.

**Non-Catholic Students** Non-Catholic students shall be considered integral members of the student body, expected and required to participate in all aspects of the school program.

- Non-Catholic students are required to attend and participate in religion classes. Teachers will be sensitive to the student's ability to understand and be respectful of his/her personal religious convictions.
- Non-Catholic students shall be required to be present for Mass and other religious services. They are not required to actively participate in such services, but are invited and encouraged to do so to the extent they are able. In accordance with the teachings of the Catholic Church, non-Catholic students are not permitted to receive Communion.

The Code of Canon Law does not object to the reception of Communion by Christians of the Orthodox Churches, the Assyrian Church of the East, and the Polish National Catholic Church. Members of these churches are urged to respect the discipline of their own churches.

Non-Catholic students, like other students, are required to participate in service learning projects and student service hours sponsored by the school.

**Religion Class** - Religion is taught regularly as part of the school curriculum, using the Standards approved by the Office of Catholic Schools of the Archdiocese of Seattle, and the United States Conference of Catholic Bishops (USCCB).

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

#### **Confirmation-**

The Archdiocese of Seattle made a major change regarding the Sacrament of Confirmation in 2019. Current information about Confirmation from the Archdiocese may be found at <https://seattlearchmya.weebly.com/confirmation.html>.

Confirmation is taught through the religion curriculum for 7th grade students. 8th grade - 12th grade will be taught Confirmation through the parish program. This program is usually taught on Sunday afternoons. There will be a Confirmation retreat for all 7th-12th grade students in January and all the students will receive the Sacrament of Confirmation together in late January or February.

**Catechetical Formation in Chaste Living** - The school will offer ongoing formation in chaste living, using an approved text, as part of Catholic moral formation, as required by the WCEA's Catholic Identity accreditation standards, and by standards published by the USCCB (2008): Catechetical Formation in Chaste Living."

**Community Service** - Each student and class takes part in Christian service activities throughout the year.

**ACRE Test** - The elementary religion curriculum will be evaluated by a uniform means of assessment, including national assessments, with oversight by the Office for Catholic Schools. Students in grades 5 (level 1) and 8 (level 2) will take the ACRE (Assessment of Children/Youth Religious Education) assessment offered by the National Catholic Educational Association (NCEA) in the month of April. The school will receive a group report for each ACRE leveled assessment used in the school.

**Mass** – St. Philomena School is foremost a Catholic School. We are committed to the spiritual development of our students. In pursuit of this goal, the school community gathers weekly for the celebration of the Eucharist. The school Mass is not a substitute for the obligation of each Catholic to attend Sunday Mass.

**Prayer** - In order to foster the habit of daily prayer in our lives, the school day begins and ends with prayer. Students are each encouraged to use these and other opportunities to ask forgiveness, give thanks, and praise and recall God's blessings.

## **ACADEMIC SUBJECTS**

**English Language Arts** - The English/language arts curriculum is aligned with the Common Core State Standards for all grade levels. Students are taught a variety of skills and strategies in learning to read, including decoding, comprehension, fluency, and vocabulary development. Writing classes are based developmentally on the fundamentals of grammar, usage, spelling, and mechanics, as well as writing a variety of forms for different audiences and different purposes, including argument writing, informative/explanatory writing, and narrative writing.

**Mathematics** - The math curriculum is aligned with the Common Core State Standards for all grade levels. The program emphasizes individual student abilities, and students can be placed in higher-level math classes. The math program also emphasizes basic math facts, hands-on activities, and an online visual-spatial technology program for grades K-5.

**Social Studies/History** - In social studies, PreK through 3<sup>rd</sup> grade students learn about communities, geography, and map skills. In 4<sup>th</sup> and 7<sup>th</sup> grade the focus is Washington State history. In 5<sup>th</sup> and 8<sup>th</sup> grade the focus is United States history and geography. In 6<sup>th</sup> grade the focus is world history.

**Science** - Science is taught at all grade levels incorporating the Next Generation Science Standards and the content domains of physical, life and earth/space sciences. STEM (Science, Technology, Engineering & Math) activities that include engineering design are also infused into the curriculum.

**Music** - Music is taught twice weekly to students in PreK through 5<sup>th</sup> grade and an optional choir program is offered in middle school. The curriculum adheres to the Archdiocesan art standards and Washington State music standards and focuses on learning rhythm and pitch. Theory concepts are taught through the use of solfège (sight-singing), Curwin hand signs, percussion instruments, and recorders. Appreciation concepts are taught by way of composers, genres, history, and instrument families.

**Physical Education** - Physical education is aligned with the Washington State standards. Students work on coordination, movement, and physical activities. The 6<sup>th</sup> through 8<sup>th</sup> grade curriculum also includes team-based activities.

**Technology** - Students are introduced to major operating systems that may include Windows, IOS/Apple, and Google. Technology components include keyboarding, documentation, visual presentations, and other curriculum-aligned projects.

**Library Skills** - All students visit the school library once per week and kindergarten through 8<sup>th</sup> grade students are given the opportunity to check out books to read for growth in reading and academic skills as well as for enjoyment. Students are taught strategies for locating information, selecting and evaluating both paper and electronic resources, and extracting information from those resources.

**Art** - Art instruction takes place in PreK through 5<sup>th</sup> grade and is connected to subject areas, liturgical seasons and holidays, and is facilitated by the classroom teacher.

**Personal Safety** - St. Philomena School uses an Archdiocesan required safety program in PreK through 8<sup>th</sup> grade.

**Band Program** -- A beginning and advanced band program is available at the school for 5th through 8th grades and is conducted in conjunction with Kennedy Catholic High School. Students are responsible for their own band instruments; however, instrument rentals are available through an outside rental agency. The band performs at the annual Christmas and spring concerts.

**Choir Program** -- The primary focus of the school choir is music ministry, serving our school community at weekly Mass. The choir also prepares music to sing at the Christmas and spring concerts.

### **MATH PLACEMENT- (Revised March 2021)**

The St. Philomena math teachers recognize the importance of building a strong foundation in math, and in most cases, it is best for a student to stay at grade level to grow in their mathematical skills.

**Middle School Math Placement-** The middle school math program consists of 6 different math classes:

- Math 1 ~ Designed for 6th grade and 7th grade students who need to build foundational skills
- Math 2 ~ 6th grade level and for 7th graders who need to build foundational skills
- Math 3 ~ 7th grade level and for 8th graders who need to build foundational skills
- Pre-Algebra ~ 8th grade level
- Algebra 1 ~ A high school level class
- Geometry ~ A high school level class

A Math Team consisting of the middle school math teachers, the 5th grade math teacher, and the principal, meets in June to determine math placement for the following school year. The Math Team takes the following criteria into consideration when placing each student:

- The student's current math class grades
- MAP test scores
- Moby Max scores (including Fact Fluency)
- Does the student have homework scores consistent with test scores?
- Does the student have a history of turning work in on time?
- Does the student show steps in written work?
- Is the student an independent worker and learner?

In addition to the above criteria, the Math Team considers the following essential skills that are key to the success of a student that is placed in an Advanced Math Class (above their current grade level):

Current math grades:

- Does the student have an A- average with no trimester grade lower than B+?
- MAP Test proficiency - 90%
- Is the student fluent in their basic math facts?
- Does the student have a history of good attendance with minimal absences?
- Does the student always complete their homework?
- Does the student consistently and thoroughly show all the steps in written work?
- Is the student able to solve real-world problems independently?
- Is the student quick to recognize numerical and geometric patterns?
- Does the student apply thinking skills and mathematical reasoning?
- Does the student ask the teacher for help after utilizing all other resources and materials?
- Is the student able to ask specific questions in relation to learning taught concepts?

### **Maintaining Advanced Math Placement**

All students placed in an advanced math class enter the new school year on a probationary period in order to demonstrate the habits and skills needed for success in the new level of challenge. The student must maintain a 90% average at the end of the first trimester to remain in the advanced class and maintain a B average throughout the year.

Experience has shown that these criteria are essential for success in advanced placement. No other criteria will be considered for placement in an Advanced Math Class.

### **Math Placement Notification:**

Placement decisions for middle school math classes are made at the end of each school year and no placement changes will occur after the Math Team decision has been made. Families will be notified of placement decisions in a letter enclosed with the final report card.

### **Grades 1- 5 Advanced Math Placement-**

Decisions to move a student up to the next grade level in math is made by the grade-level teachers and the principal. The teacher will consider a variety of criteria. These include, but are not limited to, natural math ability, proficiency at least one full grade ahead of current grade, and diagnostic/assessment tools such as MAP Tests, Moby Max, and ST Math. Each year the classroom teachers will review every advanced math student to determine if advanced math is still the right course for the student. The St. Philomena math teachers recognize the importance of building a strong foundation in math, and in most cases, it is best for a student to stay at grade level to grow in their mathematical skills.

### **TECHNOLOGY (Revised November 2020)**

Students are preparing to be a 21<sup>st</sup> century digital learner in which technology literacy is an important part of their future educational and vocational careers. Technology allows students to develop their learning styles and explore more creative ways to demonstrate their mastery of skills, concepts, and information. Technology is a tool by which teachers can reach each student at his or her own level, pace, and interest to enhance their lifelong learning process. This is an integral part of the educational program at St. Philomena School.

Students accept the responsibilities and guidelines outlined in the agreements they sign each year for the use of all St. Philomena School electronic devices. Any damage to any electronic device through improper use will be the responsibility of the student and their parents. Internet access is available to students for educational purposes only in a multitude of settings. St. Philomena staff has taken precautions to restrict access to inappropriate information.

Technology -- St. Philomena School is a Google based school. Students are introduced to major operating systems that may include Windows, Chrome, and IOS/Apple. Technology components include keyboarding, documentation, visual presentations, and other curriculum-aligned projects.

### **ASSESSMENT**

St. Philomena School teachers use a variety of methods and types of assessments to monitor and ensure student learning. Students are assessed informally through observing, listening, asking questions, discussion, and requiring written responses to ensure the students understand a concept or skill. Students are also assessed through formal assessment, which include, but are not limited to: portfolios, written tests, oral tests, performance tasks, and projects. Parents can check grades through the online Chalk program and report cards are sent home three times a year. Students in grades K through 8 take The MAP standardized tests. The data the school collects from these tests and classroom assessments is then disaggregated and is used to help inform instruction and curriculum.

### **LIBRARY GUIDELINES (Revised March, 2021)**

#### **LIBRARY MISSION STATEMENT**

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

## **LIBRARY PHILOSOPHY STATEMENT**

The school library staff is committed to serving the entire school community. The staff strives to inform, enrich, and empower every member of the school community by providing access to high-quality, appealing, timely, authoritative, and reputable materials in a variety of genres for all age levels. The library staff acquires, organizes, and provides a wide variety of literature, Catholic resources, and other relevant library materials for the entire school community. All students are encouraged to visit the library regularly so that they may enjoy and benefit from these materials.

## **LIBRARY POLICY**

It is a **privilege** for students to use this facility and its materials. With this privilege come the following **responsibilities**:

- **Students are responsible** for knowing what books they have checked out and for knowing where those books are at all times.
- **Students are responsible** for taking proper care of library books and for returning them on time.
- **Students are responsible** for learning and demonstrating proper library behavior at all times in order to maintain an environment conducive to focusing and learning.

**Overdue Notices:** Overdue notices will be sent home when a book is overdue. No further materials may be checked out until the overdue book is returned.

**Damaged Library Books:** Students whose books are returned damaged beyond what would be considered “normal wear and tear” will incur a fine in an amount commensurate with the extent and type of damage. If the damage is so extensive that the book is no longer fit for circulation, the amount of the fine will be the fair market value of the book.

**Lost Library Books:** If a student believes they have lost a library book, the librarian should be notified as soon as possible. If the book is not returned within 30 days of the original due date the student/parent will be billed for the replacement cost of the book.

**Final Overdue Notices:** In May, as the library prepares to close for the year, all books will be due and final overdue notices will be sent. If books are not returned by the final due date students will be charged for the fair market value of replacing the book. Report cards will be held until all library fines are paid.

**Questions, Comments, Concerns:** If you have a question, comment, or concern about our materials, service, or library in general, please submit it in writing to the library staff. The librarian and the school administration will meet with you to respond to your concern, and the pastor will make all final decisions.

## **LIBRARY BIRTHDAY BOOKS & DONATIONS**

Birthday Books will now be available for purchase at all PEP Club meetings and at special school functions. The books are already purchased, processed and ready to hit the shelf. All you have to do is make the purchase and the library will do the rest. A book plate with your child’s name will be added to the front of the book to commemorate the special event and your student will have the opportunity to be the first one to check the book out of the library. This is a great way to grow our library collection.

**OTHER WAYS TO SUPPORT OUR LIBRARY:** Donations of money and/or Amazon or Barnes & Noble scrip are always welcome and are always deeply appreciated. The librarian will use the money to purchase books to add to the library collection.

### **FIELD TRIPS (Revised Nov. 2020)**

Field trips are planned by the teacher to enrich the curriculum. They are a privilege afforded to students; no student has an absolute right to a field trip. Students can be denied participation if they fail to meet academic or behavioral requirements.

Teachers will notify families in advance of these trips. All students must bring the required permission form and money in advance of the field trip day. Phone calls will not be accepted in place of the written form. Only students currently enrolled at St. Philomena School are allowed to participate in field trips. Only those approved by the classroom teacher will be allowed to chaperone and attend the field trip. Parents who volunteer for field trips must find childcare for their children not enrolled at St. Philomena School.

Fees will be collected from school families to pay for the cost of the field trip and the bus transportation. Bus transportation is the only method to be used for any field trip. There may be times when an alternative form of transportation is needed (clubs). School uniforms are to be worn on field trips unless otherwise indicated by the principal.

Volunteer hours can only be earned by chaperones if the following expectations are observed.

This is what it means to be a chaperone:

1. Students must be accompanied by an adult at all times.
2. Students must travel in pairs into public bathrooms (especially if the chaperone is of opposite gender of the child).
3. Parents must be actively engaged with the students in their care.
4. Students are not to be using their own cell phones or cell phones of a parent at any time during the field trip.
5. Parents may not change plans but are to follow the teacher's schedule/ directions.
6. Safe environment classes must be up to date as well as a current background check on file at the school office.
7. Chaperones may not purchase any food or treasures for students in their group.
8. Chaperones may not bring special treats for their group.
9. Supervision is required on the bus. Chaperons should be seated with their assigned group on the bus ensuring students are seated, facing forward, and speaking with indoor voices.
10. Chaperones will model appropriate behaviors.

Failure to follow these guidelines may impact a parent's ability to chaperone on another field trip.

### **ENVIRONMENTAL EDUCATION (Revised March 2021)**

The Environmental Education Program at CYO Camp Hamilton is a part of the 6th grade curriculum at St. Philomena School and attendance and participation in camp and camp activities are mandatory. It is not an optional program as it reflects directly upon the expectations and grades and encompasses every subject. The environmental education program is in direct alignment with Next Generation Science Standards, Washington State Environmental Educations Standards, and the Archdiocese of Seattle religion standards. Camp Hamilton is owned by the Archdiocese of Seattle and is operated in accordance with values and morals uplifted by the Catholic Church. Students attending camp will practice academic risk-taking skills through critical and creative thinking, problem solving, and working cooperatively in addition to participating in liturgical celebrations.

