

St. Brendan Catholic School



School Handbook

2018-2019

Principal Letter

Father Wichert, the staff, and I welcome your child and you to St. Brendan Catholic School. We are glad you have chosen our Catholic school for your child's education. This year will be the 52nd year of St. Brendan School! We are proud of our strong reputation for providing quality Catholic education by developing our students' faith foundation and preparing them well for high school.

We are blessed to have parents in our school every day helping in many ways. Our parents are an amazing community dedicated to their child's Catholic education and the continuing improvement of our school. We are very appreciative of our **parent volunteers** as they coordinate and support school fundraisers, manage various large fundraising budgets, are involved in committees and commissions, spend evenings and weekends completing their volunteer hours, and willingly volunteer to drive and chaperone on field trips. Parents take time from their jobs and family commitments to send an important message to their children that school is a priority. Without the time and many talents of our parents, the school would have additional expenses and increased tuition to provide what our parents give willingly and graciously. Thank you parents!

The Archdiocese of Seattle has established strict **volunteer requirements** in all of our schools and parishes under their Safe Environment Program. These criteria contribute to the safety of each child in the company of adult volunteers. To volunteer in the school and with CYO sports, parents must:

- take the child abuse *Called to Protect for Ministries* class.
- take a refresher on-line child abuse course each year.
- have a cleared background check and recheck every three years.
- meet all the requirements to drive or chaperone on field trips.

Information on the *Virtus* - Safe Environment Program along with required classes and courses can be found at: <http://www.virtusonline.org/virtus>. All school and parish staff has similar education and background requirements to complete under the *Virtus* - Safe Environment Program. Please contact Christen Lambert in the office if you have questions regarding the Safe Environment requirements.

We firmly hold our parents and grandparents to these **Safe Environment** standards and when a parent has not met all the requirements, he/she may not volunteer with students in the classrooms/library/preschool, at before or after-school activities, on the playground, as a coach or another position with children in CYO sports, or as a driver/chaperone on a field trip.

Parents are always welcomed, encouraged, and invited to attend **school meetings** including School Commission, PTO, Development, Religion, School Finance, or Technology. The purpose and responsibilities of each committee is contained in this handbook. These meeting dates and times are listed in the weekly school bulletin, on the website, and on the school calendar. Parents have a chance to meet, work with, and see how involved our parents are in the school and what a difference they make!

Thank you for being familiar with our school handbook. The complete handbook is posted on our website at <http://school.saintbrendan.org/main-page/specialist-classes/school-handbook/> and hard copies are available in the school office. If you have any questions or suggestions for clarification on this handbook, please contact me. **Parents are asked to sign the handbook receipt page and return it to the school office by Friday, September 14th.** The signed receipt page confirms that parents agree to abide by the policies and procedures in this handbook.

Blessings and prayers for all our families and school staff for a healthy and excellent school year!

VISION, MISSION, PHILOSOPHY, AND VALUES STATEMENT

VISION

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

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

MISSION

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

PHILOSOPHY STATEMENT

We believe that each child is uniquely created by God. St. Brendan Catholic School is dedicated to providing an exceptional Catholic education. We nurture the students’ gifts and abilities and ignite in them a passion for service and life-long learning.

We are a faith community that encourages and supports parents as the primary educators of their children. We teach and model the Gospel values through prayer, worship, leadership, compassion, and Christ-centered decision-making. St. Brendan Catholic School prepares students to live as active Catholics, reach their highest potential, and serve responsibly as global citizens.

VALUES

The core values of St. Brendan Catholic School are:

Our Catholic Faith

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

Honesty and Integrity

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

Academic Excellence

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

Respect and Diversity

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

Stewardship and Community Partnership

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

STUDENT LEARNING EXPECTATIONS

A St. Brendan Catholic School student is:

An Active Catholic Who

- † Engages in school liturgical and sacramental celebrations.
- † Demonstrates knowledge of the Roman Catholic Faith.
- † Treats others with dignity and respect.
- † Exhibits Christian leadership qualities.

A Community Member Who

- † Demonstrates respect for individual differences.
- † Takes responsibility for his/her choices and resolves conflicts peacefully.
- † Assists others in need within the school, parish, and global communities.

A Life-Long Learner Who

- † Sets, plans, and achieves academic goals.
- † Uses appropriate study skills, time management, and organizational skills.
- † Demonstrates academic progress.
- † Utilizes critical thinking and problem solving skills.
- † Uses technology to expand learning and communication.
- † Communicates effectively through writing, speaking, and listening.

PARENTS' ROLE IN EDUCATION

The St. Brendan Catholic School staff works with our parents in the education of their children because we believe parents are the primary educators. Therefore, it is the parent's right and duty to be the primary role models for the development of their child's life—physically, mentally, spiritually, emotionally, and psychologically.

When parents select St. Brendan Catholic School for their children, they make a commitment to help their child recognize God as the greatest good in life. We believe parents positive example is the strongest teacher along with their personal relationship with God, others, and the church/parish and school communities.

Parents have chosen to enter into a partnership with us at St. Brendan Catholic School, and we trust they will be loyal to this commitment. During these formative years, children need constant support from parents and teachers.

If there is an incident at school, parents must model Christian values. First whenever possible, parents will discuss the situation honestly, respectfully, privately, and calmly with the teacher and child. If additional resolution or assistance is needed, parents may contact the principal.

Teachers/staff are expected to model similar Christian values when discussing student issues.

Students are naturally eager to grow and learn. However, sometimes in the process of maturation new interests may cause them to lose focus. As this natural process occurs, the student needs both understanding and discipline.

At times, a parent or child may perceive discipline as restrictive. However, it is boundaries and limits which provide a child with both guidance and security. We look to a child to take responsibility for his/her behavior, grades, homework, long-term assignments, tests, and service projects and that a parent lead the child to develop responsibility for his/her actions.

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

Active Catholics who

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

Responsible Citizens who

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

We ask our parents to:

1. support, through their actions and words, the religious and educational goals, vision, mission, policies, and decisions within the school.
2. treat teachers, school and parish staff, other parents, and students with respect, confidentiality, and courtesy in discussing all student and school situations.

3. set expectations at home so that their child gets to bed early on school nights and is well-rested for the school day, arrives and is picked up on time, is dressed according to the school dress code, completes assignments on time, and has a nutritional lunch and snack every day.
4. actively participate in school activities.
5. assist their child in taking responsibility for his/her actions.
6. notify the school office of any changes of address, email, or important phone numbers.
7. meet all financial obligations to the school, parish, and PTO fundraising.
8. inform the school of any special situation regarding their child's well-being, safety, and health.
9. complete and return to school any requested information promptly.
10. read promptly school bulletins, emails, texts, bulletin attachments, and newsletters.

ACADEMIC INFORMATION

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

Religion

All Preschool through grade 8 students

- participate in a daily religion class.
- pray together on a daily basis.
- lead a monthly Mass for the school community (grades 2nd -8th).
- are taught by Father Wichert throughout the school year.
- participate in cross-age family service activities.
- attend weekly parish Masses (PreK-8th).
- attend adoration of the Blessed Sacrament.
- attend prayer services and liturgies as scheduled.
- visit and sing at the local nursing home once a year (1st-8th).
- learn the required prayers and vocabulary as required by the Archdiocese of Seattle (PreK -8th).
- participate in student service projects throughout the school year.

Our students are taught the

- Catholic faith using the archdiocesan approved curriculum, *Blest are We*.
- Safe Environment program *Teaching Touching Safety (Virtus)* in Kindergarten through 8th Grade.
- *Second Step* (an social/emotional skills and a bullying prevention program) in grades PreK-8th.
- Berzinger *Family Life* program in grades 5 and/or 6.

Students in grades 5 and 8 take the ACRE (Assessment of Catechesis of Religious Education) test in April or May and the results are shared with students and parents in September.

Computer-Technology Skills

All Kindergarten through grade 8 students

- participate in a weekly computer instruction class (Kindergarten-5th).
- learn the grade-level computer skills designated by the Archdiocese of Seattle along with the Washington State technology standards.
- are assessed on his/her computer skills.
- learn, practice, and are assessed on keyboarding skills.

- have opportunities to use computer skills in core classes and during study hall.

Fine Arts- Music, Art, Drama

Music: All Pre-Kindergarten through grade 8 students

- participate in a weekly music instruction class.
- present one music concert at Christmas and possibly one spring concert.
- may be asked to sing at other school or parish assemblies.

Art: All Kindergarten through grade 8 students and full-day PreK students

- participate in a weekly art instruction class.
- may be asked to participate in art shows.

Electives

Middle school students will take an elective class once a week. Students will have 3-4 choices each trimester. The first week of each trimester students will rank their choices. This class is not graded but lack of participation/effort or behavior issues will be reflected in the Student Learning Expectation portion of the report card.

Handwriting

All students learn manuscript printing beginning in Pre-Kindergarten and instruction in cursive writing takes place in grade 3.

Health

Health concepts are included in other PE and science classes.

English Language Arts (Reading, Grammar, Spelling, Writing, and Literature)

- All Pre-Kindergarten through grade 8 students have daily English language arts instruction using the *Open Court* or *Prentice Hall* curriculums along with additional supplemental materials.
- Instruction in grammar, spelling, and writing is connected with reading and literature instruction.
- In order to allow teachers to meet students' individual needs in reading instruction, students may be placed into reading learning groups.
- Our full-time Reading Specialist assists those students who require additional reading instruction and guides students who would benefit from extended/challenging reading activities.

Math

All Pre-Kindergarten through grade 8 students have math instruction every day with the McGraw-Hill, *My Math*.

In order to allow teachers to meet students' individual learning needs in mathematics instruction, students in grade K through 8 may be placed into a smaller math learning group.

Students in grade 7 are placed in one of two math sections. Both sections will focus 7th grade standards. Student placement is determined by the math and grade 6/7 teachers reviewing a student's prior math grades, work performance, assessment results, and teacher recommendation.

Students in grade 8 are placed either in grade 8 Algebra or the Pre-Algebra class. Student placement is determined by the math and grade 7/8 teachers reviewing a student's prior math grades, work performance, assessment results, and teacher recommendation.

Our Math Specialist assists those students who require additional math instruction and guides students who would benefit from extended/challenging math activities.

Physical Education

All students in Kindergarten through grade 8 participate in physical education class two times per week. Pre-Kindergarten students have a physical education class once a week.

Science

All students in Pre-Kindergarten through grade 5 have science instruction two or more times per week. All students in grades 6 through 8 have daily science instruction.

Social Studies

All students in Pre-Kindergarten through grade 5 have social studies instruction two or more times per week. All students in grades 6 through 8 have daily social studies instruction.

ACADEMIC PROBATION POLICY

St. Brendan Catholic School has Academic Probation for students in grades 4 through 8. The educational goal is to ensure that each student will succeed academically according to his/her capabilities.

A new student is placed on Academic Probation and must provide his/her commitment to our academic program. In order to succeed, there must be on-going communication among the teacher, student, and parents regarding the student's progress.

A student who earns two Ds or one F at the end of a trimester will be placed on Academic Probation.

It is the student's responsibility to maintain passing grades, complete all assignments, have required materials, be on time for class, submit quality work, and exhibit respectful behavior. For several reasons, students may fall behind in their studies. The following steps will be taken for a student who is placed on Academic Probation:

1. Student, parent, and teacher will meet to define the problem and develop a plan for student improvement.
2. If improvement does not occur, student, parent, teacher, and principal will meet again to determine special arrangements to be made to assist the student.
3. At the discretion of the principal, academic probation may impact a student's ability to participate in school or parish sponsored extra-curricular activities including, but not limited to CYO sports, Speech, Chess, and electives.

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

A student on Academic Probation at the end of the school year will be required to have special arrangements made over the summer to assist the student to be successful in the next school year.

The student, parent, and teacher will meet to define the special summer arrangements such as private tutoring, summer school, certified programs, family counseling, and/or other appropriate actions. Parents will be required to provide evidence to the principal when the school office opens in August that the child has completed the required academic summer program.

ACCREDITATION

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

ADMISSION POLICY

Statement of Non-Discrimination

St. Brendan Catholic School admits students of any race, color, gender, or national and ethnic origin to all the rights,

privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, gender national and ethnic origin in administration of its educational policies, admissions policies, financial assistance programs, and athletic and other administered programs.

To be considered for enrollment, and to qualify for the In-Parish (subsidized) tuition rate the parent(s) or guardian(s) and students must meet all of the eligibility requirements.

Parent Requirements for Eligibility

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

Student Requirements for Eligibility

1. Students entering kindergarten must be five (5) years old by August 31st.
2. Transfer students:
 - Students transferring from another school must not have had serious behavioral or academic problems at their previous school.
 - Students must also have demonstrated an average range of ability evidenced by records of transcripts from a previous school and previous principal's/teacher's recommendation.
 - An interview with the transferring student and parents is part of the admission process.
 - Students applying for admission must present a copy of their most current report card and standardized test results. These will be reviewed to determine whether the program at St. Brendan will meet the educational needs of the students. Testing in some academic areas may be required for new incoming students.
 - All new students will be given a trial period in which to prove himself/herself both socially and academically. If during this trial period there are any problems, a student may be asked to withdraw his/her attendance at St. Brendan.
 - Non-Catholic students whose parents accept the philosophy at St. Brendan School will be accepted on a space available basis.

Enrollment requirements include:

- Verification of active parish affiliation/stewardship
- Health Records
- Immunization Records
- Birth Certificate (original)
- Baptismal Certificate (Catholic applicants only)
- Report Cards
- Standardized Test Results

Class Size

Preschool and Pre-Kindergarten classes generally range from 10 to 20 students per class with a second adult/classroom aide with any class more than eight students.

Kindergarten through 8th grade classes generally range from 25 to 30 students.

Kindergarten through grade 5 classes has a part time classroom aide.

A class may be overloaded to 31 students if a sibling is accepted into a full class at the discretion of the principal/pastor.

Student Priority for Admission

In the event that more students apply for a grade than there are positions available, the following criteria will be used to establish the student's priority for admission. Criteria are listed in order of importance.

1. Returning students who meet academic and behavioral expectations.
2. Applicants who have a sibling already attending St. Brendan Catholic School, assuming continued support and involvement of the parents.
3. Students who have attended St. Brendan Preschool and are members of St. Brendan Parish are given second priority for admittance to Pre-kindergarten (after siblings) provided the student meets the Pre-kindergarten admission requirements.
4. Students who have attended St. Brendan Pre-kindergarten and are members of St. Brendan Parish are given second priority for admittance to Kindergarten (after siblings) provided the student meets the kindergarten admission requirements.
5. Applicants whose parents are registered in St. Brendan Parish and are actively involved in parish life. The length of time in the parish is taken into consideration.
6. After considering St. Brendan parishioner applicants, if there is still available space, we will first consider students/families from St. Elizabeth Ann Seton Parish (Mill Creek) and/or Blessed Teresa of Calcutta (Woodinville), other subsidizing parishes, other non-subsidizing parishes, and lastly non-Catholic families.

Waiting List

1. Students who meet eligibility requirements but whom we are not able to admit because of space limitations will be put on a waiting list (if they so desire). If openings occur, students will be considered according to the criteria list (items 2-4) shown on the previous page.
2. Families must re-apply for admission each year. Consideration will be given to those who have applied before, assuming continued eligibility.
3. Catholic families not registered in St. Brendan Parish will be considered for admission on a space available basis.
4. Non-Catholic families will be considered for admission on a space available basis, with the understanding that all students are required to participate in religious programs, liturgies, and instruction.