Camp Hamilton is not an optional program; the only excused absence from camp is illness with a doctor's written note recommending that the student avoid outdoor activities. A student who misses camp due to an illness is responsible for making up missed work and the student's family must make arrangements for the student not to be at school during camp week. If a student does not attend camp due to another reason besides illness, 1/3 of their overall science and religion grades for the 3rd trimester can be affected.

Payment for this important educational experience is the responsibility of the parents of 6th grade children. Limited scholarships for camp are available; access to these funds must be obtained through the principal. Payment for camp must be paid to St. Philomena School in full before a student is allowed to attend camp. There are also a few additional supplies that will need to be purchased for camp. The packing list will be shared with the parents at the mandatory camp parent meeting.

Adult chaperones are needed for the successful implementation of camp activities and events. Any interested chaperone must fill out a camp chaperone application. Only current 6th grade parents, guardians, or grandparents can be selected as a parent chaperone. Chaperones must be over 21 years old. All participants must abide by the rules set forth by St. Philomena School and Camp Hamilton; these include cell phone and other electronic device usage which are not allowed. All chaperones must have completed the Archdiocesan Safe Environment training. The 6th grade science teacher and the administration will make the final determination on the selection of parent chaperones. In addition, all 6th grade parents must attend a mandatory camp meeting which will outline important information and expectations of camp policies and procedures for both the students and chaperones. The parents/students will also receive necessary forms that will need to be filled out in order to attend camp. These include a permission slip, medical form, student behavior contract, and a waiver to participate in activities.

### **FAMILY LIFE PROGRAM (Revised March, 2021)**

St. Philomena School Family Life Program

*The primary focus of St. Philomena School Family Life Program is the principle that students will understand that their life is a gift from God and is nurtured in and by a loving family. The Family Life Program is an integral part of the St. Philomena School religion curriculum.*

The Family Life program is a program that honors the family and honors the gift of human life. The program provides ongoing formation in Catholic Social Teaching, Catholic Sexual Morality, and Christian Morality.

The Family Life program is guided by the principles that:

- Parents are the primary educators of their children, and St. Philomena School will work with parents to help them carry out this responsibility.
- Family Life formation is presented according to the doctrinal and moral teachings of the Catholic Church.
- Family Life formation is best taught in stages according to each child's age and maturity.
- Education for chastity is more than a call to abstinence. It requires the need for a family environment of love, virtue, and respect for the gifts of God; learning the practice of decency, modesty, and self-control; recognizing one's own embodied existence; and discerning one's own vocation.

St. Philomena School's Family Life program recognizes that human sexuality as male or female is a gift from God, a gift to be respected and revered. All formation in family life will honor parents as having the primary role for forming the faith in their children. Formation in family life will assist parents and their children in forming their consciences and leading lives that resonate with the beliefs and teachings of the Catholic Church.

The guiding principles of the Family Life program are taught throughout all the grades at St. Philomena School, with specific Family Life lessons beginning in 3rd grade. The human sexuality component of the Family Life program, which is only one component of the Family Life Program, will begin in the 5th grade.

- 5th Grade is taught in a homogeneous (single-sex) format with human sexuality focused on maturity and development of one's own body.

- 6th Grade is taught in a heterogeneous (co-educational) format with human sexuality focused on the development and birth of a human life. An overview of human reproduction will be taught in a homogeneous format.
- 7th Grade is taught in a heterogeneous format with the human sexuality focus on chastity and abstinence. An overview of human reproduction will be taught in a homogeneous format.
- 8th Grade is taught in a heterogeneous format with the human sexuality focus on chastity and forming healthy relationships.

The St. Philomena School Family Life program is presented at a parent meeting in January at which time the materials and overview of the program is discussed. Parents receive written information about the St. Philomena School Family Life program to help in their role as their child's primary educator both on an individual grade level and as a whole school community. We are asking all parents to be an active part of the Family Life Program. Parents will have the option to not have their child participate in only the human sexuality focus of the Family Life program; however, these parents must notify the school of their intent in writing and will need to teach the human sexuality component at home to their child.

Parents will receive the Family Life Program policy and guidelines on a yearly basis, at time of registration, and on the school's website. The St. Philomena School faculty who teach the Family Life program receive continuing formation to help them fully utilize the teachings of this important program. The St. Philomena School Family Life policies are reviewed and updated as needed.

The Family Life Program at St. Philomena School is fully aligned with the Archdiocese of Seattle, The U.S. Conference Catholic Bishops, and the Catholic School Accreditation process.

#### **WASHINGTON DC EDUCATIONAL TRIP (Established May 2018)**

St. Philomena School students have the option of participating in an educational trip to Washington DC. This program, sponsored by an outside travel company, exposes students to the rich and diverse historical offerings of our country's capital. This trip occurs every other year during spring break when school is not in session, and is chaperoned by St. Philomena School faculty member, Mrs. Hoyer and St. Philomena School parents. Eligible students have to be a student enrolled in 6<sup>th</sup> through 8<sup>th</sup> grade at St. Philomena School. Travel arrangements are managed through an outside travel company. Students and their families are responsible for all costs regarding the trip through fundraising and their own personal contributions.

Students attending this educational trip must adhere to behavioral contracts set forth by the travel agency and St. Philomena School. Students will be disciplined for any behaviors that are detrimental to the reputation of St. Philomena School.

Parent chaperones attending this educational trip must adhere to appropriate expectations set forth by the travel agency and St. Philomena School and are responsible for the cost of their trip. Alcohol consumption is strictly prohibited by parent chaperones. Swimming at a private or public pool or beach is not allowed.

Any family wishing to have their child attend the DC trip must be current with all their financial obligations and parental commitments and cannot have any outstanding financial issues with St. Philomena School.

#### **STUDENT SERVICE HOURS (Revised November 2017)**

As part of our mission to help the students understand their role in the larger community and to develop in them a sense of service and responsibility, students in all grades will be required to perform hours of community service per year. Service is giving of one's time to help someone who is less fortunate. Hours may be earned in parish, school, or community service beyond the school day. The service is required to be completed and recorded by the **middle of May**. The students will record their hours in a log and have them signed by an adult. Failure to complete the hours may result in a religion grade reduction in the third

trimester. Students in PreK – 2<sup>nd</sup> grade need to complete 5 hours; students in 3<sup>rd</sup> – 5<sup>th</sup> grade need to complete 10 hours; and students in 6<sup>th</sup> – 8<sup>th</sup> grade need to complete 15 hours.

### **HOMEWORK (Revised April 2021)**

The St. Philomena School faculty is committed to assigning homework that is authentic and relates to the learning concepts that are taught in the classroom. Homework assignments are considered an extension of classroom work and are a means of reinforcement and, with few exceptions, should be completed by the student on his or her own. Studying for tests and quizzes are also an essential part of the homework process. Much can be accomplished if parents help foster systematic home study habits in their children and provide adequate study space, lighting, and a proper environment free from distraction.

#### **PRE-KINDERGARTEN and KINDERGARTEN**

Homework assigned to students is under the discretion of the teacher. The length of the daily homework assignments is approximately 20 – 30 minutes.

#### **FIRST and SECOND GRADE**

Each child is responsible for daily homework from Monday through Thursday. The average length of the daily homework assignments is approximately 30-45 minutes.

#### **THIRD, FOURTH and FIFTH GRADE**

Each child is responsible for daily homework from Monday through Thursday. The average length of the daily homework assignments is approximately 45 minutes to one hour.

#### **MIDDLE SCHOOL – SIXTH THROUGH EIGHTH**

Each child is responsible for daily homework from Monday through Thursday. The average length of the daily homework assignments is approximately one hour to one and one-half hours.

#### **Additional Homework Notes:**

- Students in 3<sup>rd</sup> – 8<sup>th</sup> grade are responsible for writing down their homework for each class in the assignment notebook they receive in September.
- If a student consistently spends more time than is recommended in real studying (without technological distractions), the teacher should be notified and adjustments will be considered.
- Various assignments and long-term projects may involve homework on the weekends. The teacher will monitor the progress of long-term projects.
- Grades 3<sup>rd</sup> – 8<sup>th</sup> may expect homework on the weekends and it may be to a student's advantage to complete assignments outside of the school week.

### **LATE WORK (Revised April 2021)**

For middle school students, if an assignment is late there will be a 10% reduction on the grade. After an assignment is 3 days late it is up to the individual teacher's discretion if it will be accepted. Teacher discretion is taken into consideration on late long-term assignments and projects. In PreK -- 5<sup>th</sup>, the late work policy is under the discretion of the teacher.

### **MAKE-UP WORK (Revised May 2021)**

When a student is absent from school due to an illness, he/she will be given the same number of days he or she was absent to complete and turn in missing work. It is the responsibility of the student to arrange for all make-up work. Parents may call the office to pick up work if the student has been absent for more than one full school day.

### **GRADING (Revised May 2021)**

Students in the primary grades (PreK-4) are assessed using a three-tier grading scale based on meeting the academic standards for their grade level. Students in grades 5-8 are assessed on a hybrid-letter grade system that is aligned with the academic standards of their grade level. Students' effort and personal development are also assessed. A modified academic plan may be established if a student has specific academic needs. This academic plan would be pre arranged between the teacher and the principal in conjunction with parents.

**GRADING SCALE FOR GRADES PreK - 4:**

M= Meeting standard  
A= Approaching standard  
B= Below standard  
N/A= Not assessed at this time

**GRADING SCALE FOR GRADES 5- 8:**

A = 95 – 100%	C+ = 80-82 %	
A- = 92 – 94%	C= 77-79 %	M= Meeting standard
B+ = 89 – 91 %	C-= 74-76 %	A= Approaching standard
B = 86 – 88%	D= 68-73 %	B= Below standard
B- = 83-85 %	F= 67-50 %	N/A= Not assessed at this time

**GRADE CHANGE**

If there is any discrepancy with a grade, parents may send a written inquiry to the school within one week of the issuance of the grade.

**HONOR ROLL (Revised May 2013)**

Honor Roll status is awarded to fifth through eighth grade students who have demonstrated excellence in scholarship and personal development. These students shall be awarded Honor Roll status if they achieve an overall grade point of **3.2 or higher** in the core subjects (religion, history, English, reading, math, and science) and fulfill all of the following behavior and attitude requirements:

- Students may not earn a Below (B) in any personal development category.
- Students may have no more than two detentions and/or Wednesday School in a trimester.
- Students may not have earned a suspension or probation.
- Students may not have any serious disciplinary referral that requires a review by the principal.
- When determining GPA, the following guideline is used: A = 4.0, A- = 3.7, B+ = 3.3, B = 3.0, B- = 2.7, C+ = 2.3, C = 2.0, C- = 1.7, and D = 1.0.

Students are awarded honor certificates in the following categories:

Highest Honors	3.75 to 4.0
High Honors	3.50 to 3.74
Honors	3.2 to 3.49

Certificates are awarded after each trimester. At the end of the year, there is a cumulative Honor Roll award based on the overall school year. Certificates will be given at our awards prayer service. 7<sup>th</sup> and 8<sup>th</sup> grades GPAs are tracked over the two-year period to determine a final GPA at eighth grade graduation.

**PROGRESS REPORTS (Revised May 2021)**

Frequent communication between home and school is encouraged regarding your child's academic progress. Parents of students in 3rd -8<sup>th</sup> grade can check grades frequently through the Chalk Grading program. Printed progress reports are sent home for students in 1<sup>st</sup>- 2nd grade. These reports are sent home periodically during each trimester. Progress reports are not part of a child's permanent school record. Parents are encouraged to contact teachers with questions and/or concerns. Appointments should be made

with the teacher of the class. Such a meeting should never be attempted during class hours, carpool, or recess periods.

#### **REPORT CARDS (Revised May 2021)**

Trimester report cards are issued at the end of each 12-week term. We encourage parents to discuss these reports with their child and to work cooperatively with teachers in their efforts to help each student develop to his or her potential. Report cards are not intended to provide a complete evaluation of a child's progress. They are tools of assessment that are used to measure a student's achievement, effort, and performance. A conference may be scheduled when needed to give a more complete view of a child's overall progress.

#### **PARENT TEACHER STUDENT CONFERENCES (Revised May 2014)**

Mandatory Parent-Teacher-Student conferences will be scheduled for each family in the middle of the fall and winter grading periods. The purpose of these conferences is to provide an up-to-date and personal evaluation of the students' work and progress and to discuss with parents ways to assist their children. Conferences also give parents an opportunity to ask questions and to become informed of school activities. The conferences are student-centered; each student is an active participant and all students in grades 1-8 are expected to attend. Attendance of Pre-Kindergarten and Kindergarten students is up to the discretion of their teachers. Registering for conferences is done through an online sign-up.

Additionally, conferences can be requested at any time by parents or teachers. To schedule a conference, please email your child's teacher.

#### **RETENTION (Revised June, 2014)**

If the teacher feels that another year in the same grade would be beneficial for the student he/she may be retained in that grade. If retention is being considered by the teacher; parents must be notified at February conferences. A formal letter from the principal will be sent out by March 1<sup>st</sup> and a final decision regarding the retention will be made by mid May. A parent may call and ask the classroom teacher and/or administrator to discuss retention at any time.

If a middle school student (Gr. 6-8) does not pass two out of three trimesters in a core subject, he or she is in jeopardy of not passing to the next grade level or not graduating from St. Philomena School. In all cases, the final decision rests with the principal.

#### **ACADEMIC PROBATION (Revised May 2014)**

Probation may occur if a student is not meeting the academic requirements of his/her particular grade, or if there is continuing serious academic deficiency. A student can be placed on academic probation by the principal in consultation with the teachers. The principal will determine the length of the probation period. If there is no improvement during the probation period, the student may be asked to withdraw from St. Philomena School.

#### **ACADEMIC PROMOTION (Revised March 2015)**

Students are promoted from one grade to the next once a year based on the student's satisfactory completion of the grade requirements. Final decisions regarding the promotion of a student is the sole responsibility of the principal.

#### **ACADEMIC TRIAL PERIOD (Revised May 2014)**

All students who are newly enrolled in grades PreKindergarten through 8<sup>th</sup> at St. Philomena School are admitted on a six week trial basis. Parents/guardians will be notified of their child's progress through regularly scheduled progress reports, report cards, and at parent/student/teacher conferences. At the end of the trial period, parents/guardians will be notified if an extension is necessary.

**SCHOOL SUPPLIES (Revised October, 2017)**

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

**TEXTBOOKS (Revised January 2018)**

Textbooks should be kept in the best possible condition, as they are on loan to the students. The student is expected to pay for the loss or damage done to any textbook.

**TUTORING (Revised January 2018)**

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

**ST. PHILOMENA SCHOOL DISCIPLINE & BEHAVIORAL POLICIES (Revised June 2020)**

We are committed to the development of a Christian community wherein all members, adults and children, are encouraged and supported in their growth toward fullness in the person of Christ. In an effort to make this growth a reality, the faculty and staff are dedicated to building an atmosphere conducive to this Christian development. At times, this requires positive encouragement and building of self-esteem. At other times, it demands assisting an individual or group to re-direct energies toward growth.

**Purpose of discipline at St. Philomena School**

1. To provide an environment of Christian community, wherein growth and development of the person is made possible, stimulated, and encouraged.
2. To provide an opportunity for the student to practice Christian ideals and attitudes.
3. To assist students in the development of self-discipline, courtesy, and respect.
4. To provide an atmosphere conducive to learning, wherein no one student or group of students deprives others of their right to learn.
5. To promote respect and care within the student for himself/herself, for others in the school, and for members of society.