Tuition

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

- The school continues to enjoy the financial support of the parish, and the parish demonstrates pride in the growth and development of its parish school. Each year, through the recommendation of the parish Finance Council, the parish maintains a strong commitment of financial support to the school.
- St. Brendan Catholic School offers families who qualify a subsidized in-parish tuition rate. St. Brendan School offers in-parish tuition rate to St. Elizabeth Ann Seton Parish, Blessed Teresa of Calcutta, (and other parishes that provide the same subsidy as St. Brendan Parish.
- Non St. Brendan Parish families will remain actively involved in their parish and abide by their parish's participation requirements.

School Fundraising

Tuition only partially covers the actual cost of educating each student and therefore, parents agree to financially support their parish and participate in the schools:

1. Annual School Appeal- parents will complete the Annual School Appeal contribution on the FACTS Contract. Parents select the payment method for the pledge.
2. PTO Fundraising Contract- Parents will provide a signed PTO Fundraising Contract at registration.

Tuition Payment

- Tuition is collected by an outside vendor, FACTS management system.
- Parents must complete a FACTS enrollment contract and indicate their choice for payment (automatic withdrawal, credit card charge, invoice, or on-line payment).
- Parents select their payment option to pay tuition and fees in one annual payment, two semi-annual payments, or in 10 or 11 monthly installments.
- Parents pay the annual management fee to FACTS. The fee ranges from \$0 to \$45 is based on the payment plan selected.
- Tuition is due on the 5th of each month directly to FACTS. FACTS will charge a \$40 late fee after the 5th.
- Other fees may be collected through FACTS such as the 5th grade EE field trip, 8th grade San Juan field trip, Bible costs, and PTO membership dues. Parents will be notified of the additional fees and when the fee will be collected.

The annual registration fee is due at the time of re-enrollment in January/February for the following school year. The fee along with a signed Registration Contract holds the child's space in the next year's class. The registration fee is non-refundable.

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

Tuition includes a quality Catholic education including the use of the school's textbooks (except for the Catholic Youth Bible for students in grades 5-8), computer lab fee, art materials fee, assignment book/planner, and science materials fee.

Costs Above Tuition

Additional costs not covered by tuition may include, but are not limited to:

- FACTS management fee, credit card, or late fees
- Annual School Appeal contribution
- Extended Care fees
- uniforms
- milk and hot lunch
- CYO fees
- field trip fees
- school carnival
- PTO fees and PTO Fundraising obligations
- memory books (yearbooks)
- student classroom supplies
- extra-curricular activities
- after-school activities
- a Catholic Youth Bible for students in grades 5-8.

In-parish-subsidized-tuition rate

- Parents who demonstrate a consistent pattern of active participation and financial support to St. Brendan Parish, St. Elizabeth Ann Seton Parish, Blessed Teresa of Calcutta Parish, or another qualifying parish will be eligible for an in-parish tuition rate that is subsidized by their parish.
- See the conditions on the following page under 'compliance monitoring' for families to remain eligible for in-parish tuition.

Out of Parish Tuition Compliance:

Families who qualify for the out of parish tuition rate are required to financially support the Annual School Appeal, complete their PTO Fundraising Contract, pay current all tuition and fees, fulfill the required PTO volunteer hours and record the hours by April 30, and complete the Safe Environment classes or updates as required to volunteer in the school.

In Parish Tuition Compliance

To remain eligible for the in-parish tuition rate, parents must:

1. provide a current parish stewardship card on file with the parish office each year by January 30th.
2. financially support the parish by being active participating Catholics and fulfill the parish stewardship pledge as agreed.
3. be current with the pledge commitment or bring current the parish pledge when asked.
4. have completed a background check.
5. financially support the Annual School Appeal.
6. complete their PTO Fundraising Contract.
7. pay current all tuition and fees.
8. fulfill the required PTO volunteer hours and record the hours by April 30.
9. complete the Safe Environment classes or updates as required to volunteer in the school.

Compliance checks

In January and May, the school will notify parents in writing of their standing in fulfilling their in-parish tuition requirements.

Parents who have fulfilled all of their obligations by **May 30** will remain eligible for the in-parish tuition rate for the following year.

Parents paying an out-of-parish rate are obligated to fulfill all of their compliance requirements as noted above.

On June 1st, parents who are not in compliance will be contacted by the principal and advised of their out-of-compliance status.

- Parents may be asked to meet with the pastor and principal to explain their situation.
- If parents remain out of compliance after **May 30**, the principal will provide them a written notice of their ineligibility for the in-parish tuition for the following year along with information on the out of parish tuition rate which would apply for the following year.

Individual extenuating family circumstances need to be brought to the attention of the principal in a timely manner. All final decisions regarding compliance are at the discretion of the pastor and principal.

Delinquent Tuition

- Families who are not current with their tuition payments after 45 days will be given 10 days' notice to meet with the principal and provide a payment plan for approval.
- If after the meeting there is no satisfactory resolution or agreed payment plan, the family may be asked to

- withdraw their child/children from the school.
- Student transcripts, all grade reports, high school applications, and diplomas will be held until all tuition and fees have been paid.

Tuition Assistance

Parents may apply for financial aid from either or both of our resources:

- Fulcrum Foundation
- Father Mike Schmitt Tuition Assistance
- Dakota George Scholarship (grades 5-8)

Fulcrum Foundation

- Parents may apply for tuition assistance from the Archdiocese of Seattle's Fulcrum Foundation.
- Parents need to complete the Fulcrum application on line.
- Applications are available at www.fulcrumfoundation.org
- Parents must provide copies of the Fulcrum application, tax forms, and any required documents to the principal on or before December 1, 2017.
- Fulcrum tuition assistance deadlines are final and families will not be considered for assistance after the due date.

Father Mike Schmitt Tuition Assistance

Parents may apply for tuition assistance from the school's Father Mike Schmitt Scholarship Fund. Parents need to complete the Father Schmitt application with a application fee through FACTS.

Applications are available at: www.factstuitionaid.com. Parents must provide copies of the FACTS application, tax forms, and any required documents to the principal on or before February 1, 2018. Father Schmitt tuition assistance deadlines are final and families will not be considered for assistance after the due date. Parents must meet the financial parameters for assistance.

Student Photos

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

Withdrawal Policy

Tuition makes up the majority of the school’s revenue and the next year’s budget is determined based on student enrollment. When families make the decision to withdraw before school begins or during the school year, it impacts the school’s revenue and budget.

- Families who decide to withdraw need to notify the school in writing.
- The last day to withdraw for the following school year without owing any tuition is March 30.
- For special circumstances, please contact the principal.
- Tuition due is based on the percentage of total annual tuition indicated in the following chart.
- Student transcripts will be withheld until all tuition and fees have been paid.

Month Notice Given	Tuition Liability
April, May and June	20% of total annual tuition
July, August, and September	30% of total annual tuition
October and November	50% of total annual tuition
December through April	100% of total annual tuition

ALLERGY POLICY

St. Brendan Catholic School recognizes that asthma and allergies are important conditions affecting many school children.

- Our school is a nut-free environment.
- The school encourages children with certain medical conditions to achieve their potential in all aspects of school life by having a clear policy that is understood by school staff and students.
- All staff that come in contact with children with asthma and allergies is provided training from a nurse.

For safety reasons, students are not allowed to have any prescribed or over the counter medicines or materials including vitamins/supplements with them at any time.

A student may have an inhaler, diabetic materials, or other emergency medical equipment with him/her provided the office has written authorization form the student’s doctor and parents.

Asthma Medication: Inhalers:

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

- (a) A health care practitioner prescribed the medication for use by the student during school hours and instructed the student in the correct and responsible use of the medication;
 - (b) The student has demonstrated to the health care practitioner, or the practitioner's designee, and the designated nurse/office staff at the school, the skill level necessary to use the medication and any device that is necessary to administer the medication as prescribed;
 - (c) The health care practitioner formulates a written treatment plan for managing asthma or anaphylaxis episodes of the student and for medication use by the student during school hours; and
 - (d) The student's parent or guardian has completed and submitted to the school any written documentation required by the school, including the treatment plan formulated under (c) of this subsection and other documents related to liability.
- (1) An authorization granted must allow the student involved to possess and use his or her medication:
 - (a) While in school;
 - (b) While at a school-sponsored activity, such as a sporting event; and
 - (c) In transit to or from school or school-sponsored activities.
 - (2) An authorization granted:
 - (a) Must be effective only for the same school and school year for which it is granted; and (b) Must be renewed by the parent or guardian each subsequent school year in accordance with this subsection.
 - (3) School districts must require that backup medication, if provided by a student's parent or guardian, be kept at a student's school in a location to which the student has immediate access in the event of an asthma or anaphylaxis emergency.
 - (4) School districts must require that medical information be kept on file at the student's school in a location easily accessible in the event of an asthma or anaphylaxis emergency.
 - (5) Nothing in this section creates a cause of action or in any other way increases or diminishes the liability of any person under any other law.

Allergies: Epi-pens

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

- An epi-pen can only be administered by school personnel (1) after training from an R. N. or M.D., (2) having on file a written, signed, current permission from parent or guardian that also identifies who may administer the

medication, and (3) and have on file the student medication requirements (including doctor's authorization) fulfilled under the health section of this handbook.

- Epi-pens may not be carried on a student's person in any manner including in his/her backpack or desk.
- Epi-pens will be available in the classroom or school office. Teachers and recess supervisors will be aware of which child has an epi-pen and where the pen/medication is located.

Food Allergy Policy

St. Brendan Catholic School recognizes that life threatening food allergies are an important condition affecting many school children.

- Due to the number and severity of students with nut allergies, the school is a nut-free environment.
- In order to minimize the incidence of life threatening allergic reactions, St. Brendan School staff will follow written directions from a student's parent/guardian and physician.
If the school is unable to comply with the allergy directions, the parents will be immediately notified.
- Teachers will be familiar with the students in their classes and respond to emergencies as per the emergency instructions provided by the parent/physician.
- In the event of a suspected allergic reaction (where there is no known allergic history), the emergency medical services will be called immediately.
- Information will be kept about students' food allergies in the classroom and in the substitute's emergency folder, accessible by teachers, substitutes or other responsible adults.
- All teachers and substitutes will be educated about the risks of food allergies.
- The parent or guardian of a student with food allergies is responsible for providing all food for his/her own child.
- Tables will be washed with soap and water following any food related events held in the classroom.
- Proper hand cleaning techniques will be taught and encouraged before and after the handling/consumption of food.

ANIMALS ON CAMPUS

Pets are not allowed at any time on school or parish property including before or after school, during the school day, for show and tell, or at carpool.

ATTENDANCE POLICY

It is legally required that all children enrolled in St. Brendan Catholic School are accounted for each school day.

- If a child will not be attending school on a given day or days, parents/guardians will telephone the school office before 8:20 AM on the day of the absence.
- The school phone recorder is on 24 hours a day to allow messages to be left.
- Parents/guardians will give the name of the student, his/her teacher, and the reason for the absence (i.e., illness, doctor's appointment, death in the family).
- Parents/guardians may email the information for the absent student to secretary@school.saintbrendan.org before 8:15 AM. The email must be generated from a parent email account.
- If the school is not informed by the parent of the student's absence, the school will telephone the parent(s) at home, work, or the emergency contact persons to confirm the student is absent.
- If no one can be contacted to confirm the student's absence, the school is obligated to contact the local police. This policy is for the protection of the St. Brendan students.
- If a student is absent for 20 school days or more in the school year, the school is required to contact the local authorities (police, CPS, etc.)
- After 3 consecutive absences a doctor's note is required for the absences to be excused.
- Students need to be fever free, without medication, for 24 hours before returning to school.
- A written statement giving reasons for the absence or tardiness must be brought to the student's teacher upon the student's return if the parent has not reported the absence via phone. The notes will be retained in the office for one year.
- Should an absence for any reason other than illness seem imperative, parents are requested to consult with the principal and present a written reason for the absence.

Missed assignments are the student's responsibility. Arrangements for regular classroom tests missed because of an absence are made with the individual teachers.

- **Excessive absences totaling 10 days or more in one trimester**, or the accumulation of 10 or more absent days from late arrivals, absences during the school day, or early departures in one trimester, can be cause for a student to receive incomplete grades, attend daily study hall to make up incomplete work, and/or be retained in the current grade.

Excused Absences

- Excused absences are for
 - student illness.
 - a death in the family, extended family, or a family friend.
 - direct involvement in an accident.
 - Paging duties by grade 8 students in Olympia.
 - two high school visits by a grade 8 student.
 - a necessary medical or dental appointment that cannot be scheduled outside of school hours.
- A note or phone call to the office is required in advance or upon return to school.
- Excused absences will be indicated on Report Cards.
Teachers will assist the student with make-up work or tests for excused absences.

Unexcused Absences

An unexcused absence includes, but is not limited to:

- Truancy is being absent without a parent's/guardian's consent and is a serious violation. A conference with parent(s), student, and principal is required. The student may be placed on disciplinary probation for a period determined by the principal.
- Family vacations
- More than two high school visits for 8th grade students
- Pre-planned absences
- Special family events
- Suspension
- Missing school creates hardships for students, interrupts their learning, and the missed learning experiences that occurred in the classroom can never be recovered.
- When a child will be absent from school, parents will give the school two weeks advance notice to the teacher and principal.
- For family vacations taken during scheduled school days:
 - A student may obtain the daily homework assignments posted to each classroom web page in order to complete the assignments while away from school.
 - Students do not have any make-up days to turn in missed assignments. All assignments are due upon return to school.
 - Teachers may not provide assignments in advance of the instruction.
- Unexcused absences will be indicated on Report Cards.

Excessive Absences

- **Excessive absences totaling 10 days or more in one trimester**, or the accumulation of 10 or more absent days from late arrivals, absences during the school day, or early departures in one trimester, can be cause for a student to receive Incomplete grades, attend daily study hall to make up incomplete work, and/or be retained in the current grade.

For Incomplete grades: The student will have two weeks after the Mid-Trimester or Report Card has been issued to submit incomplete work.

- After the two week period, the Incomplete evaluation on the Progress Report or Report Card will be changed to reflect a grade which will include all completed assignments.

Completion of missed work

- Students with an excused absence are required to complete all missed work upon return to school.
- Students and parents for grades 4 through 8 can check *Power School* to identify the missing assignments and/or speak with the appropriate teacher.
- When a student is absent from school for any reason, the student is responsible (with the help of the parent and teacher if needed) for arranging with the teacher(s) for the completion of all missed assignments and assessments.
- Students who are absent with an excused absence will have one day for each day of absence to make up the missed assignments, quizzes, or tests.
- For students with an unexcused absence, teachers may not provide assignments to a student in advance of the instruction.
- When a student has an unexcused absence, he/she does not have any make-up days to turn in missed assignments. All assignments are due upon return to school. At the discretion of the teacher and principal, student work may be accepted and graded as 'late' for unexcused absences.

Absent during the school day

- Students needing medical or dental appointments during school hours require a written note by the parent. These absences are marked as excused.
- Parents are required to sign out their child in the school office. If the child returns to school during the same school day, he/she must be signed back into school in the office.
- Students who are absent from school for a medical or dental appointment for 3.5 hours or more will be counted as absent for half of a school day.
- If a student is taken out of school for other than a medical or dental appointment or a reasonable reason, determined by the principal, the student's absence may be entered as an unexcused absence.

AWARDS

Honor Roll

- At the end of each trimester, St. Brendan Catholic School recognizes students in grades 7 and 8 who have earned a high grade point average.
- A student's GPA is determined by a 12 point system and weighted by the number of times the class meets per week. Daily classes have a higher weight than classes that meet less often.
- Grades and points are as follows: A/A+=4, A-=3.7, B+=3.3, B=3, B-= 2.7, C+= 2.3, C=2, C-=1.7, D+=1.3, D=1, D-= .7, and F=0.
- First Honors are awarded to those students earning a 3.7 to 4.0 grade point average.
- Second Honors are awarded to those students earning a 3.4 to 3.69 grade point average.
- Honor Roll students are announced in the bulletin at the end of each trimester and each student receives an Honor Roll Certificate.

Grade 7 Leadership Awards

The grade 7 Leadership Awards are announced and awarded in May of each school year at an all-school awards ceremony or school Mass. The four awards include:

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

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

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

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

Grade 8 Graduation Awards

Valedictorian: This honor is given to the student(s) who earned the highest grade point average throughout his/her grade 8 year.

Salutatorian: This honor is given to the student(s) who earned the second highest grade point average throughout his/her grade 8 year

St. Brendan Navigator Award:

This honor is given to two 8th grade students to recognize exceptional academic dedication and perseverance. This award commends the student who, in his/her grade 8 year, consistently demonstrated and exceeded the St. Brendan student learning and Christian behavior expectations.

Knights of Columbus Jacinta Marie Johnson Award

This honor is given to a grade 8 girl to recognize the consistent display of exceptional Christian values both in and out of St. Brendan Catholic School Community. This award is given in memory of Jacinta Marie Johnson who was called to God in 1970 in her grade 6 year at St. Brendan Catholic School.

Knights of Columbus Good Citizenship Award

This honor is given to a grade 8 boy to recognize the consistent display of exceptional Christian values both in and out of the St. Brendan Catholic School community.

RESTROOM/BATHROOM STUDENT PRIVILEGES

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

- Each student will clearly sign out and back in to the classroom noting the date and time.
- Students are expected not to leave the classroom during instruction time.
- Only one student at a time is dismissed from the classroom.
- A student is expected not to leave more than one time per class period nor should a student require a bathroom break in each class period.
- Students are expected to use the bathroom during breaks, lunch, and recess.
- At all times, students will be respectful of the school property in the bathrooms, use the facilities as intended, and behave appropriately.
- Students are to immediately report any disrespectful or destructive behavior to a teacher/adult.

BIRTHDAY OBSERVATIONS

Each student is recognized on his or her birthday with an announcement of the child's birthday over the intercom after Morning Prayer and the student is presented with a birthday sticker.

- At the beginning of the school year and in the first classroom weekly letters, teachers will advise parents if no food birthday treats will be allowed due to serious food allergies in the classroom. The classroom parent and teacher will assist parents with providing acceptable non-food birthday treats.
- Parents will advise the teacher at least three days ahead of time that they wish to bring a food birthday treat. This time will allow the teacher or room parent to advise the parents of students with allergies or medical conditions.
- If food birthday treats are allowed, a student/parent may bring a small birthday food treat for the child's classmates on the real birthday date or close to the date.
- Summer birthdays may be celebrated in June.
- Half birthdays and 'celebrity' birthdays are not celebrated; individual birthday gifts may not be distributed at school; individual class parties may not be celebrated with siblings or family members during the school day.

BLOGS, CHATROOMS, AND SOCIAL NETWORKING SITES

Students who engage in blogs, chat rooms, or social networking sites may face disciplinary action if, as determined by the principal/pastor, the content of the student's postings included defamatory comments, bullying, or harassing behaviors regarding the school, faculty/staff, the parish, parish staff, parents, or other students.

- Students may not email from their personal email account to any school staff at school or to a staff home email account or engage in online messaging or conversations with any school staff.
- All e-mail communication between school staff and student will be via the school Office 360 account with parent email cc'd on all correspondences.

BULLYING AND HARASSMENT

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

- The staff at St. Brendan Catholic School is committed to having a safe school and caring place for all students.
- The expectation is that each adult and student will treat each other with respect at all times and refuse to tolerate bullying/harassment in our school.
- Our school defines bullying as repeated physical or verbal actions by one student, or group of students, towards another student (or students) that is unfair and one sided.
- We define harassment as verbal or physical conduct towards an individual because of his or her race, color, religion, creed, sex, sexual orientation, national origin, ancestry, age, disability, or that of his/her relatives, or friends and that has the purpose of creating an intimidating, hostile, offensive educational environment, and the effect of unreasonable interference with the individual's education.

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

- Supervise students in the school and playground and watch for signs of bullying/harassment and address it when it happens.
- Teach *Second Step* in Kindergarten through grade 8.
- Respond quickly and sensitively to bullying/harassment reports.
- Take seriously families' concerns about bullying/harassment and follow the Archdiocese of Seattle and the school policies on bullying/harassment.
- Assign consequences for bullying/harassment and retaliation.
- Adult interpretation of a student's actions and subsequent consequences will be age appropriate. The following discipline guideline chart is adapted from the Committee for Children.

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

1. At the first occurrence or report of bullying or harassing behaviors, the student being bullied or harassed (or those observing the bullying or harassing) will report the incident to a staff member.
 - Each student involved in the report or occurrence will provide a written summary of the incident.
 - A written summary will be completed by the teacher/playground supervisor/or staff member.
 - The principal, other teachers, and parents of victim and offending students will be notified of the incident.

2. If a bullying/harassment behavior is repeated, and the action is not immediately threatening:
 - Each student involved in the report or occurrence will provide a written summary of the incident.
 - The principal will be notified.
 - Separate conferences will be held with the victim and the offender (and other students as needed) to determine the facts, reeducate the students, and determine the necessary consequences.
 - A Discipline Report will be completed by a staff member or principal.
 - Consequences will be determined on a case by case basis based on the following Disciplinary Guidelines Chart.
 - **The teacher and principal will meet with the parents to discuss the incident and consequences.**

3. If the bullying/harassment behavior is determined to be severe or an immediate threat to student safety:
 - Each student involved in the report or occurrence will provide a written summary of the incident.
 - The principal will be immediately notified.
 - The offending student(s) will be immediately removed from school.
 - Separate conferences will be held with the victim and the offender (and other students as needed) to determine the facts, reeducate the students, and determine the necessary consequences.
 - A Discipline Report will be completed by a staff member or principal.
 - Consequences will be determined on a case by case basis based on the following Disciplinary Guidelines Chart.
 - **The teacher and principal will meet with the parents and offending student(s) regarding the incident and consequences.**
 - The offending student(s) may be Suspended (either in-school or at home) or Expelled by the principal.

4. Students who continue to engage in bullying/harassment behaviors after being suspended may be asked to leave the school and/or be expelled.

5. The final decision regarding all bullying/harassment issues rests with the principal and/or pastor.

Cyber- bullying

- Students who engage in cyber-bullying about school staff, other students, the school, school or parish topics or which the text or message includes disrespectful, inappropriate, threatening, and/or derogatory comments, jokes, innuendos, unwelcomed compliments will face disciplinary action.

Taking Pictures, Videotaping, and Posting to the Internet

Students will face disciplinary action if they take pictures or videotape other students, staff, parents, or adults during the school day, on field trips, at assemblies, or at other school sponsored or parish events without the permission of each student, staff, parent, or adult in the picture or video or if they post any pictures or videos of students, staff, or parents on the Internet without the permission of each individual in the picture or video. Taking pictures, videotaping, and/or posting same to the Internet without permission may be considered bullying or harassment and follow the same procedures as other bullying incidents explained above.

Discipline Guideline Chart

Note: This list is a guideline and is not inclusive of all behaviors or consequences.

<p><u>Level 1 Behaviors</u> Pushing/kicking/hitting/spitting Gossiping/spreading rumors Embarrassing or making someone look foolish Mocking or mimicking Name calling or obscene remarks Dirty looks/Taunting Teasing Threatening to reveal personal information Graffiti Public challenging to do something Defacing property or clothing Playing a dirty trick</p>	<p><u>Level 1 Consequences</u> Apologizing- written and in-person Making amends Class discussion Loss of privileges After-school detention In-school Suspension</p> <p>Repeated Level 1 behaviors may result in consequences for Level 2 behaviors.</p>
<p><u>Level 2 Behaviors</u> Defacing property or clothing Stealing Demeaning physical acts that are not physically harmful Locking in a closed or confined space Ethnic slurs Setting up to take the blame Cyber-bullying Sexting Humiliating publicly Excluding from a group Social rejection Teasing about appearance or possessions or lack of possessions Intimidating communication Taking possessions Extortion, sexual or racial taunting</p>	<p><u>Level 2 Consequences</u> Loss of privileges Making amends Repairing, cleaning, or replacing items Writing a report on the topic School or community service In-school Suspension Short term Suspension</p> <p>Repeated Level 2 behaviors may result in consequences for Level 3 behaviors.</p>
<p><u>Level 3 Behaviors</u> Physical violence/inflicting bodily harm Threatening with a weapon Maliciously excluding Manipulating social order to achieve rejection Malicious rumor spreading Malicious communication Threatening with total isolation by peer group Repeated sexual or racial taunting Verbal threats of aggression against property or possessions Verbal threats of violence or of inflicting bodily harm Threats of using coercion against family or friends. and /or coercion and retaliation</p>	<p><u>Level 3 Consequences</u> Student Behavior Plan In-house Suspension Short term Suspension Long term Suspension Expulsion from school</p> <p>Criminal behavior will be referred to law enforcement for further action.</p> <p>Repeated Level 3 behaviors will result in expulsion from school.</p>

BUSINESS MARKETING POLICY

St. Brendan Catholic School Auction Committee offers two advertising options for any business wanting to market its products or services to our community.

- The first option is to place a print advertisement in our catalog.

- The second option is to sponsor a silent closing, check-in table, or other event during or related to the auction (i.e. Bingo Night).
- Both options are available to all school family-run businesses and individual agents, as well as the general business community.
- Businesses and individual agents sponsoring an auction event may have business cards and/or marketing brochures available to attendees to pick up if interested in the company's products or services. Each business may supply one poster board per sponsorship and/or advertise the business as part of an Auction Newsletter. This marketing opportunity will be limited to print information only. No microphone presentations, sales demos, or mailing solicitations will be allowed. All print information will be provided by the sponsoring business. Pricing will be set each auction year.
- Other: No other marketing from outside businesses, school family-run businesses, or individual agents will be allowed at school sponsored events, posted in the school building, placed as a separate flyer in any school literature (i.e. bulletins or brochures), or advertised on the school's Web site.
- School family phone numbers, addresses, and email information lists are to be used for school purposes only and may not be used or distributed for any purpose unrelated to school or for solicitation for profit.
- In the event sponsorship of another St. Brendan event becomes an option, the principal/Pastor will make the final decision regarding marketing procedures.

CAMPUS LIMITS/STUDENTS LEAVING SCHOOL GROUNDS

Students face disciplinary action if they choose to leave the campus during school hours.

- Students need written parent permission to leave the school grounds after school without an adult, to walk or ride bikes to and from school, or to leave with another student or carpool.
- The permission needs to include the destination, with whom the child may leave with, and the date the child has authorization.

CARE OF SCHOOL/PARISH PROPERTY

Textbooks are loaned to the students for the school year. They are school property.

- Students are asked to be good stewards of the textbooks, school materials, and lockers.
- Student will cover all hardback textbooks at the beginning of the year and keep them covered for the entire school year.
- Fines equal to repair or replacement costs are imposed for loss or damage to school property resulting from carelessness, negligence, or disregard for school regulations.
- Accidental damage to property of value must be reimbursed as part of the student's social responsibility.
- Parish/school equipment may not be removed from campus property for use at an off-site location.

CARPOOL



Parents are responsible to:

- Drive the posted speed limits surrounding the school.
 - Drive slowly and with extra care in the school and church parking lots and on the streets surrounding the school.
 - Realize there are 250+ students being dropped off or dismissed during a regular school day. Parents are expected to be careful and attentive drivers to ensure that all students arrive and depart safely.
 - Not park in or use the church parking lot (if not part of preschool class, full-day Pre- kindergarten, or in a kindergarten carpool) without permission from the principal.
 - Not park in the parking spots directly in front of Lower Brendan house
 - Not use the front of the school, 195th Street, or surrounding residential streets for consistent drop off or pick up without clear permission from the principal.
 - Not use cell phones or other electronic devices while in carpool.
- Not wait or idle along the playground/swings before pulling into morning drop-off.
 - Not park cars anywhere on the school parking lot during carpool or during the school day
 - Not park in a handicapped space on school or parish property without the proper state permit.
 - Drop off **students in grades Kindergarten through 8th grade** at 8:00 AM (and not before) when carpool supervision begins unless the child is attending Extended Care.
 - Be ready to move in the carpool line and not leave their cars unattended.
 - Follow the instructions of the carpool supervisors, teachers, staff, and safety patrol students.
 - Allow the teachers and students to assist the child exiting and entering the right side of the car. Parents do not get out of their cars to assist the child- this slows down the carpool process.
 - Drop off and pick up for **Full-day Preschool students** will be at the exterior preschool classroom door.
 - Drop off and pick up for **Half- Preschool students** will be at the main school doors.
 - Drop off and pick up for **Pre-kindergarten students** will be at the side school doors next to the lower Brendan house by the Kindergarten and 3rd grade room.
 - Kindergarten students and their carpool occupants in the church parking lot.
 - Move slowly when arriving in the school parking lot and through carpool lines.
 - Carefully ascertain and ensure students have departed or arrived safely from/to the car.
 - Not allow students to place backpacks in the trunk or back of cars and not allow students to stand in-between cars.
 - Turn right only when leaving the school grounds on 195th Street.
 - Be prompt in picking up children from school. Parents will call the office if they are running late.
 - Ensure their children leave the school building and grounds immediately after school is dismissed.
 - Reenter the school building or portable with their child only between 3:15 and 3:30 to retrieve forgotten materials.
 - Give written permission for their child to leave the school premises with a different carpool, friends, or go to an off-site destination from school.
 - Must supervise any students changing in the school restrooms for sports. Cleats must be carried out and put on outside of the school

K-8 Students: Morning Drop-Off

- All K-8 students will be dropped off using the carpool lanes between 8:00 and 8:15 AM.
- Teacher supervision will begin at 8:00 AM, and students may not be left at school before 8:00 AM unless attending Extended Care.
- Students may not enter the building prior to the 8:15 AM bell unless they have an authorized class or activity.
- Parents attending daily Mass or volunteering in the school may park in the church parking lot. Parents will walk their child over to the carpool area using the crosswalk.
- School begins at 8:20 AM. Students are to be physically in their classroom at the 8:20 bell. Students are marked tardy after 8:20 AM.
- It is very unsafe for other families, students, and staff when parents are driving fast and late into the parking lot and students are running to their classrooms.

Late Arrivals

- Late arrivals are disruptive to the class, the child, and the beginning of the school day. It is important all students arrive on time to their classroom.
- A student who accumulates more than five late arrivals in one trimester will equal an unexcused absence and could face additional disciplinary measures including service assignment.

8:20-8:30

Preschool (3 year olds) Morning Drop-Off

Parents will park in the church parking lot beginning at 8:20 AM, walk their child to the side school door across from the parish office, sign in their child before class begins at 8:30.

8:20-8:30

Pre-Kindergarten (4 year olds) Morning Drop-Off

Parents will park in the church parking lot beginning at 8:20 AM, walk their child to the side doors of the school near Kindergarten and 3rd grade, sign in their child before 8:30.