Appropriate behavior is defined as following three basic rules:

- We respect self and others.
- We respect and care for school and personal property.
- We observe playground boundaries, lunchroom, library, and school safety rules.

**Corporal Punishment**

The use of corporal punishment in any form is prohibited at St. Philomena School. All school personnel exercise pastoral care in the discipline of a student, and will follow carefully articulated discipline procedures.

**Disciplinary Actions**

When methods of positive reinforcement, motivation, and conferencing with students have not proved successful, or when seriously disruptive conduct has taken place, other actions may be necessary; some of which are defined below. Since building a Christian community demands that each individual be given the opportunity for personal growth, infringement of these rights will result in disciplinary action.

**Discipline Policies (Revised June 2015)**

To be successful, it is imperative that all students follow school policy and guidelines. School rules governing conduct and discipline are to be interpreted to ensure an optimum learning atmosphere and create a climate in which each student has the maximum opportunity to learn.

The following are in addition to the rules covered in the St. Philomena School Handbook.

Basic school-wide rules:

1. Students are to comply with every faculty and staff directive at all times.
2. Students are to use an appropriate voice when speaking.
3. Students are to keep hands, feet, and other body parts to themselves.
4. Students are to speak respectfully to others (no profanity or name-calling).

Discipline procedures and policies:

### **Processing**

After classroom warnings have been given, the student will receive a time-out or processing in another classroom. Students are to enter the assigned classroom in absolute silence, sit as directed, and complete the required processing form. This form must be completed within 5 minutes, at which time the student needs to return to their classroom with form in hand. (Processing in the specialist's classroom may vary slightly.) Parent signatures are required on all processing forms.

Failure to complete form in an appropriate manner or if the form is not returned, a lunch detention will result. Being processed twice in one week will also result in a lunch detention.

### **After School Detention**

After school detention will be held Tuesday and Thursday from 3:10 PM – 3:40 PM for PreK-4<sup>th</sup> grade and 3:10 PM to 4:00 PM for 5<sup>th</sup> through 8<sup>th</sup> grade students. Students receiving after school detention are required to call home when the parent-signed detention slip is not returned. Teachers will escort students to the detention room which will be posted weekly. Students must fulfill their detention time before they can participate in an after-school club.

After school detention may result from, but is not limited to, the following:

- Gum chewing/spitting
- Inappropriate language
- Inappropriate Mass behavior

### **Wednesday-School**

Dr. Morissette will run Wednesday-school detention once each week on Wednesdays from 3:10 PM – 5:00 PM. Major offenses (as found in the school handbook) as well as the following will result in Wednesday-school:

- Two after-school detentions (the third resulting in Wednesday-school)
- Harassment
- Fighting (includes play fighting)
- Cell phone use (phone will be confiscated)
- Serious offenses (such as those requiring a referral to the principal's office)

### **DISCIPLINE REGULATIONS (Revised Feb. 2013)**

The rules of a school, governing all conduct and discipline, are in-place to insure an optimum learning atmosphere in the classroom. "Optimum learning atmosphere" shall be defined as the climate in which each student has the maximum opportunity to learn. Conduct of students that interferes with that climate should be kept at an absolute minimum as determined by the classroom teacher. Students are to comply with rules established for the governing of the school.

**The principal reserves the right to waive and/or deviate from any and all disciplinary regulations for just cause at his discretion.**

### **In-School Suspension**

Two Wednesday-school infractions for behavioral reasons in a trimester will result in an in-school suspension and the implementation of a behavior contract. The student will not be allowed to return to class until a conference is held with the parents, student, teacher(s), and principal. Extreme or serious behaviors can result in an immediate suspension. Persistent and serious offenders may be asked to withdraw from St. Philomena School.

### **Out-of-School Suspension**

A student may be placed on suspension for serious misconduct that is detrimental to the school or the school's reputation on or off campus, during a school or parish sponsored activity, that happens off school grounds, or for continued misconduct after being placed on probation. A student may be suspended for a single serious offense, repeated infractions of the rules, or for the repeated disregard of the general good of the school.

A student may be removed from the school building for a period of time (not to exceed 10 school days) pending an investigation of the circumstances and a conference with the student, parents or guardian, teacher(s), and principal. A second suspension for the same or similar infractions may cause the student to be expelled. A psychological evaluation including a risk assessment of the student may be required as part of the documentation steps of a suspension, probation, or expulsion case.

### **Expulsion**

Expulsion is the most drastic course of action for repeated or serious violations of school rules. Expulsion is a serious process and follows the steps outlined under suspension unless the seriousness of the circumstances necessitates immediate action. In cases of expulsions, parents and/or students have the right to request an appeal. Due process policy follows.

### **Due Process**

The principal has the right, if necessary, to exclude a student from all school activities during the time of due process. If a student has been expelled from the school, the parents/guardians may request a hearing from the school. If a hearing is requested, the school must be notified within five school days after the parents/guardians have received notification of the student's required expulsion. If a reply is not received within this five-day period, the hearing is waived and the expulsion from St. Philomena School is final.

If a hearing is requested, it is held within five school days of receiving such a request. The hearing committee will consist of the pastor or his designee, the principal, and a designated teacher. The final decision of the hearing committee will be submitted to the parents/guardians within five days of the hearing. The decision of the hearing committee is final.

### **Behavioral Contracts**

A student is placed on a behavioral contract when there is a persistent issue with conduct. The school administration will determine when a student is placed on a behavioral contract. A written contract is drawn up by the school and presented to the student and the student's parents at a conference. The behavioral contract will state specific areas where growth is needed, and will provide specific directions in terms of negative and positive reinforcement.

### **Detrimental Conduct**

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

## **HARASSMENT/BULLYING POLICY (Revised May 2018)**

General Statement of Policy

St. Philomena School, as part of the greater Catholic Archdiocese, is committed to a positive and productive community environment free of harassment and bullying. It is the explicit policy of St. Philomena School to prohibit harassment, bullying, or intimidation whether committed by a student, staff member, volunteer, and/or parent. St. Philomena School will respond to allegations of harassment and bullying seriously, and will review and investigate such matters in a professional and timely manner.

St. Philomena School is committed to an environment that is free of harassment and bullying whether intentional or not, while in school/parish buildings or on school/parish property, or when being transported to and from school-sponsored activities. In addition, online harassment via social media will not be tolerated.

St. Philomena School prohibits retaliation against any student, staff member, volunteer, and/or parent who has testified, assisted, or participated in the investigation report. Retaliation includes, but is not limited to, any form of intimidation, reprisal, or adverse pressure. Retaliation is itself a violation of the Federal Civil Rights Act of 1964, as amended, 42 U.S.C. @ 2000e, et. seq., and RCW of Washington 49.60.210 prohibiting discrimination.

### **Conflict**

Conflict is defined as a disagreement between two students or a group of students. The results of a conflict can often lead to an argument; however, conflicts are a natural, everyday occurrence between children. Through conflict, children learn to exercise self-control and establish boundaries.

### **Harassment**

Harassment is defined as verbal, physical, visual, written and/or sexual conduct that shows hostility toward an individual because of his/her race, genetic information, sexual orientation including gender expression or identity, color, religion, gender, national origin, age, or disability, or that of his/her relatives, friends, or associates and that creates an intimidating, hostile or offensive school environment.

### **Descriptive Terms**

- A. Verbal Harassment: derogatory comments, jokes or slurs; belligerent or threatening words between individuals; offensive, negative remarks concerning an individual's gender, physical abilities, race, creed, and/or physical appearance.
- B. Physical Harassment: unwanted deliberate touching, pinching, bruising, or patting. Any deliberate attempts to impede or block one's movement (e.g. assaults of any nature) with normal activities will be regarded as harassment.
- C. Visual Harassment: derogatory, demeaning or inflammatory posters, cartoons, written words, drawings, novelties, and both body and facial gestures.
- D. Sexual Harassment: sexually suggestive remarks, gestures or jokes. Moreover, any other unsolicited verbal or physical conduct of a sexual nature (e.g. sexual assault, etc.) will be regarded as harassment.
- E. Online Harassment: emailing, texting, tweeting, or posting indecent and/or demeaning writings, cartoons, or pictures via social media.

### **Bullying**

Bullying is unwanted, aggressive behavior among school-aged children that involves a real or perceived power imbalance. **The behavior is repeated over a period of time.**

There are three types of bullying:

- Verbal bullying involves saying or writing mean things.
- Social bullying, sometimes referred to as relational bullying, involves hurting someone's reputation or relationships.
- Physical bullying involves hurting a person's body or possessions.

### **Cyberbullying**

Cyberbullying is bullying that takes place using electronic technology. Electronic technology includes devices and equipment such as cell phones, computers, and tablets as well as communication tools including social media sites, text messages, tweets, chat, and websites.

All allegations of harassment and bullying will be taken seriously and promptly investigated. The allegation should be made to faculty, staff, and/or principal. Once an allegation of harassment and or bullying has been reported, the principal, under the discretion of the pastor, will adhere to Archdiocesan policy and follow through on the investigation of the allegation.

### **Threats**

Any threat by a student to inflict harm to self or others will be taken seriously and addressed promptly. Threats should be reported to the principal or lead teacher and they will decide if police support or notification is needed and will notify the police when necessary. If a student is threatened, becoming a potential victim, the principal or lead teacher shall notify the student's parents/guardians promptly.

**Any student who makes a verbal or physical bodily threat with intent to cause death, or who makes a threat about guns or explosive devices will be suspended or expelled and the police will be notified.**

### **Retaliation/False Allegations**

Retaliation is prohibited and will result in appropriate discipline. It is a violation to threaten or harm someone for reporting harassment, intimidation, or bullying. It is also a violation to knowingly report false allegations of harassment, intimidation, and bullying. Individuals will not be disciplined for making a report in good faith. However, persons found to knowingly report or corroborate false allegations will be subject to appropriate discipline.

### **DISCIPLINE PROCEDURES (Revised Feb. 2013)**

St. Philomena School strives to maintain a safe, respectful, Christian environment. Violence of any nature will not be tolerated. Violence can manifest itself in various ways. Major offenses may require skipping steps and warrant an immediate conference with suspension, required withdrawal, or expulsion. These actions may immediately result from any serious or chronic violation of school rules. The following are examples of infractions requiring action:

#### **AGGRESSIVE OR RECKLESS BEHAVIOR**

Aggressive or reckless behavior which jeopardizes the health, safety, or welfare of the student, other students, or staff members will be subject to disciplinary action.

#### **ALCOHOL AND DRUGS POLICY**

The use and/or possession of alcoholic beverages or drugs is prohibited by law to minors. In addition, the following regulations shall be applicable to students of St. Philomena School while they are in school, on and off school grounds, or at school-sponsored events.

- The selling, possession, distribution of and/or social media or other reference to alcoholic beverages, drug paraphernalia, controlled substances including marijuana, or any substance considered to be such, is a major violation. Students who knowingly do so will receive a long-term suspension or expulsion. Legal authorities may be notified. Controlled substances include, but are

not limited to, narcotics, amphetamines, marijuana, hallucinogens, barbiturates, and prescription or non-prescription drugs of any nature whatsoever. In order to return to school students will be required to state where and how they obtained the drug or alcohol.

- Students under the influence of any alcoholic beverages, controlled substances, including marijuana, or other illegal substances considered to be such will receive a long-term suspension or expulsion. Legal authorities may be notified. In order to return to school, students will be required to state where and how they obtained the drug or alcohol.

### **ASSAULT OR CAUSING PHYSICAL INJURY**

A student shall not intentionally cause or attempt to cause physical injury or intentionally behave in such a way as could injure another person. Any student involved in fighting, play fighting, or promoting fighting shall be subject to disciplinary action. A conference with the parents may be requested, and a student may be suspended or expelled for fighting. Fighting may constitute a crime and punishment by legal authorities may be applied.

**Hitting, biting, or kicking another student, whether intentionally or during play, is not tolerated. Students who engage in this type of behavior will receive an in-school suspension. For severe cases, parents will be called and the student must go home. Students in 5<sup>th</sup>-8<sup>th</sup> grade will also receive a Wednesday-school in addition to an in-school suspension.**

### **CHEATING**

St. Philomena School strongly stresses that doing one's best work is more important than the grade; however, if a student is cheating on a test, quiz or any assignment, or forges a signature on a test, absence note, or progress report, the person cheating will receive a failing grade on the test or assignment, and the person allowing the cheating will receive also receive a failing grade on the test, quiz, or assignment. An additional behavioral consequence will also be administered to all parties that are involved in the cheating incident. Cheating in any form is clearly dishonest and unacceptable.

Such cheating may include:

- leaving books or notebooks open during a test period, unless instructed to by the teacher
- writing answers on desk tops, or on hands, legs, arms and other parts of the body, or clothing
- looking on another's test paper
- copying another student's assignment and/or homework
- talking with another student during a test period
- writing down answers copied from others when tests are handed in
- talking with students from previous class periods in order to get test information
- using or attempting to retrieve digital images of a quiz or test from a cell phone or similar device
- handing in a paper for credit which has already been graded in another class, without the approval of the teacher
- saving answers in one's cell phone, graphing calculator, or laptop and then accessing such material during an exam

### **CRIMINAL / GANG-LIKE ACTIVITY**

Criminal or gang-like activity or membership in a criminal street gang is not permitted. Criminal street gang is defined as any ongoing organization, association, or group of three or more persons, whether formal or informal, having as one of its primary activities the commission of one or more criminal acts.

Criminal / gang-like activity shall not be tolerated on school/parish grounds or at any school/parish - sponsored activity. Students shall not wear/display explicit gang-like symbols or display gang-like symbols.

Violation may result in expulsion, suspension, and/or other appropriate disciplinary action as deemed appropriate by the principal.

## **DISTURBANCES**

It is against the rules to willfully create a disturbance on school premises during school hours or at school activities or meetings. It is also against the rules to repeatedly create a disruption of the learning environment in the classroom.

## **FALSE FIRE ALARMS**

Any student involved with activating a false fire alarm is subject to disciplinary action by both school and legal authorities. Under the law, false fire alarms are misdemeanors subject to a maximum fine of \$250.00.

## **FIRE**

**Arson is a felony.** Any student who sets a fire on school premises is subject to a charge of arson, which is imposed by legal authorities. Lighting matches, lighters, or other devices is prohibited. The student will be suspended or expelled.

## **FORGERY**

The forging of a parent, guardian, or another student's signature on any letter to the school or on any school document where a parent signature is required will result in a disciplinary action.

## **GAMBLING**

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

## **GUM CHEWING**

Gum chewing, including medication gum will not be tolerated on the school/parish premises at any time. Students caught chewing gum at St. Philomena School will receive a 30 minute after-school detention.

## **HAZING**

Hazing in any form or of any type is not allowed at St. Philomena School and can result in suspension or expulsion from school.

## **INTERFERENCE**

It is against the rules for any student to interfere by force or violence with any administrator, teacher, or student who is peacefully conducting their duties or studies.

## **INSUBORDINATION**

Any student who is insubordinate or defies the authority of any school personnel or parent volunteer is subject to disciplinary consequences.

## **LEAVING SCHOOL GROUNDS WITHOUT PERMISSION**

Any St. Philomena student who leaves the school grounds without permission from the school will receive a suspension or expulsion for his or her actions.