8:20-8:30

Pre-Kindergarten (4 year olds) Morning Drop-Off

Parents will park in the church parking lot beginning at 8:20 AM, walk their child to the side doors of the school near Kindergarten and 3rd grade and sign in their child before 8:30

11:30

Preschool Morning Pick-Up

Morning preschool students will be picked up at the side school door across from the Parish office at 11:30 AM.

11:30

Morning only Pre-kindergarten Pick-Up

Parents will park their car on 195th and walk to the school lobby to pick up and sign out their child.

3:00

1st through 8th Grades: Afternoon Pick-Up

Parents may begin to line up for afternoon carpool at 2:20. We have students at recess until 2:15.

School will be dismissed at 3:00 PM.

- Afternoon dismissal proceeds smoothly when parents stagger their pick up times.
- Parents may not stop in line on 195th street waiting to get into the carpool lanes.
- Parents may not park on the school side of 195th, in front of the school, or on any side residential streets for pick-up.

- Students may not change into non-uniform clothes at school when school is dismissed, except for sport activities.
- Teachers will supervise students until 3:15 or until all cars have proceeded through the carpool lanes.
- Students not picked up by 3:15 will be brought to Extended Care.
- Parents are responsible to sign their child out from Extended Care and will be charged for childcare fees after 3:20 PM.

3:00

Full Day Preschool, Pre-Kindergarten and Kindergarten Student Pick-Up

Church Parking Lot

- Full-day Preschool and Pre-Kindergarten students will be picked up at the doors on the side of the school across from the parish office. Parents will park in the church parking lot and walk to the preschool doors to sign out their child.
- All-day kindergarten students and those students, who carpool with them will be walked to the church parking lot sidewalk. The teacher and aide will remain until all students have been picked up or until 3:15 PM.
- Parents will park their car on the church side of the parking lot and walk over to the teacher to collect their children.
- Students will not be allowed to play or run around on the church grounds or in the parking lot while waiting to be picked up.
- Parents will always be attentive to the safety of the children in the area and of their own children. Please be sure to walk with your child as you return to the car.
- Students not picked up by 3:15 PM will be brought to Extended Care.
- Parents are responsible to sign their child out from Extended Care and will be charged for childcare fees after 3:20 PM.

12:45 Early Dismissal Pick Up:

All-day Preschool, Pre-Kindergarten through 8th grade students:

- On early-dismissal days, students will be dismissed in the same manner as a 3:00 PM dismissal.
- Parents will check the school calendars and weekly bulletins to be aware of and on time for pick up on noon dismissal dates.
- Any student not picked up by 1:00 PM will be brought to Extended Care.
- Parents are responsible for sign their child out from Extended Care and will be charged childcare fees after 1:05 PM.
- Parents will need to give written permission for their child to leave the school premises with a different carpool, friends, or go to an off-site destination from school.
- Students may not change into non-uniform clothes at school when school is dismissed, except for sport activities.

For any day and especially early dismissals:

- Students going home with a different carpool or walking to neighboring eating establishments, the library, a friend's house, or another destination must have a signed permission note from their parent/guardian stating the destination and date (phone calls are not acceptable).

Late Pick-Up:

- Students not picked up at carpool by 3:15 PM (or 1:00 PM on 12:45 dismissal days and 2:15pm on Wed. early release days) will be brought to Extended Care.
- Late-arriving parents must come in to Extended Care area and sign out their child.
- Students are considered 'late pick-ups' when signed out by parents after 3:20 PM or 1:05 PM (on early dismissal days) and parents will be responsible for childcare fees for late pickups.
- Students must wait in the Extended Care area.

Student Walkers

- Students may walk to and from school only with written parent permission.
- If a student is to walk home or another destination as directed by the parent, the student will gather outside the main office at the crosswalk on 195th and will cross 195th.
- The walkers are to exhibit respectful behavior.

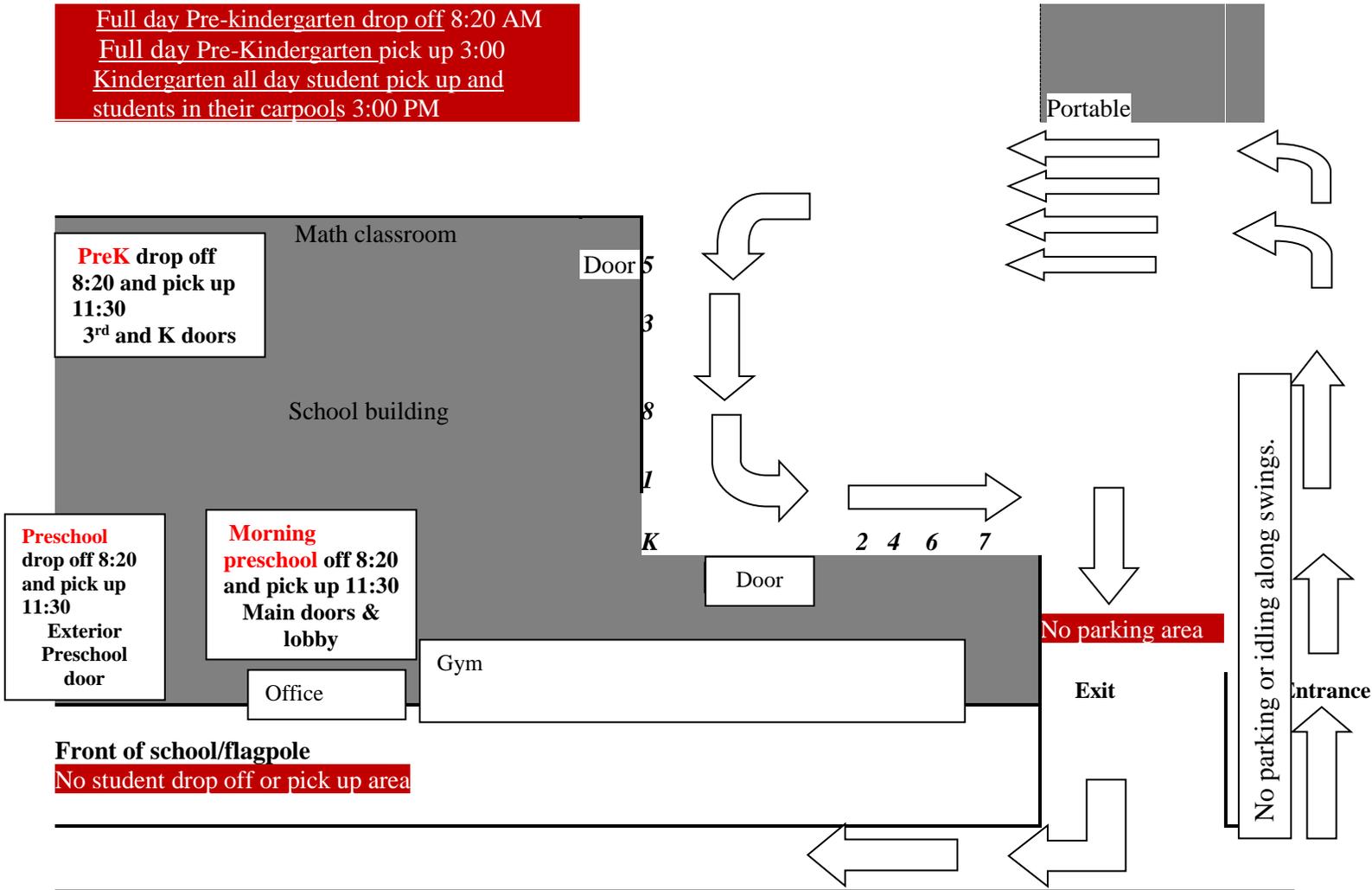
Bike Riders

- Students may ride bikes to/from school only with written parent permission.
- Students are to wear a helmet, park the bike in the school bike rack, and lock their bike at school.
- Students are to cross 195th street at the cross walk in front of school, ride along the north side of the school (between the school and parish buildings), walk the bike along the Math and 8th grade Grade windows to the bike rack located in the fenced area with the playground equipment.
- Parents assume all responsibility and liability with their children riding bikes to and from school.
- The school is not responsible for the loss or damage of any bike or accessories.

Carpool Map

Church Parking Lot Only

Full day Pre-kindergarten drop off 8:20 AM
 Full day Pre-Kindergarten pick up 3:00
 Kindergarten all day student pick up and
 students in their carpools 3:00 PM



Students will stand along the school building with his/her grade as indicated. All cars will enter from 195th (Entrance) and proceed to one of the *four* lanes.

Parents will:

- not line up onto 195th but will drive around the block if the driveway entrance is full.
- not park or idle along the playground/swings.
- wait for the safety patrol to indicate when it is time to advance to an open space.
- not use cell phone or a hands-free phone during carpool.
- follow instructions from supervisors, teachers, staff, and safety patrol.
- not stop at where your child waits but proceed to an open space.
- proceed slowly to the most advanced space to keep the cars moving.
- direct your child to exit/enter only on the right side of the car.
- pull out carefully and turn only right on 195th.

CATHOLIC SCHOOLS WEEK

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

CELL PHONES AND ELECTRONIC DEVICES-STUDENTS

A student will face disciplinary action for inappropriate use of electronic devices including but not limited to cell phones, digital cameras, camera phones, personal digital assistants, pagers, entertainment devices, e-readers, smart watches, etc., such that, school programs, personal privacy, student learning, or the school’s bullying or behavior policy is violated, disrupted or interfered as a disruption to the educational learning process.

- Students may not take pictures at school unless they have received permission from the principal.
- All electronic devices, including cell phones, are to be turned off. Before 8:30 AM, all student cell phones and electronic devices are to be turned in to the homeroom teacher and the teacher will store them in the homeroom or office for the school day.
- Students may not use cell phones or electronic devices during school including homeroom and carpool. Thereafter, the student’s phone will be turned off and not used during carpool or at after-school activities. Teachers may allow students to check their phone at 3:15.
- If a student is leaving school early, he/she may pick up his/her phone from the office and/or his/her teacher.
- Since cell phones and other electronic devices could be used for academic cheating through text messaging and photographing classroom materials, they are not allowed to be within sight, in a backpack, in a student’s desk, or on the student’s person (clothing) at any time during the school day.
- Parents may contact students during the school day by calling the school office.
- Students may use a school phone when important necessary communication is needed, therefore parent/student communication should never be an issue during the school day.
- A Discipline Report will be issued for the first time a student’s electronic device is used, heard, or sighted within school hours including during carpool. The device will be confiscated and a parent/ guardian and student will need to meet with the principal to retrieve the device.
- Upon receiving a second report for device misuse, the student will attend a detention during recess or after school as scheduled by the principal. The device will be confiscated and a parent/ guardian and student will need to contact the principal to retrieve it. After a second report, the student will lose the privilege of bringing any electronic device to school for the remainder of the school year.
- St. Brendan Catholic School is not responsible for the loss or damage of any electronic device.

CHEATING AND/OR PLAGIARISM

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

CHILD ABUSE LAWS

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

CODE OF ETHICS FOR CATHOLIC EDUCATORS

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

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

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

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

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

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

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

CONDUCT-STUDENT

Each student will be polite, considerate, and respectful of the rights of others in all interactions.

- All students are expected to cooperate with the spirit and policies of the school which are designed to foster mature development and personal responsibility.
- All students are expected to be courteous in all personal relationships, promptness in fulfilling obligations, and demonstrate proper concern for the school environment.
- The principal reserves the right to determine the appropriateness of an action if any doubt arises.
- A student will face disciplinary measures if he/she is in possession of items such as, but not limited to, questionable books and pictures, white-out, knives, guns, matches, cigarettes, radios, toys, trading cards (ex: Pokémon cards), pagers, laser lights, or anything that will detract from a learning situation. These and similar items are not allowed at school at any time.

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

Students will:

1. act politely and respectfully toward all other students, school and parish staff, parents, guests, adults, and volunteers at all times on school and parish property, especially at church, and at school and parish sponsored activities including field trips.
2. participate at school liturgies by singing, praying, and modeling appropriate behavior to younger students.
3. wear full uniforms for all church liturgies and services. Students may not borrow sweatshirts or any other uniform clothes for church attendance immediately prior to the liturgy.
4. remain standing in assigned areas during carpool. Students will act responsibly, watch for carpool car, walk to their car, and enter on the right side only. Game playing or running around during carpool is not allowed.
5. not change uniforms after school unless for sport practice or games.
6. walk using indoor voices, walk on the right side of the halls, and stay on the right side of the stairs.
7. not disturb work and displays in the hallways.
8. not harass or bully other students in any area of the church or school property.
9. line up in a single line to the right side of the classroom door (as one faces the classroom door-line up on the right side) when waiting for a class to be dismissed.

10. enter the classroom only if there is an adult or teacher present.
11. enter the classroom quietly and put their belongings away.
12. exit the classroom quietly and in a respectful manner to incoming students.
13. refrain from touching, hugging, slapping, or high-fiving other students.
14. raise their hand and speak only when recognized by the teacher to speak.
15. respect the property of other students, teachers, guest speakers, parent volunteers, and school staff.
16. sit only in their assigned classroom seats and places for gym assemblies.
17. not borrow any items from students or teachers without permission and may not take any item from a teacher's desk without teacher permission.
 - ask teacher permission to use the restroom.
 - Only one student at a time may be excused from a classroom for bathroom use.
 - Students may not open windows, climb or damage bathroom property.
 - All bathroom visits must be signed in and out by the student.
 - Students may not use any hair or make-up accessories, cell-phones, or other electronic devices in the bathrooms.
 - Older students are to be good role models to younger students by acting politely and appropriately in the restrooms.
18. not chew gum at any time on school or parish property.
19. say grace before eating lunch.
20. follow classroom procedures for milk and hot lunch delivery.
 - Unused student milk is returned to the gym refrigerator as soon as possible. Hot lunch corrections are returned to the gym kitchen by a student with teacher permission.
21. eat snacks in the classroom during snack times.
 1. not eat at recess, carpool, in the hallways, bathrooms, or any part of church and school property.

CONFERENCES

A parent may request a conference with a teacher or the principal via phone or email to enable the staff to prepare and set aside time for parent concerns.

- Parents are asked not to expect a ‘quick- do you have a minute’ conference with a teacher/staff/principal.
- When there is a question or concern, the first contact a parent has is with the child's teacher to hear the other side of the story and discuss the concern.
- If the problem is not resolved within the first conference, the parent or teacher or both may meet with the principal.
- Parents may not call a teacher/staff at home unless it is an emergency or if the parents have been requested to call by the teacher/staff.
- Parent-student-teacher conferences will be held for all students after the first Mid Trimester Report period.
- Students are required to attend the annual conference to share with their parents their achievements, challenges, and goals.
- Middle school conferences take place in the school gym. Teachers will have a table set up around the gym. Conferences are done on a walk-in basis.

- Mid-Trimester Progress reports will be sent home for all Kindergarten through 8th grade students.
- Within one week of receiving the progress report, students will return the progress report with a parent signature.
- Students and parents in grades 4-8 have grades available on line through *Power School*.

DISCIPLINE

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

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

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

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

1. Written assignments
2. Restitution for damage
3. Detention (at recess or after school scheduled by the principal)
4. Loss of playground privileges
5. Loss of other privileges (activities in class or school field trips)
6. Telephoning/writing parents to inform them of misconduct
7. Time-out within class or other supervised area.
8. Recommendation or requirement for outside counseling
9. Other appropriate natural consequences
10. Probation/Suspension/Expulsion

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

- Profanity
- Disrespectful and threatening language and actions toward students, faculty/staff, adults, volunteers, visitors, guests, and parent helpers
- Unkind and disrespectful note writing or spreading gossip or rumors about students, faculty/staff, adults, volunteers, visitors, guests, and parent helpers
- Bullying in any format
- Running or shouting in school buildings
- Acting inappropriately in restrooms or any part of school or parish buildings
- Staying in or running in and out of buildings during recess
- Chewing gum in school, on school or parish property, or on playground at any time
- Damaging school or parish property (desks, walls, books, and graffiti)
- Disobedience and disrespect to the school staff, parent volunteers or Safety Patrol
- Playing outside playground areas (woods, street, etc.)
- Playing unauthorized/inappropriate games during recreation (tackle football or any other contact sports)
- Inappropriate dress and appearance (causing health or safety problems, immodest, not becoming of a Catholic school student or causing disruptions to the learning environment)
- Playing harmful tricks on others or other types of bullying or harassment

- Playing with any type of balls during AM or PM carpool time (No hardballs are allowed at school.)
- Fighting or pretend/mock fighting
- Inappropriate “toys” representing weapons
- Talking about bombs or weapons in any manner
- Making threatening remarks or comments about using weapons
- Misuse of playground equipment
- Spitting at any time
- Failure to observe individual classroom/school expectations
- Use, possession, or sale of alcoholic beverages, illegal substance or drugs on school property
- Arson - the intentional or negligent setting of fire
- Smoking or possession of tobacco on school and parish property or at school and parish sponsored activities
- Assault - serious physical threats of violence to persons
- Bomb threat - threatening damage to persons or school or parish property from exploding bombs, whether real or imagined.
- Threatening use of guns or weapons
- Burglary - illegally entering with the intent to steal school, parish, or personal property; or the theft of student, teacher, staff, school, or parish property
- Larceny - stealing school or parish property or other students’ personal belongings
- Dangerous weapons - possession of any knives, etc. that could cause bodily harm to an individual
- Vandalism - seriously damaging school, parish, or another individual's property
- Profane or vulgar language toward faculty, other students, or adults, verbally, in writing, or by gesture
- Truancy or unexcused absence from school or school property
- Disruptive conduct which repeatedly interferes with the educational process, especially in the classroom
- Obscene conduct - writing obscenities, possession of obscene literature, using obscene gestures or words
- Leaving school grounds during school hours except with the direct permission of parents and school authorities
- Forging parents’ signatures
- Cheating, deception, dishonest behavior and/or actions as described in this handbook
- Repeated violation of rules requiring disciplinary action
- Behavior deemed inappropriate at or outside of school, at school, parish or community sponsored events, on school or parish sponsored field trips, or during school or non-school hours, which are considered by the school administration to be detrimental or threatening to the reputation and/or students and staff of St. Brendan Catholic School and/or Parish.

Discipline Guideline Chart as shown under the Bullying section of this handbook is used as a guide for behaviors that require discipline and consequences.

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

Suspension:

- Suspension is a consequence for a serious breach of classroom and/or school rule(s) or policy.
- The student may earn an in-school suspension or an out-of-school suspension,
- Out of school suspension is where the student remains at home for a period of one to five days depending on the infraction.
- The student is responsible for the class work missed during the suspension. Work is to be completed within one day of returning to school.
- In some situations, in-school suspension may be appropriate. The in-school suspension time will be spent in an unused classroom, conference room, or office area. Students who have earned an in-school suspension will be required to report to school each day. Lunch and recesses will be spent inside and away from peers.

- Immediate suspension may take place at the discretion of the principal/pastor.
- An out of school suspension is included on the student’s permanent record.

Probation:

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

Expulsion:

- Expulsion requires that the student leave the school and find educational accommodations in another school. This would occur only after reasonable efforts have been made to resolve the problem(s) and when, in the opinion of school authorities, the student would not gain by continuing in the school and/or the student’s continued presence would be detrimental to the good of the whole school.
- For example, repeated offenses after a period of suspension may indicate expulsion.
- In cases of expulsion, an appeal may be made to the pastor, who will consult with all concerned in rendering a decision.
- In certain circumstances, immediate expulsion may take place at the discretion of the principal/pastor.
- Expulsion is included on the student’s permanent record.

DRUGS AND ALCOHOL

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

- Being under the influence, use, possession, distribution, purchase, sale, trade, or consumption in advance of or during a school activity and/or use of alcohol or controlled substances and/or possession of drug paraphernalia at a school or parish activity is prohibited.
- This policy is applicable to the entire school day and outside of school hours during any school/parish related functions or activities.

EMERGENCY DRILLS

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

We follow these emergency procedures:

1. Monthly fire drills with alarms
2. Annual earthquake drill
3. Lockdown drills
4. Procedures for fire, earthquake/disaster, and lockdowns are reviewed and posted in each room.
5. Parish staff members will be available to assist the school staff in an emergency.
6. The school and parish upgrade the emergency supplies to be used by students and parishioners (if an emergency

were to occur during a parish function). They include food for up to three days, temporary shelter (to cover up to 270 children), medical supplies, equipment for search and rescue activities, and other basic supplies.

7. School staff has current CPR and First Aid certification.

Release of Children Following a Major Emergency or Disaster

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

1. Children may be released at an offsite area depending on the emergency.
2. If students will be released at school, parents should look to signs that say: “Child Pick-Up” and “Child Release” (near the church entrance) These signs will be around the church parking lot. Parents will park in the church parking lot or along 102nd ?.
3. At the “Child Pick-Up” table, parents will complete a release request form listing all of the children they want released to them. Emergency cards on file with the school will be checked to make sure that adults picking up children have parental permission to pick up the requested children. If the person at the table does not personally recognize the adult picking up children, photo ID will be required before children are released.
4. Parents will wait for their children to be brought to them at the “Child Release” table. Parents will not be allowed to look for their children on the campus since the staff needs to keep accurate records of the location of each child and all others on the campus. To have parents looking for individual children would only slow the release process and possibly hamper search and rescue efforts.
5. When children are released to an authorized adult, that person will sign that they have received the child (ren) and have been informed of any injuries or emotional situations that may have occurred.
6. In the event of serious injuries or emotional trauma, qualified staff will talk with parents and children before they leave if possible.
7. Parents may volunteer to stay to help with the emergency by completing a “Volunteer” form at the “Child Pick-Up” table.

ENVIRONMENTAL EDUCATION WEEK

St. Brendan Catholic School provides Environmental Education for all grade 5 students at a fee over and above the normal tuition.

- This is an away-from-home experience and is a requirement.
- The program is an environmental education in an outdoor setting.
- This is not intended to be a recreational camp experience and the emphasis will be for spiritual retreat, community building, educational, and environmental topics.
- The fee for this program will be added to tuition payments for all grade 5 students.

EXTENDED SCHOOL (CHILD CARE)

License and Staff

- St. Brendan Extended School is a program to care for children before and after school.
- There is one adult staff for every 15 students.
- The staff is certified in CPR and First Aid, has cleared background checks, and completed the Safe Environment Training.

Location

- Extended School for Kindergarten-8th grade operates in our library area.
- Extended School for Preschool and PreK operates in the downstairs PreK room.
- Students have a quiet study/reading/homework area, availability of library materials and computers for school work, space for games and activities, snack area, outdoor playground access, ability to attend after-school programs on campus, and near-by restrooms.
- There is easy drop-off and pick-up access and parking for parents.

For Preschool-8 Students

- Emergencies: All full-day Preschool & Pre-Kindergarten and all K-8 students will be enrolled in Extended School for emergency situations via the required emergency card. With notice that a child will not be picked up at 3:00 PM, the student will attend Extended School at a drop-in rate.
- After School Late Pick-Up: Students not picked up through carpool by 3:15 PM (or 1:05 on early dismissal dates and 2:15 on Early Release Wednesdays) will relocate to Extended School to be picked up at the library. Parents will be charged the appropriate hourly drop-in rate if the child is not picked up by 3:20 PM (or 1:05 PM on early dismissal and 2:15 on Early release Wednesdays).

Days of Operation

- Extended School will be open during all full and early dismissal school days.
- The center will be closed for scheduled holidays and vacation breaks, parent-teacher conference days, snow and emergency closure days, and summer vacation.

Hours of Operation:

- AM Session: 7:00 AM to 8:00 AM (dismissed to carpool at 8:00)
- PM Session: 3:00 PM to 6:00 PM
- Early Dismissal: 12:45 PM to 6:00 PM
- Wed. Early Release: 2:00 PM to 6:00 PM

Fees and other policies for Extended School are contained within the registration form.

Please see Preschool and Pre-Kindergarten Handbook for Preschool and PreK Extended Care information.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA) NOTICE

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

1. The right to inspect and review the student’s education records within 45 days of the day the District receives a request for access. Parents or eligible students should submit to the school principal [or appropriate school official] a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent 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 student believes is inaccurate or misleading. Parents or eligible students may request to amend a record that they believe is inaccurate or misleading. They should write the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the 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 their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
3. The right to consent to disclosures of personally identifiable information contained in the student’s education records, except to the extent that FERPA authorizes disclosure without consent. One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and

law enforcement unit personnel); a person serving on the School Board; a person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the District discloses education records without consent to officials of another school district in which a student seeks or intends to enroll.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is: Family Policy Compliance Office
U.S. Department of Education, Independence Avenue, SW Washington, DC 20202

FIELD TRIPS

Field trips are planned around classroom studies and promote enrichment and awareness of the arts, culture, and community events. Field trips are a privilege for students, not a right.

- If a student will not be participating on a field trip, he/she will remain at home and will be marked absent.
- Students can be denied participation on a field trip if they fail to meet academic or behavioral requirements.
- Parental Authorization (permission) forms will be sent home prior to each field trip; the form is to be completed, signed, and returned to the teacher when requested but no later than the day before the field trip.
- Students must have a signed original permission slip to go on a field trip - no phone permission will be accepted. A faxed permission form is acceptable.
- All classes do not always have the same number of field trips or to the same destinations each year. Teachers select parent drivers and chaperones based on the parent's participation on prior field trips and parent availability. Not all parents who request the opportunity to be a chaperone or drive may be selected.
- All funds collected for the field trip are non-refundable.
- The school can provide financial assistance for a family who requests aid for the cost of a field trip.
- Teachers may not pay for the cost of a student's field trip.
- Students may not have cell phones or any electronic devices with them on a field trip.
- Students will wear school uniforms on all field trips unless principal permission has been obtained. If the field trip does not require uniforms, students will adhere to the non-uniform policy and dress appropriately for the destination.
- Parents will refrain from driving separately to join their child on field trips already in progress at the destination.

Parent Field Trip Chaperones and Drivers

1. Parents who agree and are selected as a field trip chaperone and/or driver must have their first priority for student safety and plan for an enjoyable field trip for all students, parents, and teachers.
2. All parents and individuals who volunteer in the school must complete the archdiocesan mandated background check and have a cleared background.
3. If a parent plans to be a driver/chaperone (and volunteer at the school or school function), he/she must attend and complete the Safe Environment Training Class, Virtus or the annual refresher course, prior to volunteering as a field trip driver or chaperone.
4. All parent volunteers are expected to dress appropriately. Clothing should be modest and neat.
5. Parent drivers must have current car insurance, car tabs, and a valid driver's license.
6. Our goal is for every child to learn and enjoy the field trip experience and the first priority is each child's personal safety. Under no circumstances may a student leave a parent's chaperone group and join another group.
7. Each child is to be with a partner under parent supervision at all times.

Parent field trip chaperones and drivers will:

- follow the child-safety laws relating to seatbelts and booster seats as described below. Each child must wear a seat belt at all times. Students may not share seat belts.

- be aware and take precautions for any medical and/or allergy conditions of the students he/she is supervising.
- not use cell phones in any manner (including hands free phones) while driving on a field trip with students in the car, except for emergency situations.
- provide physical and mental supervision for the group of students designated by the teacher. The parent will have the emergency information and permission form for each student on his/her person at all times.
- know at all times where his/her students are during the field trip.
- require students to be attentive on the field trips and act responsibly and respectfully at all times. Parents will contact the teacher for any discipline issues.
- refrain from visiting with other parents or adults on field trips.
- realize a parent's prime responsibility is student safety and supervision.
- follow the directions of the teacher and/or tour director at all times.
- not bring siblings, other family members, relatives, or friends on school field trips.
- notify the teacher/office as early as possible if the parent is unable to chaperone/drive. Sufficient field trip chaperones and drivers are necessary for a field trip to take place. Teachers and staff may not drive students on field trips.
- arrive on time to school, check in at the office, go to the students' classroom, pick up the student information from the teacher, and receive any further instructions from the teacher.
- not stop at any location for snacks or treats to or from the field trip destination. The parent permission form only allows the parent to drive students to and from the destination.
- walk the students to the students' classroom when returning to school, return the student information to the teacher, and verify with the teacher all students are accounted for prior to leaving. Parents supervise their students in the classroom until the teacher has returned to the classroom. Be selected to participate on future field trips if they have demonstrated student safety as their major concern and/or have followed through on their responsibilities on the field trip.

Booster Seats and Seatbelts

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

1. Restraints must be installed correctly (according to car seat and vehicle instructions).
2. Children up to their eighth birthday, unless they are four feet, nine inches tall (57 inches) must ride in appropriate child restraints.
3. Infants must ride in rear-facing child restraints to at least one year of age and 20 pounds (because car seat instructions require it.)
4. Booster seats for children from age four to their eighth birthday unless they are four feet nine inches tall.
5. When children use the seat belt they must wear it correctly or continue to use a child restraint or booster seat.
6. Children ride in the back seat up to age 13 (when practical to do so).
7. Cars with all lap belts in the back are exempt from boosters.
8. Putting the shoulder belt under the arm or behind the back is illegal.
9. In the car, each child must wear a seat belt at all times. Students may not share seatbelts.
10. Small children must not ride in the front passenger seat of any car equipped with a passenger side air bag.

GIFTS AND PARTY INVITATIONS

Student Gifts and Invitations

- Students may not exchange individual gifts at school for any event including birthdays and holidays.
- Invitations for birthday parties or other gatherings are to be sent to students' home via regular mail.

- If each student in the class is being invited to a party, invitations may be distributed at school.
- Invitations may not be distributed at any time through the Wednesday envelope.
- A Valentine card, with appropriate comments, can be distributed to each student in the class at the classroom Valentine party.

Staff Gifts

- Students and parents may express their appreciation for teachers and staff throughout the school year as they choose.
- An entire class or group of parents may choose to pool their resources for an end of the year staff gift or for a gift to celebrate a special event for a staff member.
- Remaining funds from student classroom parties or fundraisers may not be pooled or used for a staff gift.

GRADING SCALE

Evaluation Marks

- 4 Exceeding grade level expectations
- 3 Meeting grade level expectations
- 2 Performing below grade level expectations
- 1 Not meeting grade level expectations

Letter Grades for Grades 4-8:

A = 93-100% A- = 90-92% B+ = 87-89% B = 83-86% B- = 80-82% C+ = 77-79% C = 74-76% C- = 70-73% D+ = 67-69% D = 64-66% D- = 60-63% F = Below 60%

Letter Grades

- A A student earns an A grade when he/she satisfies all the requirements of the class with independence and with extra effort of a superior nature, completes all the work on time, and in an outstanding manner meets the requirements of the course.
- B A student earns a B grade when he/she completes the work with above average success and on time, and competently meets the requirements of the course.
- C A student earns a C grade when he/she completes the work with average success, and on time, and meets the requirements of the course.
- D A student earns a D grade when he/she is inconsistent in completing assignments and shows inadequate understanding of the subject matter.
- F A student earns an F grade when he/she fails to complete the necessary assignments, shows a lack of understanding in the subject, and does not meet the requirements of the course.