## **PLAGIARISM**

Students should not plagiarize (or use as their own, without citing the original creator) content, including words or images, from any source, including the Internet. Students should not take credit for things they didn't create themselves, or misrepresent themselves as an author or creator of something found online. Research conducted via the Internet should be appropriately cited, giving credit to the original author.

Students who use plagiarized material will be subject to a reduction in grades and disciplinary consequences.

### **PROFANITY**

Swearing, profanity, vulgarity, or obscenity is subject to a discipline action.

### **PROPERTY**

All students are expected to respect and care for all property of the school including building facilities, desks, white and interactive whiteboards, electronic equipment, books, lavatories, etc. Any student or students found damaging, defacing, or destroying school property will be required to pay for the damage or loss. Willful destruction or defacement of school property at any time is cause for suspension or expulsion. Student grades and transcripts will be withheld until all costs from damages have been paid.

Students are not allowed to write on any part of their bodies, as this creates a distraction in the classroom.

### **SEARCHING STUDENT BELONGINGS**

St. Philomena School has the right to search anything that a student brings onto the school campus. In addition, the school has the right to search backpacks and/or lockers at any time.

### **SMOKING**

Cigarette smoking, e-cigarettes used for vaping, JUULing (jeweling), by students will not be tolerated on the school/parish premises at any time. Students caught smoking will receive a suspension and or expulsion for their actions.

### **THEFT**

Any student involved in a theft may be suspended from a single class or from a full schedule of classes for a period of up to ten (10) school days with possible loss of credits for a trimester. The student will be required to replace or pay for the stolen item(s). Proper legal authorities may be contacted.

### **WEAPONS**

It is unlawful for any person to carry onto school grounds or facilities a firearm or dangerous weapon as defined by RCW 9.41.250 and RCW 9.41.280. **Students carrying a firearm, ammunition, and/or an explosive device onto school/parish premises, at school/parish sponsored activities, on school provided transportation, or in areas of facilities while being used by school will result in expulsion. Police will be notified.**

The law provides an allowance for licensed persons to possess firearms within 1000 feet of a school, and state law allows those licensed to carry a concealed pistol to possess a firearm on school grounds while picking up or dropping off a student. However, WA State law prohibits loaded firearms inside school facilities except for security and law enforcement.

Any object used to intimidate, threaten, or cause bodily harm must be considered a weapon. If the principal determines that an object falls into the category of dangerous weapons that require expulsion, he or she shall promptly notify law enforcement and the student's parent or guardian regarding any allegation or indication of such a violation. Any knife used to threaten, intimidate or injure is treated as a dangerous weapon. Likewise, a facsimile of any weapon used to threaten, intimidate or coerce should be treated as a real weapon.

Any fireworks, such as M-80s and other high-powered fireworks, should be considered dangerous weapons as they are capable of causing grave bodily harm and are basically small bombs. The fire marshal will be notified in addition to a police referral.

Any weapon will be confiscated and disposed of in an appropriate manner as deemed by the administration. The administration will call the police first then parents or guardians will be called.

## **WEAPON PROCEDURES**

1. Carrying or possessing a firearm on school premises is a gross misdemeanor and the student may be guilty of a felony assault. Police referral for criminal charges is required.
2. Emergency expulsion shall be immediately implemented and the student should be warned not to trespass on school property while the principal's investigation is ongoing. The police should be asked for a copy of the police report and, if available, the police report number should be noted in the Notice of Expulsion.
3. The principal shall carry out whatever investigation is necessary, including taking statements from witnesses. As in any case of expulsion, the accused should have an opportunity to respond to the charges before the final disposition of the case is announced.
4. If the facts support the charges, the principal will send a formal Notice of Expulsion to the student and his/her family. Again, the student should be reminded that the "no trespassing" order is in effect.
5. In cases that result in expulsion, the student has the right of appeal. The process of appeal is outlined in the school handbook. During the appeal process, the accused must honor the "no trespassing" order.
6. As specified in the Federal Gun Free Schools Act of 1994, the principal may modify the expulsion requirement on a case-by-case basis.

## **SCHOOL POLICIES**

### **DAILY SCHEDULE (Revised May 2014)**

School begins promptly at 8:15 AM and dismisses at 2:00 PM on Mondays and 3:05 PM on Tuesday through Friday. Children may arrive prior to 8:05 AM if they are participating in school activities or riding in a carpool with students who are participating in such activities. Children should not come to school before 8:05 AM since there is no supervision prior to that time. Children arriving before 8:05 AM or staying past 3:15 PM and not participating in before or after school programs will be sent to the KIDS' CLUB program and parents will be billed accordingly. On inclement weather days, students are invited inside the building and students will go to their assigned areas to sit quietly until the school bell rings. Students are not allowed to leave the grounds without being signed out by a parent or designee once they have arrived at school.

### **CALENDARS (Revised June 2021)**

The school year calendar is sent home electronically through the summer mailing and is available on the school's website. Monthly school calendars will be sent home electronically with the Wednesday envelope. The monthly calendar is also posted on the school's website. Should you not receive either calendar, please notify the school office. The school calendar is subject to change, but not without sufficient notice. Should a change be made after the school calendar is distributed, families will be notified via email and through the school's website.

### **ATTENDANCE (Revised May 2012)**

#### Absences:

St. Philomena school hours are from 8:15 AM to 3:05 PM. Students must attend school regularly and be punctual. Absences are recorded by the homeroom teacher each day. When a student is absent from school, parents must verify the absence by phoning the school office (206.824.4051) before 8:45 AM. If there is no contact from the parents, the school will call for verification. If parents cannot be reached, persons listed on the emergency form will be contacted.

**If a student is absent more than 10 days in a trimester, a parent conference will occur and an attendance contract will be established. If a student is absent 30 days or more in a school year, this will be grounds for retention, which will be handled by the principal in consultation with the student's teacher(s). Individual circumstances for the reason of the absence will be taken into consideration.**

Missing school for any reason is considered an absence. Students who miss school or a class because of any absence may be provided an opportunity to make-up work. Failure to make up assignments or tests in a timely manner may result in an adverse affect on grades.

#### Tardiness:

The school day starts at 8:15 AM and a student is considered tardy if he or she is not in his or her classroom at 8:20 AM. All students arriving after 8:20 AM must stop in the office and receive a tardy slip to admit them into their classroom. Children should then proceed to the classroom and enter the classroom with as little disruption as possible. After a student is tardy three times, the student will lose a non-uniform day privilege.

#### Appointments:

Every effort should be made to arrange medical and dental appointments for times outside of the school day. See the School Calendar to note in-service days, holidays, and early dismissal times. If a student does need to leave for an appointment, parents must go to the school office to sign the student out and return to sign the student back in. **If a child is gone from school for more than three hours, it is considered a one-half day absence.**

### **VACATIONS (Revised April 2018)**

Daily attendance is an integral part of the educational experience at St. Philomena School. The classroom interaction between students and teacher, as well as more formal instruction, is extremely important and cannot be readily replicated. Lengthy absences may interrupt student learning. Student absences for family vacations, travel, or other reasons are highly discouraged. The school calendar is published months in advance of the following school year. Please refer to the school calendar prior to planning family vacations, and arrange trips during school breaks. Students are responsible for all work assigned during their absence.

### **INCLEMENT WEATHER (Revised March 2015)**

When inclement weather makes it necessary to close the school, parents will receive notice via: the St. Philomena School website, KOMO and KING websites and TV channels, Facebook, and Twitter. Please listen to early broadcasts between the hours of 6:30 AM and 8:00 AM and always look specifically for St. Philomena School. Please do not send students to school or KIDS' CLUB until it is confirmed that the school is open. KIDS' CLUB will open 15 minutes before the announced school starting time.

If the weather turns hazardous during the school day, parents will be notified and are expected to pick up their children as soon as possible. All missed instructional time lost due to inclement weather and school cancellation will be made up at the discretion of the principal.

### **UNIFORM POLICIES (Revised June 2020)**

St. Philomena School maintains a strong tradition of school uniforms that reflect school pride, modesty, and appropriate regard for personal appearance. Every student is expected to be in uniform every day. Failure to cooperate with the uniform policy will result in uniform infractions; 3 uniform infractions will result in the loss of a non-uniform day.

New uniforms are available through the Dennis Uniform Store, 12608 Interurban Ave. South, Tukwila, WA 98168, (206) 431-2000. Used uniforms are available for purchase through the St. Philomena PEP Club.

### **UNIFORM EXPECTATIONS**

Parents are expected to help children keep the school uniform code. At St. Philomena School we wear uniforms because:

- They represent our Catholic school image and tradition.
- They discourage differences brought about by various income levels, thus eliminating unnecessary peer pressure and allowing the attention of the students to be directed to learning.
- They assure that the dress standards of the school emphasize neatness.
- They promote an image of pride both at and away from school and help create a positive climate of discipline and responsibility.
- They are less costly to families and more easily maintained.
- They promote an attitude of moderation and modesty.

### **EXPECTATIONS**

- Students will be in uniforms that fit properly and are neat and clean.
- Students will be in uniforms that are in good repair.

- Uniform shirts and blouses must be worn under the school sweatshirt and are to be tucked into their pants/skirts.
- T-shirts worn under the uniform shirt or blouse must be plain white. .
- No sweatshirts, large shirts, sweaters, jackets (other than uniform sweaters) will be worn during school time.
- All hats are to be taken off as students enter the building.
- Students are not allowed to write on any part of their bodies, as this creates a distraction in the classroom.
- All students shall have a sweater/sweatshirt and will wear "full uniform" on designated days. Students always wear dress uniform for Mass days, picture days, and other special events. "Full uniform" means sweater or uniform sweatshirt (not athletic) as part of the uniform.

### **Make-Up**

Female students in 7th and 8th grades whose parents allow them to wear makeup shall wear it light and tastefully. Fingernail polish is considered make up. K-6 students may wear clear nail polish only; 7<sup>th</sup> and 8<sup>th</sup> grades may wear clear or pale pink. Other nail polish colors, French Manicures, and designs on nails are not allowed. Artificial fingernails are not appropriate and not allowed.

### **Hair**

Hair must be neat, clean, with no artificial colors, and well groomed. If a student comes to school with colored hair or highlighted hair, they will be required to have it dyed back to their natural color within a time frame designated by the school. Hairstyles or colors that draw attention to the individual are not acceptable. Hair ornaments should complement the colors of the uniform and not be distracting. Hairstyles deemed distracting by the faculty and/or the administration are not appropriate. **Guideline for boys:** hair to the top of the collar, off the ears, and above the eyebrows. Boys and girls are to keep their hair out of their eyes. Boys must be clean-shaven. Mohawks of any type are not allowed.

**Belts-** Boys in grades 3 – 8 must wear belts with pants at all times. Belts will be plain black, blue, or brown in color.

**Blouses** – Short-sleeved white blouse with Peter Pan or sports collar; white knit turtleneck pullover; short-sleeved button-front white knit with collar. All blouses and shirts must be tucked into the waistband. **NO logos**, trim or crests are permitted.

**Coats** – Coats/jackets are a requirement between November and April. Coats may not be worn in the classroom. They are to be hung in the coat areas except during recess or P.E.

**Jewelry** – Should be simple, not distracting, dangling or overly large, or of a color or style that does not compliment the uniform. Only one set of pierced earrings may be worn for girls. **Earring guideline: earrings should be the size of a dime or smaller.** Boys may not wear earrings. No jewelry should be worn which would impact the students' safety. Hair ornaments should be of colors that compliment the uniform.

No rubber band bracelets, rubber character bracelets, character silicone bracelets or character wristbands are allowed. Wristbands that promote a charity or health awareness are fine as long as they are appropriate and have approval from the student's teacher.

**Jumpers, skirts, and skorts** – Girls in PreK - 8 wear the Douglas plaid jumper or skirt (to be worn within **2 inches** of the knee) available at the Dennis Uniform Company. Girls in grades 6-8 may wear the Dennis Uniform khaki skirt; no other brand of khaki skirts is allowed. Shorts should be worn under the jumper, skirt, or skort but may not be visible. **Leggings may not be worn with the uniform.** (Girls may wear tights during cold weather.)

**Pants** - All pants must be a uniform-style pant. Students in grades PreK -- 8 wear plain navy blue, regular navy corduroy, or cotton twill long pants, available at the Dennis Uniform Store. Students in grades 6 – 8 may wear Dennis Uniform Store khaki pants; no other brands of khaki pants are allowed. Pants must not have contrasting stitching or adornments, and be ankle length, straight legged, and hemmed to shoe tops. Pants must be worn snugly around the waist and may not be baggy and oversized. No cargo-type pants are allowed.

**Shirts** – Students in PreK – 8 wear short sleeved, button front, white knit-polo shirts with collars. Students in grades PreK – 8 may also wear the Dennis Uniform forest green or navy blue polo shirt; no other brand of polo shirt in forest green or navy blue is allowed. All shirts must be tucked into the waistband. (NO LOGOS or crests permitted.)

**Shoes** – Students must wear casual or tennis shoes. They should be colors that coordinate with the uniform: black, white, blue, navy blue, brown, gray, or dark green. No print, plaid or bright neon colors. Plain matching **white laces** are acceptable and all shoes must be tied for safety purposes. Velcro laces are acceptable for PreK -- 3<sup>rd</sup> grade students. No sandals, slip-ons or slippery-soled party shoes. No flip flops. Please avoid shoes with thick black soles as they mark up the floors. (Also applies to any Non-Uniform days.) **No boots of any kind are allowed to be worn with the uniform.**

**Shorts** – Students may wear uniform navy blue walking length shorts in cotton twill (not knit or athletic style). They may be worn from the start of school through October 31<sup>st</sup> and from April 1<sup>st</sup> to the last day of school. Shorts must be worn within 2 inches of the knee.

**Socks** - All students are to wear socks at all times. They should be colors that coordinate with the uniform: black, white, navy, brown, gray, or dark green. Girls may wear knee-highs, anklets or coordinated tights during cold weather. All socks should be plain without adornments, logos, or lace. Tights in the above colors are allowed (no leggings) during the winter months.

**Sweaters /Sweatshirts** – Uniform sweaters or sweatshirts are a part of the full uniform. There are many comfortable choices available to complement your student’s uniform.

**Gr. K- 5 choices include:** Mayfair blue cardigan sweaters, V-neck sleeveless vests, crew neck pullovers, and blue St. Philomena uniform sweatshirts. All sweaters and sweatshirts must fit appropriately and need to be kept in good repair and replaced when needed. CYO sweatshirts are only allowed on non- uniform days or St. Philomena T-shirt and Jeans Day.

**Gr. 6- 8 choices include:** Forest green cardigan sweaters, V-neck sleeveless vests, crew neck pullovers, and green St. Philomena hoody sweatshirts. All sweaters and sweatshirts must fit appropriately and need to be kept in good repair and replaced when needed. CYO sweatshirts are only allowed on non-uniform days or St. Philomena T-shirt and Jeans Day.

#### **Miscellaneous**

No facial piercing of any kind is allowed.

No visible or body tattoos are allowed.