HEALTH/ILLNESS-IMMUNIZATIONS

Student Illness

- Students who become ill at school will be isolated from their classmates and cared for temporarily in the main school office clinic while parents or emergency contacts are notified to pick up the child.
- It is important for each family to have an emergency card on file with current phone numbers of contact persons and a description of the procedure for care desired by the parents.

Children with the following symptoms are not allowed to remain at school:

- General malaise, unwell appearance, or inability to follow daily school program
- Fever—temperature above normal
- Diarrhea—any
- Vomiting—any
- Rash—any
- Open or oozing sores
- Pink Eye (conjunctivitis)—pink or red eye with white or yellow discharge, matted eyelid, eye pain, redness of the eyelid or redness of the skin surrounding the eye
- Lice or Scabies

Student return to school after illness

- A child may return to school when he/she has been fever free for a 24-hour period without medication, no longer exhibits any of the above symptoms, and/or Public Health exclusion guidelines for childcare are met.
- A student may not return to school after an illness unless he/she is well enough to follow normal routine, including going outdoors at recess time. The school does not have adequate personnel to supervise children staying indoors at these times.
- On rare occasions an exception to this policy is granted if the child has a chronic condition which is not severe, such as asthma. In these cases, office personnel will supervise the child.

Diabetes:

- Students diagnosed with diabetes are allowed to check their levels at any time as privately as possible, carry their monitor and kit, and use any school phone as necessary to contact a parent.
- Parents provide specific written directions for the student, the procedures for the staff to perform, student expectations, and emergency contact information.
- Parents will personally review the necessary procedures for their child with teachers and staff as needed.

Health Program

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

Immunization of school children

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

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

No child can enter school unless school authorities are in possession of this form. Exceptions to this requirement, by state law, are made in special circumstances noted on the immunization form.

In case of a communicable disease outbreak, non-immunized children may be subject to temporary exclusion from school and school activities.

Immunization Requirements are available on the Washington State website at: <http://www.doh.wa.gov/cfh/immunize/schools/vaccine.htm>

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

HOME-SCHOOL COMMUNICATION

School Bulletins

School bulletins and attachments are issued every Wednesday via email.

The bulletins and attachments carry specific and important information. Parents are asked to read the materials.

Wednesday envelopes

Wednesday envelopes must be returned to school immediately to be reused the next week.

Money coming to school for any purpose should be in a sealed envelope, marked with the name, grade, purpose and amount enclosed.

For safekeeping, envelopes with money should be returned in the Wednesday envelope.

Emergency communication during the day

In the event of an emergency during the school day (flooding, power outage, snow-early dismissal), the school will:

- contact parents by phone.
- send a parent-wide emergency phone and text message through *our emergency message system*.
- post a closure message on our web site.
- send a school-wide email to all parents.

HOMEWORK POLICY

Homework is given to supplement, reinforce, enrich, and build upon what is learned during the day at school. Formal home-study is assigned to help students become self-reliant, directed, and confident. Homework can help develop self-discipline and independent study habits.

- All teachers teach study skills to assist students in learning how to study, manage time, and organize for upcoming tests and projects.
 - Parent involvement with homework can be a time to work together and offer individual instruction.
 - Parents should see completed homework from their child and insure there is a consistent time and quiet place reserved for nightly homework and studying
1. Homework is assigned on a regular basis in all grades on Monday through Thursday.
 2. At least fifteen minutes of home reading is required in grades 1 through 4.
 3. Students should not have homework regularly on weekends, however periodically long-range assignments may require student work on the weekends.
 4. Students in grades 3 through 8, as a class, complete their Assignment Book/Planner each day before leaving school. Daily homework assignments will be posted to the class page on the school's website.
 5. Late work is work that is not complete when due. The grade for the late assignment may be reduced by the teacher.
 6. Teachers will accept late work one day after the assignment is due or as agreed to in the Student Accommodations Plan as agreed to by the parents, student, and teacher.
 7. No tests are generally given on Monday or the day after a vacation or holiday. Change in test dates will be emailed to parents and posted to the classroom web page.
 8. Students may have up to three tests/quizzes in one day.
 9. Tests are announced at least three days in advance.
 10. Teachers will not give out homework assignments ahead of time for students missing school due to an unexcused absence.
 11. When a student is absent, upon request, a class buddy may get his/her homework ready at the end of the day if the parents have advised the classroom teacher. Parents advise the homeroom teacher (when they call the office in the morning) on how and with whom to send the homework home.
 12. When a student is absent, it is his/her responsibility to complete missed assignments. A student has the same number of days to make up missed work as he/she was absent unless other arrangements are made with the teacher(s).
 13. Students may be required to complete some summer assignments. These assignments are to encourage students to read, write, and review math over the summer months.
 14. Students with learning differences may require more time to complete homework and projects.
 15. If a student is spending an excessive amount of time on homework, the parents need to request a conference with the teacher(s). Conversation at the conference can focus on options for individual consideration in modifying the curriculum or setting in place other accommodations for the students.

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

Not including daily reading, students can generally complete their homework with sustained effort and attention in these time frames.

Pre-Kindergarten and Kindergarten	10 to 15 minutes
Grades 1, 2, 3	20 to 30 minutes
Grades 4, 5	40 to 60 minutes
Grades 6, 7, 8	60 to 90 minutes

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

Homework and student illness

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

MIDDLE SCHOOL TEST/HOMEWORK POLICY

Test Corrections: In all Middle School classes, retakes of tests will not be allowed. If a student received a grade at or below 73%, the teacher will give the student back his/her test along with a form that will be returned the next day to the teacher with a parent signature. Parents will also be emailed by the teachers when a test correction form is going home. A 73% is a C- which is not considered to be a passing grade. It is required for all students to correct problems when earning below 73%. The corrections will be handed to the teacher within one to two school days (at the teacher's discretion) with the exception of Math. The corrections for Math tests will be handed in on the next study hall day held for the class of the student. The corrections will be written on a separate piece of paper. Corrections will show understanding by including an explanation of why the original answer was incorrect and providing the answer that is correct. Partial credit will be given for correct answers (varying per subject matter) and students will not be able to earn a score higher than 79%. A 79 % is a C+ which is considered above a passing grade.

Letter Grades for Grades 4-8:

A = 93-100% A- = 90-92% B+ = 87-89% B = 83-86% B- = 80-82% C+ = 77-79% C = 74-76% C- = 70-73% D+ = 67-69% D = 64-66% D- = 60-63% F = Below 60%

Classwork/Homework Corrections: In all classes correction of homework/classwork will not be accepted.

Math Homework Policy: Homework is graded on timeliness and completeness, not accuracy. Students are expected to complete all problems and make any corrections in class for an assignment to be considered complete. An incomplete assignment will earn only partial credit. No credit will be given for missing assignments. Students have one day to submit late assignments for partial credit.

Test Retakes: In all Middle School classes, with the exception of math, retakes of tests will not be allowed.

Math Retake Policy: Students scoring 61 or below on tests or quizzes have the option of retaking the test or quiz. The retake must occur within three school days of receiving original test/quiz score. Retakes will be given during study hall. The grade earned on the retake supersedes the original score. Students will not be able to earn a score higher than 79% on retakes.

TAT Team: If a student continues to have scores on homework or tests that are concerning to a teacher, the teacher will contact the student and parent to find where the difficulty lies and offer support when necessary. A teacher may suggest a student be referred to the TAT (Teacher Assistance Team) for further assistance. An accommodation plan based on an individual student's needs could take precedent over some of these policies.

Bonus Points/Extra Credit: Bonus points and bonus / extra projects may be offered to all students equally for academic questions and participation. Teachers are not required to provide bonus points, and extra bonus projects. Extra Credit to individual students will not be offered.

Missed tests due to illness: If a student is ill on the day a test is given, and not prior, the student will take the test on the day of his/her return. If a student has missed days prior to a given test, the teacher will give the student the date of when the test will be taken.

Absences: Students who are absent have the same number of days to make up work as the number of days he/she was absent. It is the responsibility of the student to find out the work that was missed. A student will receive full credit if the work is turned in within the correct time frame.

Late Work: In all classes, except Math (see math homework policy above), late work will be accepted up until the assessment is given for the objective of the homework. Teachers will notify the students of upcoming tests, but it is the responsibility of the student to check Power School regularly and be accountable for his/her work. Any late work will not be able to receive a score over 90%.

LIBRARY

The St. Brendan Catholic School Library is used daily for child care and instruction from 7:00 AM to 6:00PM.

- Parent and parish volunteers assist in the library during afternoon instruction times.
- For evening use of the library, the space must be reserved and approved with the parish office via a written facilities request.
- In addition to having library instruction classes and checkout in the library, the library is used for:
 - Extended School-Child Care from 7:00 AM to 8:00 AM and from 3:00 to 6:00 PM on all school days.
 - Morning only Preschool classes every morning from 8 AM to Noon.
 - parent meetings at night.
- Books are due on an assigned day each month and may be renewed if there is no hold placed for the book.
- Books damaged or lost must be paid for by the student/family.
- Report cards will be held for any overdue, lost, or damaged books.

LOST AND FOUND

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

LUNCH-HOT LUNCH PROGRAM

Our first day of hot lunch service will be September 5th. **Please note there will be no hot lunch or milk on the first day of school.** Here is some important information about this new program. The lunch menu is located on the school website and will be updated monthly. All students are automatically enrolled in the new school lunch program. All you have to do is decide how much money you would like to put in your student's lunch account.

Payment Options

- If you wish to add money to your student account by credit card you will need to create an online account.
- You can also use this portal to login and view your student's lunch ordering history. Please note when you are asked to enter your school zip code it is **98011**.
- **Print the form** and send it in to school with a check or cash.

- Send in cash or check the day your student wishes to purchase lunch. Please note the lunch program will not offer change.

Pre-Paid Reduced Lunch Option

We will also be offering a pre-pay for the whole year reduced lunch option. The pre-pay reduced lunch program allows you to purchase lunch for your student for the entire year. If you choose the prepay option you will receive a 10% discount on your lunch price:

- Preschool - 4th = \$787.50
- 5th grade = \$729.00
- 6th and 7th = \$747.00
- 8th grade = \$711.00

If you would like to enroll in the reduced lunch option, **you must deposit the above amount in your child’s lunch account by 3 p.m. September 4th.** Please note if school is closed for weather or other unplanned closures or your child is absent due to illness, your account will not be charged for those days. Any funds left over in your account at the end of the year for the reduced lunch program will be carried over to the next year, or transferred to a sibling. **The lunch program will not refund any money at the end of the year if you are in the reduced lunch program.** If your student is not coming back to the school the following year and has no younger siblings, any leftover funds will be put back in the lunch program.

Students that are **not enrolled in the reduced lunch program** will have an option of rolling any funds over to the next year, transferring to a sibling or closing out their account with a refund. Your student's lunch account will be allowed to go into the negative. Your account must be paid in full for your student to receive their report cards or official records. You will be notified via email if your account goes into the negative.

Lunch Options

Option A- standard lunch of the day with salad bar and milk (or juice) \$5.00.

Option B- salad bar only with roll and milk (or juice) \$4.00.

Option C-milk (or juice) only .25 cents

Students will also be able to purchase an extra slice of pizza on pizza day for \$2.00

Other Helpful Information

The lunch program does allow for same-day ordering; you will no longer have to pre-order lunch. Students will order lunch everyday first thing when they come to school similar to how they ordered milk. The school will bill your student's lunch account.

Students will eat in the gym together in a cafeteria setting. Students will sit with their class at assigned tables. Parents will be able to volunteer for lunch room duty if they wish.

Parents will also be able to purchase lunch if they like. Please note the lunch program will not issue change. St. Brendan will be able to put any positive profits from the program back into the school.

Finally, please be patient and flexible we will adjust the program as needed throughout the year.

Who do I contact for questions?

Please contact Amy or Sarah at: lunch@school.saintbrendan.org.

MEDICATIONS (STUDENT)

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

- Any medications, including both over-the-counter (including cough drops, pain-relievers, etc.) and prescription

drugs to be administered to a student at school or on a field trip must be requested and authorized in writing using the medication form signed by a parent or legal guardian and a physician or dentist.

There must be one medication form per student, not per family.

- Medication forms are available in the school office and on our web site.
- Such request and authorization will be effective for the current school year only, unless a shorter time period is specified.
- A school staff member who has been designated by the principal may administer medication.
- Before administering any medication, the person appointed shall determine that the medication is in the original pharmacy or manufacturer's container and have the medication form or pharmacy label attached.
- To administer student medication, school personnel will verify:
 - a) name of student
 - b) name of medication
 - c) dosage, mode and time of administration
 - d) name of physician prescribing medication
 - e) log medication and student name into daily clinic log.
- School personnel will observe that the student has actually swallowed the medication before he/she leaves the office.
- Parents are asked to request a second labeled prescription bottle from the pharmacy to remain at school with sufficient medication.
- Non-prescription medication (cough drops, ibuprofen, acetaminophen, etc.) must be in the original retail container and a medical authorization form signed by parent and a physician or dentist.
- The administration of medication to any student may be discontinued during the period for which it has been prescribed, provided a parent or legal guardian has given oral or written notice in advance of the date of discontinuance.
- For a child on routine, daily medication, if the student fails to come to the office in a timely manner to receive medication, the office staff will send for the student.

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

Students may not share any medications with other students at any time.

MUSIC PROGRAM

Students perform in an annual musical Christmas Program and Spring Concert (when scheduled) under the direction of our music teacher.

- Participation in the music program is a significant part of a student's music grade and students are required to participate and attend the concert.
- Students and parents will be informed of the approved songs being presented at the concert prior to the students learning the songs.
- Additional information about the music program can be found on the music classroom web page.
- For concerts and other performances, students are to arrive on time to their classroom and dress in appropriate Sunday best-dress-attire as the concert takes place in the church.
- Parents and students will follow the dress code for school programs under the Uniform Policy section in this School

Handbook.

- If for some serious reason a student must be absent from a concert, or other performance, a written notice must be given to the music teacher at least two weeks prior to the event. Attending sport or other musical events does not constitute a serious reason.
- A student’s music grade will be reduced when he/she does not attend or participate in the required music programs or assemblies.
- Students may be asked to sing voluntarily at other school or parish activities.

OFF CAMPUS STUDENT CONDUCT

The administration of St. Brendan Catholic School reserves the right to discipline its students for off-campus behavior that is not in line with behavior expectations of its students during the course of the school day and in any manner which may negatively harm or threaten students, staff, or the reputation of the school.

This off-campus behavior includes, but is not limited to field trips, school/parish sponsored activities, other Catholic schools/parishes sponsored activities, sports activities (CYO and other leagues), and cyber-bullying.

OFFICE RECORDS

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

PARENT-STUDENT-TEACHER FALL CONFERENCE

Parent-Student-Teacher conferences will be held for all Preschool through grade 8 students after the first Mid Trimester Report period.

- Conferences are generally scheduled for late October or November.
- Middle school conferences are held in the gym on a walk-in basis.
- The conference is student-led conference with the student reviewing his/her achievements, progress, strengths, challenges, and goals.
- Each student and a parent are required to attend the annual conference.
- Parents will have the opportunity to sign up for the conference at Back to School Curriculum Night in September.
- Since non-school days are scheduled for conferences and with the many activities of Thanksgiving, Advent, and Christmas, teachers will reschedule a missed student conference after the Thanksgiving or Christmas break.

PARENT-TEACHER-SCHOOL RELATIONS

Parents of school age children delegate a share of their authority to teachers. It is therefore imperative that there be genuine unity of purpose and practice between parents and teachers.