Scouting uniforms may be worn to school on days of meetings

#### **UNIFORM STANDARDS on NON-UNIFORM DAYS:**

Occasionally the school will announce non-uniform days. It is the parents’ responsibility to send their children in appropriate attire for school. Dress on these days must be neat, modest, and appropriate for school. Students may not wear cut-offs, tank tops/spaghetti straps, mini-skirts, spandex-type fashions, sweat clothes or yoga pants, or T-shirts with sayings or designs which advertise drugs, alcohol, or any other

inappropriate subject matter or have sexual innuendos. Shirts, sweatshirts, and dresses must cover the shoulders. No exposure of the mid-drift is allowed. Shorts must always be of walking length, not athletic type or oversized, below the knee style. Shorts may only be worn from the start of school through October 31<sup>st</sup> and from April 1<sup>st</sup> to the last day of school. No leggings, jeggings, skinny, or tight jeans are allowed on non-uniform days. Jeans must be in good repair and may not be ripped, have holes, or any adornments on them. Sweatpants, this includes yoga pants, or any other types of sweatpants are not allowed. **Uggs and low-heeled boots are only allowed on non-uniform days.** Tutus are not allowed at any time, even on spirit days.

**St. Philomena T-shirt and Jeans Day:** On special days designated as “St. Philomena T-shirt and Jeans Day” all students are welcome to wear a casual uniform. This includes any St. Philomena sweatshirt or St. Philomena T-shirts; this includes CYO sweatshirts or t-shirts. These may be worn with blue denim jeans. Blue denim jeans must be presentable. No jeggings, skinny, or tight jeans are allowed. Jeans must be in good repair and may not be ripped, acid-washed, or have holes or any adornments on them. Skirts, shorts and/or capri pants are not allowed on St. Philomena T-shirt and Jeans Day. If a student chooses not to participate in T-shirt and Jeans day then they may always wear their uniform.

Three uniform infractions mean a loss of a non-uniform day.

#### **LOST AND FOUND (Revised March 2015)**

All clothing and personal items should be clearly marked with the child's name. Marked clothing is returnable. “Lost and found inquiries are handled through the school office. Items not claimed are donated to charity at the end of each trimester.

#### **EDUCATIONAL RECORDS (Revised October, 2017)**

Educational records are the property of the school, are confidential and require a written release.

Education records are available to parents and others as provided by Federal Law: title 45, Code of Federal Regulations, Part 99: Privacy Rights of Parents and Students passed June 17, 1976 (amended January 25, 1977).

Parents may request to examine the student’s permanent record folder and/or test results by contacting the principal. Please make your written request at least 5 school days before information is desired. Student addresses, telephone numbers, and class lists are also considered to be confidential. Parents are asked to promptly inform the school of any change in address, phone number, marital status, etc. Requests from families not to have telephone numbers given out (printed in the Family Directory) will be honored. Parents are required to indicate on the emergency form if their phone number is unlisted.

#### **Transfer of school records**

If a parent is registering a child in another school, St. Philomena School will release the student’s records upon receipt of a “Request for Records Form” from the school where the student is enrolled or intends to enroll. The records will be sent directly to the new school, not given to parents to deliver, and all debts/fines or unfulfilled contract obligations owed to the school by the parent, must be discharged before records are forwarded.

**\*Health cards and records of immunizations** are retained by the school. Original health records are forwarded to the student’s next school.

**\*Permanent record cards** are retained at the school. A copy of this record is forwarded to the new school at the time of transfer.

**\*Sacramental records** are kept in the student’s official file to document the sacraments of Baptism and First Holy Communion.

\***Attendance records** are kept for each student. Total days absent and tardy are transferred from daily attendance rosters to the permanent record card. Detailed attendance logs are kept on file at the school for seven years.

\***Transfer of records** is made at the time of an authorized request by the receiving school. All records are mailed. All tuition and other fees must be paid in full prior to transfer.

\***Disciplinary records** are kept in the principal's office while a student is enrolled at St. Philomena School and then destroyed. Disciplinary records are not part of the permanent record unless the student has been suspended or expelled.

\***Emergency care** information for each student is kept on file in the school office. Parents are asked to update this information each fall or when necessary, during the school year, in order to ensure the safety of their children.

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

(2) The right to request the amendment of the student's education records that the parent or eligible students believe is inaccurate or misleading. Parents or eligible students may ask St. Philomena School to amend a record that they believe is inaccurate or misleading. They should write to the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and advise them of the right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

(3) The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception that permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by St. Philomena School as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, or assisting another school official in performing his or her tasks. A school official has legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, St. Philomena School discloses education records without consent to officials of another school district in which a student seeks or intends to enroll. (NOTE: FERPA requires a school district to make reasonable attempt to notify the student of the records request unless it states in its annual notification that it intends to forward records on request.)

(4) The right to file a complaint with the US Department of Education concerning alleged failures by St. Philomena School to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is: Family Policy Compliance Office US Department of Education 600 Independence Avenue, SW Washington DC 20202-4605

### **Non-custodial parents**

The school abides by the provisions of the Buckley Amendment with respect to the rights of non-custodial parents. Non-custodial parents have the right of access to information and to unofficial copies of records unless there is a court order to the contrary on file in the school office.

**Divorced or separated parents** must file a court-certified copy of the current parenting plan or residential schedule with the school office at time of registration. The school will not be held responsible for failing to honor arrangements that have not been made known. The person who signs the tuition contract is the person who will be held financially responsible for all obligations. Any modifications to the tuition contract must be made in writing and have the approval of the principal.

## **PHONES AND ELECTRONIC DEVICES**

### **CELL PHONES (Revised June 2020)**

Students are not to bring cell phones to school. If there is a legitimate reason to make phone call home, students will be assisted by a faculty or staff member to call parents using a school phone. If there is a special circumstance whereby a cell phone is needed, the parent needs to contact the principal directly before the phone is brought to school. The cell phone is to be kept completely off and in the student's backpack. Students who abuse the cell phone rule will have their phones confiscated and returned at the discretion of the principal.

- Any cell phone use, including text messaging, during the school day, including after school and at Kids' Club is prohibited.
- The use of cell phones and/or cameras to take pictures in restrooms, classrooms, playground, and other school/parish facilities at any time is prohibited.
- Any cell phone use, including text messaging, or use of cameras during a test shall be considered and treated as cheating.
- No harassment or threatening of individuals via cell phones is permitted.
- Cell phones may not be used for playing games, accessing the Internet or email, gambling, or making purchases of any kind.
- If a parent needs to contact a student during the school day, such communication shall be through the school's office.

### **OFFICE PROCEDURES & TELEPHONE USE (Revised October 2015)**

The School Office is open from 8:00 AM to 4:00 PM. The school telephone is available for business use only. Students may use the phone in the office for emergencies and with permission only. Arrangements for after-school activities and rides home should be made outside of school time.

### **ELECTRONIC DEVICES (Revised November 2020)**

The use of electronic communication devices during normal school hours is prohibited; these include but are not limited to cell phones, Smart Watches, electronic games, I-pods, and other hand-held games or music devices. The use of any technology-oriented device in school must have an educational focus and purpose. If a particular electronic communication device is to be used for educational purposes (i.e. iPad or Kindle), the school administration and/or teacher will provide parameters for its use. The school retains the right to confiscate these devices if they interfere with the learning environment.

The use of camera features on any electronic or communication device to take unauthorized pictures and/or videos at any time is prohibited. The use of any electronic communication device during a test shall be considered and treated as cheating.

### **COMMUNICATION (Revised May 2013)**

Consistent communication between the school and home is an important component of a positive educational environment and is highly valued at St. Philomena School. Correspondence from the school is delivered to families in several ways including email, telephone, and a bi-monthly paper communication envelope. Important information such as weekly school and classroom newsletters, yearly and monthly calendars, school and parish flyers, SCRIP and SPLASH items, CYO forms, and other materials are sent via

email to every family each week on Wednesday and in the Wednesday communication envelope twice each month. In order to be well-informed of academic and community news, it is essential that each family take time to open and read the school emails and newsletters when they arrive.

Communication with Principal:

The principal is available to meet with parents as needed. Please either call or email the principal or the school office to make an appointment. In order for the principal to be fully prepared to visit with you, it is helpful to state the topic or concern when you call.

Communication with Faculty:

If a family has a question or concern regarding their child or would like to schedule a conference, they should contact the classroom teacher directly via his or her school email or by telephone. Parents are asked to refrain from engaging teachers in informal conferences in the classroom, hallway, carpool, etc., as it is unprofessional and teachers have assigned duties during these times and must remain attentive to their students and other responsibilities. When scheduled in advance, teachers are happy to meet with parents before or after school to discuss academic progress, discipline issues, or other matters.

Parents are reminded of their responsibility to support the authority of school personnel by refraining from gossip or negative commentary in the presence of their children, and to consult the faculty or staff at the school before forming a final opinion on an incident that occurred at school. Any situation involving a child and a particular teacher should be discussed with that teacher, as well as the child. Generally, when the parent, child, and teacher come together face to face and share all sides of the story, these matters can be resolved quickly and to the satisfaction of all parties.

**ELECTRONIC COMMUNICATION (Revised November 2020)**

Whether occurring within or outside of St. Philomena School, when a student's use of electronic communication, including social networking, jeopardizes the safe environment of the school, is disruptive to the school environment, or is contrary to Gospel values, the student may be subject to the full range of disciplinary consequences, including expulsion.

This policy applies to communications or images sent through emails, blogs, text messages, or website postings, whether they occur through the school's equipment or connectivity resources or through private communication, which: (1) are of a sexual nature; (2) threaten, libel, slander, malign, disparage, bully, harass, or embarrass members of the school community; or (3) cause harm to the school community.

**DIRECTORY (Revised October 2015)**

The St. Philomena School Directory is provided as a courtesy for the convenience of school families and includes the student's name, grade, family members' names, addresses, phone numbers and email addresses. Please notify the school office of any changes as soon as possible so all information is current. Parents who do not wish to have this information published must notify the school in writing no later than the third week of each school year. It is to be understood by families requesting this omission that they will still be contacted by phone or mail by school staff and volunteers authorized to do so. The Directory is updated annually in late September and sent to families electronically. The St. Philomena School Directory is intended solely for the use of St. Philomena School families and employees to strengthen their mutual support and the education of St. Philomena School students, and any other use of the information in this directory is strictly forbidden.

**EMAIL PROCEDURES (Revised February 2013)**

St. Philomena School provides students with email accounts for the purpose of school-related communication. These accounts should be used with care. Students are not allowed to send personal information; they should not attempt to open files or follow links from unknown or un-trusted origin; they

should use appropriate language; and they should communicate with other students and/or the teacher for educational purposes only.

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

### **SOCIAL MEDIA EXPECTATIONS FOR STUDENTS (Revised March 2021)**

Engagement in social networking, gaming community, and online blogs or postings shall result in disciplinary actions, including expulsion, if the content of the student's blogs or postings includes defamatory comments regarding the school, a person's dignity, bullying, harassment, threats, or other inappropriate comments that are contradictory to Catholic teaching. St. Philomena School students and their parents must adhere to and sign the St. Philomena School Student Computer and Internet Agreement.

### **SOCIAL MEDIA EXPECTATIONS FOR PARENTS/GUARDIANS (March 2021)**

Communication is a means of expressing the missionary vocation of the entire Church; today the social networks are one way to experience this call to discover the beauty of faith, the beauty of encountering Christ." (Pope Francis' Message for the 48th World Communications Day [WCD], 2014.)

Excellence in the Christian education and formation of our students demands a Christian spirit of collaboration between parents and school staff. We encourage positive social media postings that share and success of the parish and school community.

The social media policy serves to protect the Christian dignity of every student and teacher from the damaging effects of negative social media posts. Parents and guardians are to immediately bring any social media policy violations or concerns to school officials. Commenting on negative communications through social media channels only perpetuates divisiveness.

- Parents or guardians should make complaints through official school channels rather than posting complaints on social networking sites.
- School officials will not mediate social media issues between students and/or parents unless it directly involves the school.
- Parents/guardians should also ensure that their children are not using social networking/internet sites in an inappropriate manner. It is expected that parents/guardians explain to their children what is acceptable to post online.
- Once an offensive or inappropriate post is reported to the school, the originator will be contacted and it will be explained why the post is deemed inappropriate and that it needs to be taken down.

Refusal to abide by this policy will lead to appropriate measures being taken and may include legal action and/or removal of students from St. Philomena School.

## **HEALTHCARE**

### **HEALTH ROOM (Revised January 2015)**

A Health Aid room is located near to the school office. This room is staffed by school staff and volunteers, who will check children's temperatures, treat minor injuries, conduct health and vision screenings, and maintain student health records. All medications will be kept in the office. (Please see Medication Policy)

### **MEDICINE (Revised May 2015)**

St. Philomena School may provide for the administration of oral medication, topical medication, eye drops, ear drops, or nasal spray to students who are in the custody of the school at the time of administration

(RCW 28 A 210.260); however, St. Philomena School must have on file a written licensed health professional authorization form to administer medication. This form must be current and unexpired. Necessary medications are provided by the parent/guardian and kept in the school office. No medication is to be kept in the classroom. Medications will be dispensed only from the original container provided by the pharmacy. Only a designated and trained staff member(s) will administer medication.

Students at St. Philomena School are not permitted to have either prescription or non-prescription medication in their possession while at school. Emergency medications shall be kept in an appropriate, easily accessible location which allows for prompt response in case of an emergency. Medication that requires injections should only be administered after training by an R.N. or M.D., written, signed and current permission from parent or guardian, and identification of staff members who may administer the medication.

- An emergency allergy self-injector (i.e. an EpiPen), may be allowed to accompany the student throughout the school day only after it has been determined to be necessary by the school administration on a case-by-case basis. An emergency allergy self-injector (i.e. an EpiPen) may only be administered after training by an appropriate medical professional, written, signed, current permission from parent or guardian, and identification of staff members who may administer the medication.
- Students needing to use an inhaler may carry one on their person at all times once approved by school administration and documented in the student's medication file.

Sharing of medication in any way, prescription or non-prescription drugs, is prohibited.

#### **REPORTING SUSPECTED SEXUAL OR PHYSICAL ABUSE OR NEGLECT (Revised June 2020)**

Church personnel who have reasonable cause to believe that a child or vulnerable adult has suffered abuse or neglect shall report such incident, or cause a report to be made, to the proper law enforcement agency or to Washington State Department of Social and Health Services (DSHS) at 1-866-END-HARM (1-866-363-4276) at the first opportunity, but no later than forty-eight hours after they decide reasonable cause exists. Anyone who has knowledge of sexual abuse or misconduct by a member of the clergy, Archdiocesan employee, or volunteer is also urged to call the Archdiocesan Abuse Helpline, at 1-800-446-7762, within, or no later than, 48 hours of learning of alleged abuse. If the alleged abuse involves a teacher or principal, the Office of Professional Practices in the Office of the Superintendent of Public Instruction at 360-725-6130 must be notified by the Catholic Schools Department.

*“Reasonable cause” means a situation that would motivate a person of ordinary intelligence under the circumstances to believe, based on observations or conversations that a child has been or is being abused.*

#### **IMMUNIZATIONS (Revised June 2020)**

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

Every student enrolled in a Level 1 or 1b Catholic School in the Archdiocese of Seattle shall be immunized against vaccine preventable diseases caused by infectious agents in accordance with the immunization schedule adopted by the Washington State Department of Health Services. The only exception to the foregoing requirements for students in our Catholic schools is a medical exemption signed by a licensed professional (M.D., N.D., D.O., ARNP, or PA. authorized to practice in the State of Washington, including the physician's license number.

#### **EMERGENCIES AND CRISIS PROCEDURES**

It is important to prepare for any crisis in the best way possible. After consulting with several schools, districts, OSPI, FEMA, and local fire/police departments, St. Philomena School has formulated an on-going working comprehensive plan to help ensure the safety and protection of all adults and children in our care.

If school must be closed due to any emergency during the school day, families will receive notice via the St. Philomena School website, KOMO and KING Websites, KIRO radio station, and KOMO and KING TV channels. Students will not be dismissed to walk home unless the parent calls and requests they do so and assumes all responsibility for their safety. Students will be released from school if the principal determines that it would be unsafe for children to reenter the building. Children will only be released to parents, guardians, or those authorized by parents or guardians. Your help in providing and completing accurate information on the emergency forms is essential in ensuring immediate and successful response. If the phones are working, the school personnel will attempt to notify the parents of the school closure. Some school staff will remain at the school until all children have been picked up. If the entire student body must be moved from the school premises, a designated adult will remain on the premises with instructions for parents or designated guardians.

#### **EMERGENCY FORM (Revised January 2015)**

The school must have an emergency form on file for EVERY student in the school. If any information changes during the year, the office should be notified immediately. It is very **IMPORTANT** that the school be able to easily and quickly reach at least one parent or specified responsible person during the school day. If you are going to be out of town, we ask that you advise us as to what procedures to follow and who to contact if there is an emergency with your child.

#### **GENERAL EMERGENCIES (Revised January 2015)**

If a child becomes ill during the day, the teacher will send that child to the office to be evaluated and/or arrange for a parent to pick him/her up. If the child will not be returning to the classroom, a messenger will send the student's bookbag/coat and schoolwork to the office. Any other dismissals must be reported to the office. If the office initiates the action, the teacher will be notified of the reasons for dismissal.

**All accidents at school are reported to the school office.** Serious accident victims will not be moved until emergency personnel evaluate the student. The supervising adult will remain with the student while someone else goes to the office to seek help.

1. **Student illnesses**--Teachers are always on alert for signs of illness of a contagious nature. Such cases are reported to the school secretary or principal. If the child has been ill and returns to school, it is important that he/she return well enough to be able to participate in normal activities, go outside for recess, etc. Children with a fever should remain at home and be fever free without the use of fever reducers for at least 24 hours before returning to school. If an unexplained rash appears, students will be sent home and asked to receive a medical evaluation before returning to school.
2. **First Aid**--The principal and school office staff should be notified of any student who has received a head injury at school. Any signs of concerns will be reported immediately and parents will be contacted.
3. **Teachers/staff will call 911** when any serious accident occurs. The school keeps records of all calls made to 911.
4. **Medications**--School policy does not allow any medicines to be given to students unless there is a written authorization form from a physician and the parents.

#### **COMMUNICABLE DISEASE POLICY for CATHOLIC SCHOOLS**

St. Philomena School follows the Archdiocese of Seattle's policy regarding communicable diseases. Students or parents/guardians may obtain a copy of the policy from the school office.

#### **ACKNOWLEDGMENT OF RISK OF COVID-19 AND OTHER COMMUNICABLE DISEASES**

St. Philomena School is committed to the health and well-being of our students, faculty/staff, volunteers, and others who are part of the St. Philomena School community. We acknowledge that the novel corona virus (“COVID-19”), which has been declared a pandemic by the World Health Organization, poses significant health risks and has affected many aspects of life. It is possible that other communicable diseases could pose risks to St. Philomena School students and others in the St. Philomena School community. To confront the unprecedented challenges and risks presented by COVID-19 and other communicable diseases, St. Philomena School is following recommendations and guidance issued by county, state, and federal authorities and agencies, including the King County Department of Health, OSPI, and the Centers for Disease Control and Prevention.

Students and parents/guardians are expected to understand and acknowledge the dangers presented by COVID-19 and other communicable diseases. In particular, COVID-19 is contagious and believed to spread mainly from person-to-person contact. The risks associated with COVID-19 may include, but are not limited to, illness and, in some cases, death. As of the printing of this Handbook, there is no vaccine to prevent COVID-19 and it is very possible that a vaccine will be unavailable during the 2020-21 academic year. Students and parents/guardians are expected to stay informed of COVID-19, as well as other communicable diseases, and understand their associated risks.

To prevent and to reduce the spread of communicable diseases like COVID-19, students and parents/guardians are expected to:

1. Comply with all recommendations and guidance for reducing the spread of communicable diseases published by county, state, and federal authorities and agencies, including the King County Department of Health and the Centers for Disease Control and Prevention and Washington Department of Health. Such recommendations include, but are not limited to, maintaining physical distancing guidelines, wearing a face covering, and washing hands with soap and water for a minimum of 20 seconds regularly.
2. Comply with all rules, guidelines and protocols adopted by St. Philomena School for reducing the spread of COVID-19 and other communicable diseases.
3. Notify St. Philomena School within twenty-four (24) hours if the student (a) has been in contact with someone known or suspected to be infected by COVID-19 or any other communicable disease; (b) has been diagnosed as being infected by COVID-19 or any other communicable disease; or (c) has been running a fever or exhibiting other symptoms as outlined by King County Department of Health.

Students must stay home if they feel ill, exhibit symptoms of COVID-19 or any other communicable disease, or have tested positive for COVID-19 or any other communicable disease.

Students who are at school must report to the front office staff if he/she becomes ill during the day. In those circumstances, St. Philomena School will contact the student’s parent/guardian and send the student home. Students are expected to stay home until they are no longer contagious as determined by a licensed medical professional.

St. Philomena School will close its campus if St. Philomena School deems it necessary to protect students, faculty/staff, volunteers, and others who are part of the St. Philomena School community from exposure to COVID-19 or any other communicable disease, including at the advice, guidance, or direction of local and state authorities.

## **FIRE DRILLS (Revised January 2015)**

Fire drills are held monthly. Ordinarily, these are unannounced and occur at different times within the schedule. Each class has an emergency backpack and first aid kit that should travel with them during times of drills.

### **EARTHQUAKES (Revised January 2015)**

- A. Remain calm and think through the consequences of any action you take.
- B. If indoors, watch for falling plaster, bricks, light fixtures, and other objects. Watch out for high bookcases, shelves, and other furniture that might slide or topple.
- C. If in a **CLASSROOM or CHURCH HALL** you should: Get under desks or tables and begin counting, "One St. Philomena, Two St. Philomena, etc. up to sixty. Face away from windows.
- D. **DROP**-crouch on knees, close to ground. **COVER**-Place head close to knees. **HOLD**-Clasp hands firmly behind the neck. Close eyes tightly.
- E. Remain in place until ordered to evacuate or until the "**ALL CLEAR**" signal is given.
- F. If in **CHURCH HALL or ASSEMBLY** areas -- (Chairs and tables may be lacking and exterior walls and roofs could collapse.) You should normally exit such facilities as quickly as possible. You should move in an organized, supervised way to designated areas and follow subsequent directions.
- G. If in a **STAIRWAY**, during an earthquake – Interior stairways are generally structurally stable; therefore, if you are on interior stairs, you should move to the interior wall, kneel, and take a protective position as described in (C).
- H. If **OUTDOORS** – Move to designated areas, as far away as possible from buildings, poles, wires, and other elevated objects. It is advisable to lie down or crouch low to the ground. Stay there until "**ALL CLEAR**" signal is given. A teacher or other adult employee will take charge.
- I.

### **II. Specific considerations in the case of earthquakes/emergencies:**

1. Teachers are expected to stay with their class and stay at school to assist in any way until the principal has given permission to leave the grounds.
1. Downed power lines or objects touched by the downed power line/wires should never be touched. **All WIRES SHOULD BE TREATED AS LIVE.**
2. If possible, any spilled medicines, drugs, chemicals and other potentially harmful material should be cleaned up immediately following appropriate safety guidelines.
3. Do not eat or drink anything from open containers near shattered glass. Liquids may be strained through a clean handkerchief or cloth if danger of glass contamination exists.
4. Parents should not telephone the school or attempt to enter the school building after an earthquake occurs. Parents should listen to the radio for information. Parents should understand that telephone calls could only hinder emergency relief. Parents will be notified of any injuries to students as soon as emergency needs have been met. Parents may go to designated areas such as the church hall, adjacent to the school grounds, to meet their children.
5. Do not spread rumors. They often do great harm following emergencies.
6. Keep the streets clear for passage of emergency vehicles if necessary.
7. Be prepared for additional earthquake shocks called "**AFTERSHOCKS**." Although most of these are smaller than the main quake, some may be large enough to cause additional damage.
8. Respond to request for help from police, fire fighters, civil defense, and relief organizations, but do not go into damaged areas unless your help has been requested. Cooperate fully with Public Safety officials.

### **LOCKDOWN:**

Lockdown is defined as a way to secure students and staff within the facility due to some emergency. Staff and students will practice lockdown procedures so they can be prepared in the event of an emergency.

Lockdown procedures are not meant to scare the community but to empower all members to use safety precautions at all times.

### **SAFETY (Revised October, 2017)**

**CARPOOL** - Students are to go to their designated carpool square and wait to be picked up. It is the student's responsibility to watch for his/her carpool and not play or distract others. Before and after school, cars should wait in the designated school areas and not on the street. If your children are delayed or you need to come into the building, please park in the church parking lot and use sidewalks along the school building. Students can not be picked up in the lower parking lot as this area is unsupervised and is not safe.

**BICYCLES/SKATEBOARDS/SCOOTERS/ROLLERBLADES** - For security and safety we do not advise students to utilize these modes of transportation to school.

**PEDESTRIANS** – Students walking home are required to sign out before leaving the school grounds. Pedestrians must utilize the designated walking areas and cross at crosswalks.

St. Philomena School is not responsible for accidents occurring on the grounds when school is not in session. Accidents occurring due to a student's failure to follow rules, during school hours, are not the responsibility of St. Philomena School.

### **TOUCHING SAFETY PROGRAM™ (Revised October 2015)**

*The Touching Safety*™ program is provided and required by the Archdiocese of Seattle, and is a part of our ongoing effort to help create and maintain a safe environment for children and to protect all children from sexual abuse. The program is taught by the religion teachers for all students in kindergarten through 8th grade. It focuses on developmentally appropriate safety rules, boundaries, recognizing risky adult behavior, and internet safety. The students are taught lessons in October and in March. This is a mandated program from the Archdiocese; however, if you would like to have your child opt out of the program you must sign the *Touching Safety Opt Out Form*™, available from the classroom teacher.

### **FINANCIAL SAFETY**

All forms of money sent to school for school purposes should be placed in a sealed envelope and clearly labeled with the student's name, grade, teacher, purpose, and amount. Children should not bring money to school unless necessary.

### **KIDS' CLUB (Revised May 2015)**

St. Philomena School offers a before and after school program, referred to as Kids' Club. This program is located in the parish office building (Pre-kindergarten classroom) beside the school.

The primary focus of Kids' Club is to provide onsite quality supervised care for St. Philomena School. This is not a program intended for enrichment or extensive activities, but a place where students can be safely supervised.

Students are supervised by Kids' Club assistants that are employees of St. Philomena School. Kids' Club assistants have CPR and First Aid training, Safe Environment training and adhere to yearly updates, and have passed background checks. Kids' Club assistants are under the supervision of the Kids' Club Director. Day-to-day management of the Kids' Club is the responsibility of the Kids' Club Director, who reports to the principal.

There is a separate charge for students attending the Kids' Club program. Applications for Kids' Club are available in the school office.

### **KIDS' CLUB POLICIES (Revised May 2015)**

Kids' Club is open in the morning from 6:30 AM until 8:05 AM and in the afternoon from 3:05 PM (2:05 PM on Mondays) to 6:00 PM from Monday through Friday.

- Parents must sign in their student in the morning session of Kids' Club. At 8:05 AM, the Kids' Club staff will dismiss the students to the school grounds for morning line-up.
- For the afternoon session, the Kids' Club staff will sign in students. Parents must sign out their child when picking up for the afternoon session. Please park either in front of the rectory office building and come through the building or in front of the church and come to Kids' Club door.

After school students in PreK – 2<sup>nd</sup> grade will go outside (weather permitting) for recess until the supervisors take them into the building. A study hall period is required for all students in 3<sup>rd</sup> – 8<sup>th</sup> grade. However, it is not our expectation that the Kids' Club personnel supervise or require the students to do homework. It is expected that all students will bring a snack for the afternoon. Please plan accordingly when packing the student's lunch.

Students are expected to treat each other and all Kids' Club assistants with respect. This program is an extension of the school day and all expectations of behavior reflect school policies. If students do not exhibit respectful behavior, they may be removed from the program after a parent conference with the principal. The assistants will use the detention forms to notify parents of concerns.

A copy of the student's emergency form is kept on file at Kids' Club. If you are sending someone new to pick up your student, please notify us either in writing that morning, or by a phone call directly to Kids' Club (206.794.7874).

#### Fees for Kids' Club

Mornings – 6:30 AM to 8:05 AM	\$5.00 per day
Afternoons – 3:05 PM to 6:00 PM (2:05 PM Mondays)	\$10.00 per day
Noon Dismissal Days – Noon to 3:00 PM	\$10.00 per day
Noon to 6:00 PM	\$20.00 per day

Full Day when school is not in session (6:30 PM-6:00 PM)                      \$30.00 per day

Late fees – \$1.50 per student per minute after 6:00 PM

Kids' Club bills on a monthly basis. All bills are due within 5 days of receipt. If your bill is not paid by the end of the month, your student may not attend the program until your account is paid in full. If the accounts are not current, report cards and records may be withheld.

### **KIDS' CLUB TIMES (Revised May 2015)**

6:30 - 8:05 AM – Monday - Friday  
 2:05 - 6:00 PM - Monday  
 3:05 - 6:00 PM - Tuesday - Friday

Kids' Club is open during conferences, early dismissal, and various other days unless otherwise noted. Kids' Club is not open on federal holidays.

Kids' Club will open **15** minutes before the announced school starting time on day with a late start due to inclement weather.

### **LUNCH PROGRAM (Revised March 2015)**

St. Philomena School offers a hot lunch program for all students whose families choose to purchase lunch. Our school lunches meet all of the nutritional standards required by both state and federal lunch programs.

Hot lunch is purchased for the entire school year but may be paid for on a monthly or quarterly schedule. Although lunches can not be purchased on a day to day basis, families can choose from five-day, three-day, or two-day per week options. Applications for reduced-fee lunches are available through the school office.

This valuable school lunch program depends greatly on parent volunteers and is an easy and fun way for parents to earn required service hours, so please consider sharing your time and talent in this area. Students, who do not purchase the school lunch, can bring a sack lunch to school. Our staff encourages parents and students to pack nutritious lunches that include a healthy variety of the recommended food groups but do not include soda or candy.

### **PARISH HALL (LUNCH ROOM) (Revised March 2015)**

Lunch Room Rules:

- Come to the hall for lunch quietly and respectfully.
- There is absolutely no running in the hall.
- Use a normal conversation voice, no yelling or shouting is allowed.
- Do not throw food or objects.
- Clean up after yourself.
- Clean up after yourself.

Failure to follow these rules will result in loss of recess or after school detention.

### **PLAYGROUND RULES (Revised November 2015)**

Below are the guidelines to be followed at recess times. These guidelines have been set up to provide proper supervision of the students and to ensure their safety. Violation of the guidelines may result in disciplinary action.