- Serious harm may be done to a child, a class, a teacher and to the school’s reputation in general, by half-truths, unfounded theories that are proclaimed and acted upon without proper investigation.
- Our Mission Statement asks that we work in partnership with parents so that our students will act as Disciples of Christ and leaders, use their God-given gifts in service to the Church and community, and achieve academic excellence. As partners in the educational process at St. Brendan Catholic School, we ask parents to listen to what the students have to say but remember it is only one side of the story.
- Discuss the situation honestly and calmly first with the teacher and child.
- Confer with the principal when the situation involves more extensive decision making.

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

PARTIES (CLASSROOM)

Each grade is allowed two classroom parties per school year.

- Parties are limited to 60 minutes or less depending on the age of students and at the teacher's discretion.
- Each class has a party for Valentine's Day and the other class party is determined by the homeroom teacher with prior principal permission.
- Parents will limit or refrain from serving soda/pop and high sugar items at the classroom parties.
- The second class party will relate to the curriculum in some manner. Parents will be given at least two week's notice of the second class party.
- Room parents will be asked to assist the classroom teacher with the class parties.

PROMOTION, RETENTION, AND WITHDRAWAL

Promotion

- Advancement to the next grade is based on a student's daily class performance, test results, completion of required assignments, recommendations of teachers, and the student's ability to complete work successfully on a more advanced level.
- Promotion to the next grade is dependent on the student successfully earning passing grades in all subject areas.
- The school administration may recommend or require tutoring or summer school classes as a requirement for promotion when, after conferences with teachers and parents, it is believed that such action will better prepare the student academically or emotionally for the next grade.
- The final decision regarding conditions for promotion rests with the principal and pastor and will be made by June 1.

Retention

- Teachers will advise the principal of any possibility of retaining a student by mid-January.
- The principal, teacher, and parents will meet in February and begin the discussion.
- Additional follow-up discussions will take place in order to determine the best action plan and learning group for the student.
- The decision to retain may occur because of a prolonged absence, emotional or social concerns, failing grades, or an inability of the student to satisfactorily complete the present grade level work.
- A final decision will be made by May 15th in conference with the parents, teacher, and principal.
- The final decision regarding retention rests with the principal and pastor.

Withdrawal for Academic Reasons

- The principal and or pastor may request a student to withdraw voluntarily for serious academic reasons if the school is unable to meet the student's needs or the student is not achieving passing grades.
- The principal, teacher, and parents will meet in February and begin the discussion.
- Additional follow-up discussions will take place in order to determine an action plan and the best direction for the student.
- The decision to withdraw due to academic concerns may occur because of a prolonged absence, emotional or social concerns, failing grades, or an inability of the student to satisfactorily complete the present grade level assignments.
- The student and parents shall have the opportunity to discuss with the school staff the student's future placement and the school will cooperate with the receiving school regarding transfer of records.
- A final decision will be made by May 15th in conference with the parents, teacher, and principal. The final decision regarding withdrawal rests with the principal/ pastor.

RECONCILIATION (SACRAMENT)

Each student in grades 2 through 8 will have an opportunity to receive the Sacrament of Reconciliation during the school year.

- The parish offers Reconciliation every Saturday from 3:30 PM - 4:30 PM. Receiving the Sacrament of Reconciliation with the family is encouraged.
- Reconciliation for classes 2-8 will be offered on a rotating monthly basis as scheduled by Priest and Principal.

REPORT CARDS /PROGRESS REPORTS

Mid-Trimester Reports are issued to each student in grades Kindergarten through grade 8 at the halfway point through the trimester.

- Report cards are given to each Preschool through grade 8 student at the end of each trimester.
- Within one week of issuance, students will return the progress report with a parent signature.
- Parents are encouraged to contact the teacher if they have any questions regarding the reports.
- Replacement report cards and envelopes each cost \$2.50.
- A Report Card, diploma, and transcripts will be held at the end of each trimester or school year if a student has any outstanding library book(s); library fees, damaged book fee, outstanding tuition and fees, or the parents are not in compliance with the church/school/PTO obligations as contained in the Registration Contract.

RETURNING TO SCHOOL AFTER DISMISSAL

A student or parent may return to the school building between 3:15 and 3:30 (or between 12:45 to 1:00 on early dismissal days and 2:00-2:15 on early release Wednesdays) to retrieve forgotten items.

The student or parent may enter a classroom only with a teacher or other school staff present.

RIGHT TO AMMEND

The school administration reserves the right to amend this School Handbook as needed.

Notice of changes will be sent to parents via the Wednesday Envelope.

SACRAMENTAL PROGRAM

The sacramental life of the children of the Catholic tradition is an important component of the religion program at St. Brendan Catholic School.

- Preparations for two sacraments, Reconciliation and Eucharist, form the core of the instruction in grade 2.
- In accordance with the diocesan guidelines, candidates for First Eucharist will receive the sacrament of Reconciliation prior to First Eucharist.
- Parents and grade 2 students join the parish in this program. Parents are required to be active partners with their child at specific parish gatherings for Sacramental Preparation.
- The sacraments of Reconciliation and Eucharist are only conferred to students baptized in the Roman Catholic tradition.

SCHOOL HOURS

7:00	Extended Childcare begins (in library)
7:45	Teachers check in at school
7:50	Staff morning prayer
8:00	School office opens
8:00-8:15	Carpool supervision for designated staff
8:15	First bell rings- students enter the school building
8:20	Second bell rings- students are tardy if not in classroom
8:20	Morning Prayer and birthday announcements
8:30	Preschool and Pre-k classes begin
10:00-10:15	Primary recess for K-3
10:30-10:40	Preschool recess
10:15-10:40	Pre-k recess
11:30	Morning Preschool, Pre-k, and Kindergarten students dismissed
11:20-12:10	Primary Lunch and Recess (K through 4 th)
12:15-1:00	Upper Grade Lunch and Recess (5 th through 8 th) See middle school schedule below for more details
1:30-2:00	Pre-k recess (driveway gates on 195 th taken down by Kent at 2:20)
2:55	End of day prayer
3:00	Dismissal
3:00-6:00	Extended Childcare- students proceed direct to library
3:00-3:20	Carpool duty all staff as designated
3:00	Extra-curricular activities: sports, chess, speech, Spanish, science club Staff meetings as scheduled
4:30	School office closes
6:00	Extended Day Closes

Middle School Schedules

Monday, Tuesday, Thursday Middle School Teacher Schedule (44 minute classes)

	6 th grade	7 th grade	8 th grade
8:00-8:15	Carpool	Carpool	Carpool
8:15-8:25	Homeroom	Homeroom	Homeroom
8:25-9:09	Language Arts	Social Studies	Science
9:09-9:53	Literature	Specialist	Math
9:53-10:37	Specialist	Math/Science	Language Arts
10:37-10:47	Break	Break	Break
10:47-11:31	Religion	Math/Science	Specialist
11:31-12:15	Science	Language Arts	Literature
12:15-1:00	Lunch/Recess	Lunch/Recess	Lunch/Recess
1:05-1:49	Social Studies	Literature	Religion
1:49-2:33	Math	Religion	Social Studies
2:33-3:00	ARC/Homeroom	ARC/Homeroom	ARC/Homeroom

Wednesday Early Release Middle School Student Schedule (40 Minute classes)

	6 th Grade	7 th Grade	8 th Grade
8:00-8:15	Carpool	Carpool	Carpool
8:15-8:30	Homeroom	Homeroom	Homeroom
8:30-9:10	Language Arts	Social Studies	Science
9:10-10:00	Literature	Specialist (Art)	Math
10:00-10:40	Specialist (Art)	Math/Science	Language Arts
10:40-11:20	Religion	Math/Science	Specialist (Art)
11:20-12:00	Science	Language Arts	Literature
12:00-12:40	Social Studies	Literature	Religion
12:40-1:10	Lunch(no recess)	Lunch(no recess)	Lunch(no recess)
1:10-1:50	Math	Religion	Social Studies
1:50-2:00	Homeroom	Homeroom	Homeroom

Friday Mass Middle School Student Schedule (40 Minute classes)

	6 th Grade	7 th Grade	8 th Grade
8:00-8:15	Carpool	Carpool	Carpool
8:15-8:30	Homeroom	Homeroom	Homeroom
8:30-9:40	Mass	Mass	Mass
9:45-10:25	Language Arts	Math/Science	Social Studies
10:25-11:05	Literature	Math/Science	Language Arts
11:05-11:45	Science	Language Arts	Literature
11:45-12:25	Social Studies	Literature	Math
12:25-1:10	Lunch/Recess/SH-Kem	Lunch/Recess/SH-Kem	Lunch/Recess/SH-Kem
1:15-1:55	Math	Social Studies	Science
1:55-2:35	Elective	Elective	Elective
2:35-3:00	SS/EF/Homeroom	SS/EF/Homeroom	SS/EF/Homeroom

SCHOOL MEETINGS

Parents are welcomed and invited to attend school meetings.

Meeting dates, times, and locations are posted in the school bulletin and on the school website.

All evening meetings generally begin between 6:00-7:00 PM.

Not all committees meet monthly. Meetings dates may change due to holidays or non-school days.

If parents wish to add an agenda item to a meeting, they are asked to contact the committee chair prior to the meeting date.

When parents attend school meetings, they see the many aspects of behind-the-scenes work involved in the operation of the school, count their time toward their PTO volunteer hours, work with other parents, and are a part of the direction and vision of the school.

Religion Committee- check bulletin
School Commission - **third Wednesday**
Development Committee – check bulletin
Finance Committee- check bulletin
Technology Committee- check bulletin
PTO Committee- **second Thursday**

SCHOOL COMMISSION

PURPOSE

The purpose of the School Commission is to advise the pastor and the principal in the formation of policy and ongoing development of the parish school.

The Commission is composed of school parents, parishioners, the pastor, school principal, pastor and principal appointees, and liaisons from the parish Pastoral Council and PTO. Commission members are discerned to the commission.

The School Commission will fulfill these functions in collaboration with the pastor and principal and will be consulted before a decision is made by the administrative team in those areas of School Commission's responsibilities.

The board is consultative in the following sense: the members cannot act apart from the administrative team (pastor and principal) and cannot make decisions binding for the parish educational program without the approval of the administrative team.

RESPONSIBILITIES

1. PLANNING

- Establishing a mission statement for the school; Establishing goals for the school
- Establishing future plans for the school

2. POLICY DEVELOPMENT

- Formulating policies which give general direction for the pastor/parochial minister and principal.

3. FINANCING

- Developing plans/means to finance the school program including: tuition, fees, Development, and PTO fund-raising.
- Allocating resources according to a budget, in light of the long-range goals.
- Monitoring the budget.

4. PUBLIC RELATIONS

- Communicating with various publics about the school.
- Listening to the needs and concerns of the public's through appropriate forums set up for this purpose.
- Recruiting students. Promoting the school to the parish and parents.

5. EVALUATION

- Determining whether commission goals and plans are being met.
- Evaluating the commission's own effectiveness.

RELIGION COMMITTEE

The Religion Committee is a sub-committee of School Commission and is composed of school parents, school staff, and parish staff.

PURPOSE

The Religion Committee reviews aspects of Catholicity in our school and makes recommendations to the principal and pastor to maintain and expand the Catholic identity of the school.

RESPONSIBILITIES

Under the principal's guidance:

1. Maintains an active partnership with parents in the religious education of their children.
2. Researches and plans for parent religious education events.
3. Assists with providing service opportunities to students in their school, parish, and civic communities.
4. Assists with planning for Catholic traditions and practices with students and staff throughout the school year.
5. Reviews and makes recommendations about the signs and symbols of our Catholic faith in the school.
6. Assists with the implementation and review of the WCEA Catholic Identity Standards.
7. Assists with planning for students and staff to participate in prayer experiences and retreats.
8. Assist with the implementation of the School Improvement Plan in the area of Catholic identity.

DEVELOPMENT COMMITTEE

This group is a sub-committee of and reports to the School Commission and is composed of school parents, parishioners, Development Director, and the school principal.

PURPOSE

The committee has two major goals: (1) finding ways of maintaining quality affordable education at St. Brendan School through expansion of the donor base and holding development fundraisers and (2) promoting parish-school relationships.

RESPONSIBILITIES

The Development Committee:

- facilitates and manages the Annual School Appeal.
- publishes the *St. Brendan Catholic School Voyager* newsletter.
- maintains communication with alumni.
- maintains an alum and donor database.
- assists with the marketing and publicity of the school.
- oversees the St. Brendan Catholic School Endowment Fund,
- assists with other Development and PTO events that promote the school's mission and ensures the future of Catholic education at St. Brendan.
- is responsible to raise sufficient funds to fulfill their annual subsidy to the school's operating budget which assists in keeping tuition rates reasonable.

SCHOOL FINANCE COMMITTEE

The Finance Committee is a sub-committee of School Commission and is composed of the school principal, the parish business administrator, a representative from School Commission, the Parish Finance Council, and the PTO current and/or past Treasurers, and one or two current or past school parents. The School Commission member shall serve as the chair and liaison for the Finance Committee.

The committee will be composed of people who have had experience in the areas of business, finance, administration, and accounting. Term of office shall be for two years, renewable once. The term may be amended by the pastor or principal.

PURPOSE

The purpose of the St. Brendan School Finance Committee is to provide the pastor and principal with professional financial analysis and to provide guidance and direction to other school committees who operate within a budget. Annual budgets/reports from PTO, Development, Scholarship, Endowment, and Technology will be submitted to the Finance Committee for annual review and approval.

The committee will have significant responsibility for recommendations regarding the stewardship of the school financial resources.

RESPONSIBILITIES

The Finance Committee will make financial recommendations to the School Commission. The School Commission will in turn will make recommendations to the principal and pastor in regards to school stewardship and finance. The pastor has final approval over all school finance matters.

The Finance Committee is a consultative body that provides the pastor and principal with advice concerning the stewardship of the school's financial resources. The committee assists the pastor and principal by:

- Developing and overseeing a school budget process.
- Providing financial analysis of current financial/budget reports.
- Conducting long-range financial planning.
- Developing a Financial Procedures Plan with a Finance Committee timeline and responsibilities.

While the Finance Committee has significant responsibility for the stewardship of the school financial resources, it is not the role of the committee to recommend directions, priorities, or programs for the school other than those related to the fiscal stewardship. The pastor, principal, and School Commission are responsible for the direction of the school's financial resources.

TECHNOLOGY COMMITTEE

This committee is a sub-committee of and reports to the School Commission and is composed of school parents and school and parish staff.

PURPOSE

The committee investigates, problem-solves, and makes recommendations to the principal/pastor and all final decisions are made by principal/pastor.

RESPONSIBILITIES

The Technology Committee is responsible for maintaining the hardware, software, and network at the school, maintaining the school website, and investigating new technologies for the school.

The Technology Committee collaborates, communicates, and contributes to the use of technology to advance the learning of students and employees.

The committee reviews and updates the Technology Plan in September of each school year. The plan is then submitted to the School Commission for review.

The committee maintains a technology budget which is overseen and reconciled by the principal, Technology Committee chair, and administrative assistant.

The committee has three sub committees focusing on:

1. Technology Support
 - Maintain the hardware, software, and network
 - Bring technology issues to the attention of the committee
 - Provide technical guidance on all IT related issues in the school
2. Website Maintenance
 - Review information on the website for validity and accuracy
 - Assist teachers with website needs
3. Emerging Technology
 - Investigate new technologies
 - Provide guidance on the advantages and disadvantages and potential impact of emerging technologies

- **PARENT TEACHER ORGANIZATION (PTO)**

The St. Brendan School Parent Teacher Organization is a subcommittee of and provides monthly reports to the School Commission. The PTO President and the PTO Board meet with and regularly communicate with the principal.