### **PLAYGROUND BEHAVIOR (Revised November 2015)**

1. Inappropriate, vulgar, or profane language is not allowed on the playground.
2. Spitting is not allowed.
3. No food is allowed on the playground during recess.
4. Keep hands and feet to yourself. (Play-fighting, fighting, rough games, and contact sports are not allowed.)
5. Respect for adults is to be demonstrated.
6. Report all injuries to the playground supervisors immediately.
7. Students may not throw rocks or any projectiles at any time.
8. Students who cross the street to use the field must follow safety procedures: use the crosswalk, stop and look in both directions, wait until vehicles are fully stopped, then walk across the street.
9. Students may not bring their own equipment/toys out to recess. This includes all electronic devices.

### **PLAYGROUND EQUIPMENT (Revised November 2015)**

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

### **PLAY FIELD USAGE (Revised November 2015)**

Only tennis shoes are allowed to be worn on the field; no cleats are allowed. Students are not allowed to climb or hang on the fences or goal posts. All posted signs need to be honored. Students are to pick up and dispose any trash prior to leaving the field.

### **RELEASE TO ANOTHER ADULT THAN PARENT (Revised November 2015)**

If anyone other than a parent or guardian is sent to pick up students, St. Philomena School requires either written permission signed by the parents, or a phone call from the parents to the school office informing the school of the change. Students will not be released to anyone they do not recognize nor to anyone not on the

emergency form. St. Philomena School will check identification of anyone who is not the child's parent and who is picking up a child from school.

### **RELEASE OF STUDENTS TO POLICE**

Police and other government officials are required to directly deal with the principal in requesting an interview with a student. Generally, no police officer should be given access to a child without parental permission unless, (a) there is an arrest warrant, (b) the parent is the subject of an investigation of abuse or neglect, or (c) there is an ongoing situation that poses an immediate danger of causing significant harm.

If a police officer is given access to a student and no parent/guardian is available, the child should be accompanied by the Principal/Vice-Principal. That individual is not there to assist the police, but to ensure that the child is being treated appropriately by the police.

### **PARENT COOPERATION (Revised Feb. 2014)**

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

### **PARENT INVOLVEMENT (Revised Feb. 2014)**

It is expected that parents will become actively involved in their child's progression through St. Philomena School. It is our hope that this will include: assisting with daily assignments for practice/drill sessions over material, reinforcing the school homework policy, actively participating in P.E.P. Club, attending fall and winter conferences, as well as conferring regularly with their child's teacher. Parents may find the following guide helpful in defining specific topics they wish to discuss with the child's teacher.

1. How is my child progressing academically and socially?
2. In what areas is he/she strong? Does he/she need help?
3. What can I do at home to help my child?
4. How can I help my child build good work habits?
5. How does my child get along with other children?
6. How does my child behave in school?
7. How can I help reinforce my child's positive attitudes toward school and staff?
8. How can I show an interest in my child's progress in school without making him/her feel pressured?
9. How can I help my child gain more self-reliance, self-confidence, and self-respect?

### **VISITORS (Revised April 2018)**

All classroom visitors first must sign in and be cleared at the office. This enables the school to keep track of who is in the building and is a safety measure. Adults are asked to wear a volunteer badge from the office as immediate identification to staff and students that this person has a valid reason to be in the building.

Parents are asked not to go to the classrooms to deliver things to the students. These items are to be left in the office and will be delivered to the students. Please respect our students' need for uninterrupted learning time.

All visitors will enter the building through the main door of the school. Side doors are always locked and students/staff are encouraged to keep these doors closed at all times and not to open them to anyone.

### **ROOM PARENTS (Revised May 2017)**

Each grade has a team of Room Parents whose role is to assist the teacher in whatever ways she/he can. Some specific ways in which the Room Parent helps the teacher may be:

- Calling parents to help the teacher as requested.
- Arranging for classroom parties with the teacher.

- Coordinating and serving coffee and donuts after Sunday Mass once each school year.
- Hosting one special event each year depending on your child's grade. . Please see your classroom teacher for more details and an explanation of the event.

#### **PARTIES (Revised Feb. 2014)**

Students are welcome to bring birthday treats for each student in their class. Individual cupcakes, cookies, or other small goodies are best. Please do not bring in cakes or other types of treats that take more time and need utensils. Please do not bring in beverages with the birthday treats. Birthday treats are served at lunch time under the guidance of Dr. Morissette and/or Mrs. Incrocci.

**Party invitations are not to be handed out at school or at carpool.** Please send your invitations by mail or email. Please consult parent directory for addresses and emails. The school office cannot provide any contact information and does not distribute invitations or thank you notes. We respect and understand the financial obligations of inviting every student; however, it can be hurtful when one or two children from a class are left out. If possible, do not pick up children from carpool for parties where the whole class is not included.

The principal, at least a week prior to the day of the occasion, must approve any party for a staff member. Classroom parties will be determined at the discretion of the classroom teacher. Only St. Philomena School students are allowed at classroom parties.

#### **PICTURES (Revised November 2015)**

Individual and class school pictures are taken in the fall. Pictures are distributed via the classroom. Information concerning prices and packages is sent home at least one week before picture taking day. No parent is required to pay for pictures unless they choose to order them. Professional photos are also taken at 8<sup>th</sup> grade graduation and first communion.

#### **ANIMALS AT SCHOOL (Revised June 2013)**

Parents must obtain prior approval from the student's teacher and from the principal before they are allowed to bring visiting animals to St. Philomena School. If there is an allergy issue in the classroom, the animal will not be allowed at school.

#### **DANCE POLICY (Revised November 2013).**

St. Philomena School does not host middle school dances outside of school hours. St. Philomena School students attending other Catholic school middle school dances must abide by the codes of conduct set forth by St. Philomena School and the Catholic school hosting the dance. Students will be disciplined for any behaviors that are detrimental to themselves or to the reputation of St. Philomena School.

#### **HOME SCHOOLING (Revised March 2015)**

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

#### **EXTRA-CURRICULAR ACTIVITIES (Revised January 2015)**

All extracurricular activities sponsored by the school or parish such as band, choir, after-school clubs, scouting, CYO sports, etc. follow the policies developed by the school and parish for participation. Students not adhering to the policies may forfeit the privilege of participating in school/parish-sponsored activities. This includes, but is not exclusive of: prompt payment of fees, maintaining academic and behavioral standards, and safety and supervision requirements.

## **SPECIAL POLICIES AND INFORMATION**

### **CYO: CATHOLIC YOUTH ORGANIZATION (Revised November 2013).**

CYO (Catholic Youth Organization) is an athletic program sponsored by the Archdiocese of Seattle. St. Philomena School students may participate in the CYO Program in accordance with norms governing the Archdiocesan CYO Outdoor Ministries and Athletics program.

The CYO's mission statement is "to provide opportunities for youth to develop strong moral character, self worth, interpersonal competence, and a commitment to caring for others and their community through activities of a social, educational, and recreational nature based on Christian principles that reinforce societal values."

CYO's vision is that "With gratitude to Christ, we focus our resources and support the ministries which strongly impact the greatest number of youth, young adults and families – thus engaging them on their journey to know God and participate in the Catholic Community."

CYO Athletics is committed to the dignity and worth of each child it serves, regardless of physical talents, mental strength, or emotional health, and hopes that the same respect for life will become a part of his or her value system. A desired outcome is that each child knows that they are wanted and loved.

Boys and girls from ages 5 through 18 of any race or national origin participate in CYO Athletic programs. Sports may include soccer, cross country, basketball, volleyball, and track.

The CYO Athletics community is organized around the parish as its center of activities, as this is a natural environment that provides a resource of volunteers and financial support necessary for the implementation of activities for youth. It is this environment that also encourages family participation in activities, as well as serving as a base of operations for coordinated programs and service projects to the greater community upon which youth can have a positive influence.

**PEP CLUB INFORMATION - PEP equals Parents-Educators-Parishioners Meetings. (Updated May 2019)**

The PEP Club is responsible for maintaining good communication between the home and the school, for providing a vehicle through which parents can provide service to the school i.e. volunteering and fund-raising, and for offering a mechanism for parent education.

**Bylaws of St. Philomena School PEP Club**

**Article I: Name**

The name of this organization shall be the St. Philomena School Parents, Educators, and Parishioners Club of St. Philomena Parish, part of the Archdiocese of Seattle (hereinafter “PEP Club”)

The PEP Club is unincorporated.

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

**Article II: Purpose**

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

The PEP Club is responsible for maintaining good communication between the home and the school, for providing a vehicle through which parents can provide service to the school i.e. volunteering and fund-raising, and for offering a mechanism for parent education.

All funds raised by the PEP Club, whether income or principal, and whether acquired by gift or contribution or otherwise, shall be devoted to said purposes. Decisions about fund-raising will be voted on by the PEP Board. If a problem arises, the School Commission will make the final decision.

The PEP Club will be an advocate for the school.

**Article III: Membership and Participation of the PEP Club**

Membership of the PEP Club shall consist of all parents and guardians of children attending St. Philomena School and adults subscribing to the purposes of the PEP Club. The management and affairs of the PEP Club are under the direction of the PEP Board.

As part of the tuition contract, each family is responsible for finding, recording, and tracking their service hours during the school year. The annual commitment hour requirement is **40** hours for a two-parent family and **20** hours for a single-parent family. Failure to fulfill the annual commitment hour requirement will result in an assessment charge of **\$30.00** per hour due May 31<sup>st</sup> each year.

No dues shall be required to become a member of the PEP Club or PEP Board.

**Article IV: Meetings**

### **PEP Club General Meetings**

1. The PEP Club shall hold monthly meetings during the school year, at 7:00 PM in the Parish Hall.
2. The meetings shall serve to conduct the regular business of the PEP Club, raise awareness of any school issues, present informative materials, inform the members of the school's progress and achievements, communicate fundraising opportunities, and promote fellowship and a spirit of unity among members.
3. The dates of the meetings shall be posted on the school's monthly calendar and on the website.
4. All PEP Club members are strongly encouraged to attend the general meetings.

### **Article V: PEP Board Composition, Voting Rights and Quorum**

The executive members of the PEP Board shall consist of the current principal of St. Philomena School.

#### **Executive Board Members**

1. There shall be the following Executive Board Members:
  - a. President
  - b. Vice President
  - c. Secretary
  - d. Treasurer
  - e. Hospitality Chair
  - f. Fundraiser Chair
  - g. Communication Chair

#### **Advisory Board Members**

- a. Teacher Representative
- b. Autumn Fest
- c. Variety Show
- d. Holiday Bazaar
- e. Summer Family Event
- f. P.A.T.S. (provide teacher Tuesday treats/birthday wishes)
- g. Wreath Sales
- h. Used Uniforms
- i. Box Tops
- j. Room Parent
- k. Mariner's Game
- l. Book Fair Coordinator

#### **AD Hoc Members**

- a. SCRIP Chairs

#### **Duties of the PEP Board**

1. Duties of the PEP Board include, but are not limited to, the following:
  - a. Setting the agenda for the monthly PEP Club meetings.
  - b. Making recommendations for and implementing fundraisers, budget, and future goals of the PEP Club.
  - c. Planning and orchestrating community/hospitality events for families, faculty, and staff.
  - d. Ensuring that information and opportunities are available for all PEP Club members to actively participate.

### **Article VI: Duties of Elected Officers**

#### **A. President**

The President shall:

- a. Fulfill a two-year term for a maximum of two terms.
- b. Preside at all meetings of both the PEP Board and PEP Club.
- c. Make interim appointments as needed; oversee the recruitment of PEP Board members for vacant positions.
- d. Serve as Ex-officio member of all committees and oversee coordination of projects taken on by the PEP Club.
- e. Call any special meetings and manage correspondence as required.
- f. Be responsible for carrying out the progress of the organization and be the official spokesperson for the PEP Board and PEP Club.
- g. Work with principal on calendaring all PEP Board and PEP Club meetings.

#### **B. Vice President**

The Vice President shall:

- a. . Fulfill a two-year term for a maximum of two terms but not necessarily to ascend to the president position.
- b. Perform duties of an absent president and perform such duties as assigned by the president.
- c. Is responsible for the organization, planning and selling of the St. Phil's blue t-shirts that are worn on St. Phil's jeans & t-shirt days.

#### **C. Secretary**

The Secretary shall:

- a. Fulfill a two-year term, for a maximum of two terms.
- b. Prepare true and accurate minutes of both the PEP Board and PEP Club meetings.
- c. Provide a draft of the minutes to PEP Board members and, upon approval, provide a finalized copy to the Principal in order that the minutes can be posted and archived for both Board and general meetings.

#### **D. Treasurer**

The Treasurer shall:

- a. Maintain financial records by keeping a true and accurate record of PEP Club revenues, expenses and balances and also keep a general ledger up to date.
- b. Provide a monthly reconciled report at every PEP Board meeting and PEP Club meeting, a quarterly reconciled report for the School Commission, if requested, and a yearly reconciled report to the PEP Board at the end of the school year.
- c. Upon demand of receipts or prior authorization, prepare check requests for PEP Club expenses.
- d. Work with Fundraiser Committee Chair to insure correct procedures are being followed regarding PEP Club fundraising, including the deposits of revenues from fundraisers.
- f. At the end of the year establish the required amount for start-up for the upcoming school year and transfer all appropriate balances to the school's bookkeeper
- g. Fulfill a two-year term, for a maximum of two terms.

#### **E. Communication Chair**

The Communication Chair shall:

- a. Fulfill a two-year term for a maximum of two terms.
- b. Communicate to the PEP Board and to PEP CLUB members the activities and events of the PEP Club and of the parish.
- c. Work with the Pastor on current happenings in the parish.
- d. Work with committee chairs on important events that need to be communicated.
- e. Promote volunteerism with the school and parish community.

#### **F. Hospitality Chair**

The Hospitality Chair shall:

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

- b. Plan and host food at the PEP Club meetings.
- c. Help with the organization, planning and serving teacher lunches for conference days and Catholic Schools Week and for Administrative Professional Day.

#### **H. Fundraising Chair**

The Fundraising Chair shall:

- a. Fulfill a two-year term for a maximum of two terms
- b. Oversee and help promote all of the PEP Club's fundraising efforts
- c. Solicit the appropriate volunteers to assist in the execution of fundraising events.

### **Article VII—Duties of Advisory Members**

#### **A. School Principal**

The School Principal shall:

- a. Communicate the School's progress, needs, and significant matters to the PEP Board.
- b. Provide guidance to the PEP Board.
- c. Assist in the implementation of PEP Board projects.

#### **B. Teacher Representative**

The **Teacher Representative** shall:

- a. Act as a liaison between the PEP Board and the school faculty.

#### **C. Box Tops Coordinator**

The Box Tops Coordinator duties fall under the guideline of the Fundraising Chair

The Box Tops shall:

- a. Fulfill a one-year term.
- b. Promote and advertise the fundraiser.
- c. Collect, submit and mail collected Box Tops.
- d. Provide a party for the winning classroom.

#### **D. PATS Coordinator**

The PATS Coordinator shall:

- a. Fulfill a one-year term.
- b. Solicit volunteers to bring treats/snacks every Tuesday during the school year.
- c. Prepare a calendar of the school teachers' and staff birthdays and solicit volunteers to bring gifts in honor of each individual's birthday.

#### **E. Used Uniform Sales Coordinator**

The Used Uniform Sales Coordinator shall:

- a. Fulfill a one-year term.
- b. Promote and advertise the used uniform sales events including at the Summer Family Event and at the first PEP Club meeting of the year and be available throughout the school year as needed.
- c. Collect, wash and arrange by size the donated articles of clothing.
- d. Transfer the money to the PEP Club treasurer.

#### **F. Room Parent Coordinator**

The Room Parent Coordinator shall:

- a. Fulfill a one-year term.
- b. Oversee coordination of Room Parent events and activities.
- c. Support and guide the room parents throughout the school year.

**G. Variety Show Coordinator**

The Variety Show Coordinator shall:

- a. Fulfill a one-year term.
- b. Promote and advertise the event.
- c. Conduct auditions of potential performers.
- d. Schedule and oversee a dress rehearsal and organize and plan the actual performance.

**H. Holiday Bazaar Coordinator**

The Arts Holiday Bazaar Coordinator shall:

- a. Fulfill a one-year term.
- b. Promote and advertise the event.
- b. Solicit vendors for the bazaar and oversee the event.
- c. Transfer money to the PEP Club treasurer.

**I. Autumn Fest Coordinator**

The Autumn Fest Coordinator shall:

- a. Fulfill a one-year term.
- b. Plan and organize the event
- c. Promote and advertise the event.
- d. Solicit volunteers to run the games and Haunted Hallway.
- e. Transfer money to the PEP Club treasurer.

**J. Summer Family Event Coordinator**

The Summer Family Event Coordinator shall:

- a. Fulfill a one-year term.
- b. Plan, coordinate and purchase the food for the event.
- b. Promote and advertise the event.
- c. Solicit volunteers to help serve the food and help with games.

**K. Mariner's Game Coordinator**

The Mariner's game Coordinator shall:

- a. Fulfill a one-year term.
- b. Plan and organize the event
- c. Promote and advertise the event.
- d. Work with the Mariners to order tickets and then distribute tickets to those who purchased them.
- e. Transfer money to the PEP Club treasurer.

**L. Wreath Sales Coordinator**

The Wreath Sales Coordinator shall:

- a. Fulfill a one-year term.
- b. Plan and organize the event including the decorating party.
- c. Promote and advertise the event.
- d. Solicit volunteers to sell wreaths at a variety of events and at Masses.
- e. Transfer money to the PEP Club treasurer.
- f. Organize and plan the appropriate prizes to students for selling wreaths.

**M. Book Fair Coordinators**

The Book Fair Coordinator shall:

- a. Fulfill a one-year term.
- b. Plan and organize the event

- c. Promote and advertise the event.
- c. Solicit volunteers to help sell books.
- d. Transfer money to the school principal.

### **PEP Board Meetings**

1. The PEP Board shall hold monthly meetings from August to June of the school year, typically the first Monday of each month at 7:00 PM in the school library, unless otherwise specified.
2. Robert's Rules of Order shall be the procedural authority for conducting the meetings.
3. The meetings shall serve as a forum for discussion and planning of social events, fundraising programs, and other School and parish activities.
4. The PEP Board Secretary shall record the meeting minutes and submit draft for review to PEP Board and Principal within five business days of the meeting. Minutes shall be approved by the PEP Board at the subsequent meeting and incorporated into the official records of the school.
5. The dates of the meetings shall be posted on the school's monthly calendar and on the school's website.
6. All PEP Club members are welcome to attend the PEP Board meetings to address the PEP Board with specific ideas or areas of concern.
7. The PEP Board may continue a meeting in a closed, executive session to consider security, personnel, financial and legal matters. At such time, the presiding officer shall inform the honored guests.

## **Article VIII—PEP Board Member Selection and Removal**

### **A. PEP Board Member Selection**

1. Vacancy in the office of President shall be filled by the Vice President.
2. For all other vacancies, recruitment for open PEP Board positions shall begin in April.
3. The vacant positions, job descriptions, and their respective terms shall be announced via the Wednesday communication envelope and the school's website.
4. The Executive Board shall compile the list of candidates and vote qualified candidates into offices from the eligible pool by a simple majority of the PEP Board members present during the PEP Board meeting dedicated to the same.
5. The eligibility criteria include the following PEP Club member:
  - a. is in good standing with the school's policies and procedures,
  - b. possesses leadership skills,
  - c. possesses expertise and interest appropriate for the relevant vacant position.

### **B. PEP Board Member Removal**

PEP Board members made be removed by the principal with approval of the pastor for not abiding to the school's policies and procedures.

### **C. Continuity**

The incoming members to the Executive Board shall not have voting powers until June 1<sup>st</sup>, which is the official start of the new school year.

## **Article IX – Committees**

### **A. *Ad Hoc* Committees**

1. The PEP Board may form ad hoc committees when necessary to further the objectives, goals, and purpose of the PEP Board or PEP Club.

2. A committee shall consist of at least one member of the PEP Board with other PEP Club members participating.
3. The President shall act as ex-official member of all such ad hoc committees and shall supervise each committee's activities.

## **Article X– PEP Club Revenue, Budget, Revenue Allocations and Expense Reimbursement**

### **A. PEP Club Revenue**

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

### **B. Budget**

1. The PEP Club Board shall tally the total funds raised during the current school year and establish an annual budget by June 15<sup>th</sup> for the following school year. This annual budget must be approved by the Executive Board and subsequently ratified by the School Commission.
2. The annual budget must be presented and explained to the incoming PEP Board members and at PEP Club meetings.
3. Any extraordinary expenses, outside of the stated annual budget, must be approved by the School Commission and the PEP Board.

### **C. Expense Reimbursement**

1. The treasurer shall prepare check or cash requests for reimbursement for PEP Club expenses within 5 business days of submission.
2. All reimbursement requests for PEP Club expenses must be submitted to the treasurer via check request form within 14 days of expense or event. Reimbursement requests submitted after thirty (30) days will require PEP Board review and approval to determine full or partial reimbursement. Untimely requests will be considered a donation to the PEP Board.

## **Article XI – Amendment to the By-laws**

### **A. Minor Changes**

1. Minor changes, including but not limited to typographical errors, grammatical errors, clarifying clauses, changes to term limits, changes in the composition of the Advisory Members, changes or substitution of fundraising programs, and the like, shall be made upon approval of the Executive Board.
2. Upon Executive Board approval, the revised By-laws shall supersede the prior By-laws.
3. The principal shall facilitate the inclusion of the new By-laws in the school records.

### **B. Material Changes**

1. Material changes with significant impact to the school or parish, including but not limited to procedural changes, changes to revenue allocations, changes related to quorum, changes in the composition of the Executive Board, and the like, shall be proposed to the School Commission and the Parish Finance Council by the Executive Board.
2. Upon approval by the School Commission and the Parish Finance Council, the Executive Board shall seek the ratification of the changes by a simply majority of the PEP Club members.
3. Only upon approval by the School Commission and the Parish Finance Council, and ratification of the PEP Club members and the Pastor, shall the revised By-laws supersede the prior By-laws.
4. The principal shall facilitate the inclusion of the new By-laws in the school records.

### **C. Compulsory Review**

1. The PEP Board shall review the By-laws every five years to determine whether changes are warranted.
2. Such determination shall be noted and recorded in the meeting minutes.

### **SCHOOL COMMISSION (Updated November 2018)**

The School Commission is a consultative board that works with the principal, in accordance with Archdiocesan policy, to assist in planning, policy development, finance, facilities, development, public relations, and self-evaluation of School Commission goals. The Commission serves as a consultative board to the principal and the pastor in the formulation of local policies affecting the parish school. All policies adopted by the School Commission are approved by the pastor. Terms are staggered to maintain stability of long-range goals and directions. The School Commission handbook published by the Archdiocese of Seattle is available online.

### **SCHOOL COMMISSION CONSTITUTION & BY-LAWS (Updated November 2018)**

The Catholic school is a mission of the parish and the Archdiocese of Seattle. Therefore, the pastor is responsible to the Archbishop for the administration of the total parish, including the parish school. The principal functions as the chief administrator of the school and is a member of the parish staff.

Just as a parish council serves with the pastor on behalf of the total parish community, so the School Commission serves with the principal for the good of the school community.

The School Commission is established by the principal with approval of the pastor, in accordance with the Archdiocesan policy, to assist in policy development and long-range planning for the school. The School Commission is an advisory body to the pastor and principal in the formulation of local policies affecting the parish school. The principal functions as the School Commission's executive officer.

### **St. Philomena School Commission By-Laws (Updated November 2018)**

#### **Article I: Name of the Organization**

The name of this body shall be "St. Philomena School Commission." Henceforth, the body will be referred to as the School Commission.

#### **Article II: Purpose and Functions**

The School Commission is established by the principal with the approval of the pastor in accordance with the Archdiocesan policy, to assist the principal in policy development and long-range planning for the school. When the School Commission meets and agrees on a policy matter, the decision is effective and binding on all. The School Commission will be consulted prior to decisions being made in its area of responsibility.

#### **Section 1: Purpose**

The purpose of the School Commission is to advise and support the principal/pastor in the formation of policy and the continued development of the school.

#### **Section 2: Governing Bodies**

The consultative School Commission shall act in collaboration with the principal and pastor within the guidelines provided by the Policy Handbook from the Archdiocese of Seattle.

#### **Section 3: Responsibilities**

The School Commission responsibilities are in the following areas:

1. Planning

- a. The School Commission shall advise and support the development of a mission statement for the school, establish commission goals for the year, and propose and establish future plans for the school.

## 2. Policy Development

The School Commission shall formulate policies that give general direction to the principal and pastor regarding the school.

## 3. Finance:

- a. The School Commission shall advise, and support plans and means to finance school programs including tuition, development, and fundraising.
- b. The School Commission gives approval to the annual school budget.
- c. The School Commission will submit to the Parish Finance Council the annual school budget for final approval.

## 4. Communications:

- a. The School Commission will communicate with the school families and the parish community about the school and listen to the needs and concerns through the appropriate forums set up for this purpose.
- b. The School Commission will also assist with recruitment of students and promote the school within the St. Philomena Parish, as well as the community at large.
- c. The School Commission will maintain regular communication with the Parish Finance Council about the direction, state and health of the school, and the future plans for the school.

# Article III: Relationships with Other Groups

## Section 1: Archdiocese Relationship

- a. The relationship between the School Commission and the Archdiocese is stated in the Archdiocesan policies, which are available online.

## Section 2: Parish Finance Council Relationship

- a. The Parish Finance Council is responsible for approving the final school budget with the pastor.

## Section 3: PEP Club Relationship

- a. The PEP Club is responsible for maintaining good communication between the home and school, providing a vehicle through which parents can provide service to the school, and offering a mechanism for parent education and greater opportunity for social interaction.
- b. The School Commission collaborates with the PEP Club to more fully understand parent needs and concerns.
- c. The School Commission uses the school newsletter and the PEP Club meetings to report to school families about School Commission activities and decisions.

# Article IV: Membership

## Section 1: General Organization

- a. The membership of the School Commission shall consist of at least seven current or former school parents/guardians, the Pastor, the Principal, the Faculty Liaison, and the Development Director.

## Section 2: Voting Members

- a. All members are voting members except the Pastor, the Development Director and the Principal. The principal will vote to determine the outcome of a tie vote, if required.
- b. The Faculty Liaison represents the voice of the St. Philomena School faculty and is allowed voting rights.

### Section 3: Terms of Service

- a. The term for general members is three years. Members' terms will begin in June and end in June, three years later. Members are required to fulfill all obligations and duties.
  1. Resignation
    - i. A member may resign at any time by submitting a written resignation to the Principal and the School Commission Chair.
  2. Removal
    - i. A member may be removed by a two-thirds vote of the full voting commission whenever, in the School Commission's judgment, that member has become incapable or unfit to discharge the duties of their office, or shall neglect or refuse to perform the same. Two or more consecutive unexcused absences shall be construed as failure to perform duties. A member proposed to be removed is entitled to at least five days notice in writing, before the removal meeting. The member will be entitled to address the School Commission prior to the removal vote. The meeting addressing the removal vote will be closed. The member may resign prior to this meeting.
  3. Vacancies
    - i. Vacancies created in positions other than the non-voting positions will be filled by a majority vote of the School Commission after discussion of the candidates.
    - ii. The selected candidate shall then serve the remaining portion of the term of the vacated position.
  4. Term Limits
    - i. General members are limited to serving two consecutive three-year terms. If a member has filled a vacancy in which less than one full year of a term has been served, that portion of the term shall not be counted in the two-term limit.

## Article V: Appointment of Members

### Section 1: Selection Criteria

- a. A prospective School Commission member will complete an application with emphasis on the following criteria:
  - i. Display an interest in and commitment to Catholic education and to the school's philosophy and mission;
  - ii. Be available to attend meetings and participate in committee work;
  - iii. Ability to maintain a high level of integrity and confidentiality;
  - iv. Deal with situations as they relate to the good of the entire school community;
  - v. Capacity to be a credible witness to the Catholic faith of the school community and the other constituencies the school serves.

### Section 2: Appointments

- a. The School Commission will select new members using the criteria identified above.

## Article VI: Executive Officers

The Executive board of the commission shall consist of three officers: the chair, the vice-chair, and the secretary.

### Section 1: Nominations

- a. The general commission shall present nominees for the position of chair, vice-chair, and secretary. A majority vote of the School Commission members present and voting shall be sufficient for election of officers.

## Section 2: Duties

### 1. Chair

- a. The chair shall preside at all regular and special meetings of the commission. The Principal prepares the agenda for each meeting after consultation with the chair. The chair is ultimately responsible for all commission business and should ensure commission goals are achieved.

### 2. Vice-Chair

- a. The vice-chair shall perform all duties of the chair when the chair is absent or unable to act. The vice-chair may assume the duties of chair at the beginning of the next term.

### 3. Secretary

- a. The secretary shall maintain a written record of all acts of the commission. The secretary shall conduct, receive, and dispense all correspondence as directed. The secretary shall preserve all reports and documents.

## Article VII : Meeting

### Section 1: Structure

- a. The full School Commission meets every month, as determined by the Principal.
- b. Standing committees meet at other times which best suit the members of the committee.
- c. Executive School Commission meetings may be called at times other than the regularly scheduled meetings. These meetings will be scheduled with the approval of the School Commission Chair and the Principal.
- d. The agenda for each School Commission meeting will be constructed by the principal and the School Commission chair. An agenda shall normally be sent to all members of the School Commission one week prior to each regular meeting. Agendas will also be sent to the Pastor.
- e. Complete minutes are available from the school office or from the School Commission secretary upon request.
- f. Non-members may address the commission when approved for the agenda, in advance of the meeting, and shall leave after they have addressed the School Commission.

### Section 2: Quorum

- a. A majority of all voting members must be present for the purpose of conducting official business. Business will be conducted by the consensus method; when a vote is required, a simple majority of those present and voting shall carry the motion.

### Section 3: Implementation of Policies

- a. In order to provide the best consultation, the consensus method of decision-making shall be used. When the School Commission is unable to reach a consensus, the minutes should report the different positions and appropriate reasons.

### Section 4: Meeting Record

- a. A record of all acts of the School Commission, maintained by the secretary, shall be preserved in the archives in the school office. This record is to contain the meeting minutes and any written reports or documents presented at the meeting.

## Article VIII: Committee Structure

### Section 1: General Guidelines

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

#### Section 2: Standing Committees

##### 1. Budget Committee

- a. The function of the budget committee is to work with the principal to develop the annual budget.

##### 2. Endowment Committee

- a. The function of the Endowment Committee is to oversee the financial development of the St. Philomena School Endowment Fund (see Endowment Committee's by-laws)

#### Section 3: Ad Hoc Committees

- a. The Ad Hoc committees are generally formed as needed.

### **Article IX: Amendments**

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