- **PTO MEETING VISION AND PURPOSE**

To encourage and ensure ongoing community building by providing activities, fundraising events and service to the parish school. The club is a vehicle supporting communication between home and school, offering a mechanism for parent education and serving as a structure for political action when needed.

- **PURPOSE**

The school's Parent Teacher Organization (PTO) is responsible for:

- fundraising to fulfill the annual PTO subsidy to the school's operating budget.
- assisting our school administration when and where needed.
- maintaining good communication between parents and school.
- providing a vehicle through which parents provide service to the school.
- offering a mechanism for parent education.

The PTO Board and its members are expected to:

- work respectfully within the framework of the school and parish systems.
- communicate on a regular basis with the principal.
- provide an annual PTO budget, monthly budget reports, and a final year-end summary for principal approval.
- consult the principal before decisions are made.
- raise sufficient funds to meet the PTO annual subsidy to the school's operating budget.

- **RESPONSIBILITIES**

1. **COMMUNICATION - COMMUNITY BUILDING**

- Keep the parents informed about school news and events.
- Provide communication between home and school.
- Provide opportunities for parents to socialize and get to know each other.

2. **SERVICE TO THE SCHOOL**

- Provide volunteers for school needs.
- Provide revenue to the school through fundraising efforts.

3. **EDUCATION**

- Provide a mechanism for parent education on current topics of interest to parents.

4. **ADVOCACY FOR THE SCHOOL**

- Promote the school to the parish and parents.
- Promote letter writing, phone calls and/or visits to legislators when needed for issues that might concern the school.

5. **EVALUATION**

- Determine at year-end whether the PTO goals and plans are being met.
- Evaluate at year-end the effectiveness of the PTO.

- **Parent volunteer hours**

The volunteer commitment hours for school parents are a minimum of 45 hours for a two-parent family and a minimum of 30 hours for a single-parent family.

The PTO will monitor each family's fulfillment of commitment hours. It is the parents' responsibility to document the hours worked by entering the hours on the school's web page in a timely manner. If a family is perceived to be failing to meet their school commitments, they will be required to meet with school administration.

- Parent background check

This clearance is required for each parent/guardian who will volunteer in the school. No parent/guardian may volunteer in any manner without a cleared background check. Background checks need to be updated every three years.

Parents are advised to contact the principal to discuss any circumstances that might not allow fulfilling any of the above commitments. Personal details related to commitment exemptions will be kept confidential. Requests for commitment exemptions must be renewed every school year.

At registration, each school family is required to complete and sign a PTO Fundraising Plan and Parent Commitment Hours Agreement. This agreement is used by the PTO Board to plan for the next school year's activities.

Following are brief descriptions of some of the volunteer areas listed on the Parent Commitment Hour Agreement. For questions about these or any other volunteer opportunities, contact the current PTO Board (contact information can be found on the school website).

- AUCTION

The School Auction is the PTO's primary fundraiser during the year. The Auction Chair position directs the general coordination and planning of the festivities while numerous committees are responsible for most of the detail work and planning. Auction work usually begins in October or earlier.

EACH SCHOOL FAMILY IS REQUIRED TO DONATE OR PROCURE \$175 IN NEW ITEMS, SERVICES, OR CASH FOR THE AUCTION.

COMMITTEES:

DESCRIPTIONS:

**TEACHER-STUDENT
ACTIVITIES**

Determine teacher-student activities to be auctioned (e.g., play outing, bowling, miniature golf, Build-a-Bear, science hiking event, tea party, baking with teachers, etc.)

**CLASSROOM
PROJECTS**

Each grade creates a project that results in an item for the Auction. (e.g., classroom quilt, cookie jar, birdbath, etc.). Decide on project and coordinate with the participation of the students.

CLEAN UP

Remove decorations and any auction items not purchased.

DECORATIONS

Plan, design and create decorations that coordinate with the Auction theme for the year. Coordinate with the Setup Committee to decorate the Auction site.

**DINNER
RESERVATIONS**

Send out invitations, collect money, issue dinner tickets, and assign bidder numbers. Plan and construct bidder number paddles and table numbers. On the night of the Auction, act as greeters and distribute bidder number paddles.

**DONATION
REGISTRAR**

Enter information and descriptions on all procured items into the PTO Auction software program and generate reports to various

Auction committees as directed by the Auction chairs. Activity starts in October and peaks throughout January and early February.

FINANCE

On the night of the Auction, enter winning bidder numbers and amounts into the Auction software for all silent and live items; file bid sheets by winning bidder number; coordinate with Runners Committee; generate invoices; cash people out after the auction ends.

GIFT PACKAGES

Select the themes, purchase items for the baskets with donated money. Combine items into gift packages for live auction item presentations (e.g., a night's stay in a hotel with theater tickets included, or a night on the town complete with chauffeur).

ITEM PICKUP

Pick up and transport large donated auction items.

**LIVE AUCTION ITEM
DISPLAY**

Coordinate display on stage and adjacent area of the live auction merchandise.

**PROCUREMENT
TEAM**

Contact businesses by phone, email, letter or in person to request donations for the auction, follow up on procurement contacts and/or procure items from businesses in the Greater Seattle area.

**PROGRAM
ADVERTISING**

Solicit advertising for display in the Auction catalog from previous as well as new advertisers. Previous advertising lists are available.

**CATALOG LAYOUT
AND DESIGN**

Choose layout and font for catalog in keeping with the auction theme. Edit catalog text as needed. Design and produce printer-ready catalog pages.

**RAFFLE/DOOR
PRIZE**

Procure/select item(s) for door prize(s). Sell raffle/door prize tickets during the Auction. This committee deals only with raffle/door prize functions for the night of the Auction.

RUNNERS/SPOTTERS

Identify and locate winning bidders. Record all live bid items by amount of purchase and the winning bidder number. Obtain the signature of winning bidder for verification.

SILENT AUCTION Organize the silent auction items and display them for the night of the Auction and facilitate the closings. Coordinate with donation registrar to write up the silent auction item descriptions for the Auction website.

• **HOLIDAY CRAFT FAIR**

The Holiday Craft Fair is held on a weekend during November. This two-day event (typically Saturday 9 a.m. – 5 p.m. and Sunday 12 p.m. – 4 p.m.) has evolved into a popular community event.

An overall chairperson guides the planning and development by several committees. Activity for the Craft Fair starts in September or earlier.

EACH FAMILY IS REQUIRED TO DONATE \$20 OF HOME BAKED GOODS FOR THE PTO BAKE SALE TABLE AT THE FAIR.

<u>COMMITTEE</u>	<u>DESCRIPTION</u>
CLEAN UP	Work with the Vendor, Kitchen, and Decoration Coordinators to put everything away on Sunday after the Craft Fair is over.
DECORATIONS	Design and construct decorations for the gym and both the upstairs and downstairs of the school. Put up all decorations the day before the Craft Fair starts.
KIDS CRAFT ROOM	Provide planned art activities for children.
KITCHEN/PTO BAKE SALE TABLE	Work in the kitchen preparing and selling food during the Craft Fair or at the PTO table selling baked goods.
PUBLICITY	Approximately one month prior to the Craft Fair, contact newspapers, radio stations, and billboard owners to advertise the bazaar. Create sign to advertise the bazaar locally.
SETUP	Work with Vendor Coordinator setting up tables and chairs for the Craft Fair.
VENDORS	Send out contracts to vendors in spring. Collect money and contracts from vendors, assign vendor booth spaces and tables, and send acknowledgments. Work with the setup crew for display of tables and chairs. Work with the cleanup crew to put items away. Greet vendors on the day of the Craft Fair.
VOLUNTEER COORDINATOR	Approximately three weeks prior to the Craft Fair coordinate all volunteers for the kitchen, PTO bake sale table, and Kids Craft Room.

• **GIFT CARDS (SCRIP)**

The Gift Card program (formerly known as Scrip) is a way to raise funds for the school without asking for additional dollars from the parents.

Each month, gift card order forms are sent home for preorders of gift cards from several different stores and restaurants. If you purchase \$100 worth of Safeway gift cards, for example, you will receive \$100 worth of Safeway gift cards. Safeway will in turn donate 5% of your purchase to our school.

COMMITTEE

DESCRIPTION

ACCOUNTING

Chairman oversees the order committee. Keep track of the orders and reconcile the checkbook.

DISTRIBUTION

Chairman oversees the sorter committee. Organize and facilitate the distribution of the Scrip to the school families.

MEDIA

Stuff, label, and organize by grade blank orders in envelopes to be sent home.

ORDER

Compile and call in orders twice a month. Collect money.

PUBLICITY Twice a month prepare a newsletter with any current information and happenings. Coordinate with the Order Committee.

SALES Assist by selling Gift Cards to parishioners following Saturday and Sunday masses. Set up table in the narthex prior to mass and sell for up to 20 minutes after mass.

SORTER Sort and organize the incoming Scrip and prepare for distribution.

• **OTHER PARENT VOLUNTEER OPPORTUNITIES**

SMART DOCENT:

Volunteers assist the art teacher in the classroom, create and organize student art portfolios, and coordinate student work in local art shows.

HEALTH

SCREENING

CHAIR: RN preferable due to state's title of school nursing.

Verify/make phone calls regarding pre-K & pre-6 immunizations.

Coordinate health screenings and equipment acquisition and return. Notify parents in writing as instructed.

Record screening results in student's permanent health file.

Assist office staff with clinic supplies, medication administration guidelines, as regulated by the state.

ASSISTANTS: Duties include coming in once a year for approximately 5 hours to screen students for vision and hearing.

**EMERGENCY
PREPAREDNESS**

Duties include preparing materials for emergency packs for students and staff. This function assures that students and staff have food, general materials, and first aid supplies for 300 people for 3 days in the event of a major emergency. May be asked to assist with Emergency Earthquake drill.

LIBRARY

Duties include learning and implementing library procedures, helping during the Book Fair, and participating in quarterly meetings.

Working in the library is a weekly or bimonthly commitment. Two shifts are available (8:30-11:45 AM and 11:55 AM to 3:00 PM). However, we welcome any time you can give.

The Book Fair is held during conferences in October/November.

LUNCH/RECESS

Duties include supervising children during lunch and recess. Recess supervisors direct playground traffic and have an opportunity to see their child(ren) and classmates in action. Duties are from 11:30 a.m. to 1:15 p.m.

**CALENDAR
PREPARATION**

Duties include preparing the school calendar, getting bids for printing the calendar, delivering and picking up the calendar from the printer in time for disbursement in September. Coordinate with the Principal and PTO President(s).

**BOX TOPS
FOR EDUCATION**

Duties include advertising and promotion of the program throughout the year. Collect, clip and sort Box Tops. Mail in to receive benefits from sponsoring company.

CYO COACH

Coach CYO Soccer, Basketball, Volleyball, or Baseball. You will be contacted by the CYO Athletic Director.

**FACILITIES
COMMITTEE**

Assist with improvements and repairs to the school and grounds.

Volunteers and donated items are needed to help reduce school operating costs. Duties range from involvement in yearly work parties to managing specific areas of maintenance.

Coordinator is notified by the Principal or Pastoral Assistant for Administration about specific needs. Works with the school custodian or parish facilities manager.

FAMILY NIGHTS

Organize “family fun nights,” which have included “Bite of St. Brendan,” Bingo Night, Movie Nights, Father-Daughter dances, and Mother-Son bowling. The exact program for the year is determined by the PTO board along with Family Night Chair(s).

**STAFF
APPRECIATION**

Coordinate monthly staff lunches as determined by PTO board and principal. Provide and serve refreshments, coffee setup, and a luncheon during Catholic Schools Week and Teacher Appreciation Week for school staff. Duties may include hosting a luncheon for special events.

**8TH GRADE/MIDDLE
SCHOOL PLAY**

The 8TH Grade Play producer is responsible for overall production of the play. These duties include: coordinating all committees required to produce the play (some of the committees vary each year); choosing and purchasing scripts; scheduling; working with the director; consulting with Principal and teachers regarding scheduling rehearsals; and keeping parents informed of play activity.

GENERAL COMMITTEES

Ticket Sales: Responsible for ticket sales (pre-sales, night of and special sale night for 8th grade families)

Publicity: Advertising in bulletin, Wednesday Envelope.

Programs: Design and print programs

Makeup: Help cast with makeup on rehearsal and performance nights.

Parent Helpers: Backstage help for dress rehearsals, performance nights, and general rehearsals.

Set Design: Work with producer/director.

Costumes: Work with producer/director.

Stage setup and tear-down; Ushers; Cast Party;

Props; Gifts/Thank you cards

MEMORY BOOK

Collect and compile photos for memory book. Turn over file to memory book manufacturer in time for published books to be given to students at the end of the year.

OUTREACH (NOW PART OF ROOM PARENT DUTIES):

Duties include sending out Mass cards, cards, flowers etc. to those in need (birth, death, sickness etc.).
Coordinating with class parents to provide meals for families in need.

PTO EXECUTIVE BOARD:

The PTO board comprises a President, Vice President, Treasurer, Secretary, and Past President.
The Vice President is elected each year for a 3-year commitment, serving the first year as vice president, second year as president and third year as past president.

The Secretary and Treasurer are elected for a 1- to 2-year term.

Their responsibilities are as follows:

President and Vice President -- Oversight of all PTO activities. Regular coordination with the Principal and committee chairs. Assemble summer mailing, plan monthly board meetings, and submit PTO information for weekly newsletter.

Secretary – Record minutes of PTO meetings. At least one week prior to board meeting, publish minutes from previous meeting. Email to Principal and PTO Executive Board. Publish on the website.

Treasurer – Track all PTO accounts, expenditures, and income. Pay all PTO bills. Prepare monthly statement for PTO board meeting.

Past President – Advise President and Vice President as needed. Attend School Commission meetings as liaison between the two groups.

PTO PHOTOGRAPHER

Assists with organizing and scheduling class photographs for the school calendar and as requested by the Principal or PTO President(s).

ROOM PARENT

There are typically three or four room parents per class, with one head room parent.
This fun-filled job includes working with the teacher in organizing two classroom parties for the students (Valentine’s Day and a party chosen by the teacher around their curriculum). It also includes collecting funds and organizing teacher gifts for Christmas and the end of the school year. Other responsibilities may include organizing one social function for the parents in the class and providing refreshments at assigned receptions, PTO meetings, or the Book Fair

SPEECH COACH

From October through February, listen to students practice varied categories of speech. (***NO EXPERIENCE REQUIRED***). These speeches are presented by the students at three Archdiocesan Speech Tournaments.

UNIFORM EXCHANGE

Duties include keeping the used uniforms organized and offering them during the school year as well as at the beginning of the school year at various events, including the first-day-of-school PTO Tea and New Family Night in May.

VOLUNTEER COORDINATOR

In the spring, generate lists of volunteers from the Parent Commitment Hours Agreement to distribute to the Executive Board and individual area of responsibility chairs/coordinators. Assist Executive Board and chairs/coordinators throughout the year to recruit volunteers.

SCHOOL OFFICE HOURS

The school office is open from 8:00 AM until 4:00 PM Monday through Friday. The phone system allows for messages to be left 24 hours for parents to report student absences. The school secretary can be reached via email at secretary@school.saintbrendan.org.

SCHOOL PROPERTY

The parent of a child who destroys or damages any school or parish furniture, equipment, buildings, or staff or students' personal property will be obligated to pay the full amount of repairs and labor or replacement. Hard-cover textbooks must have a proper book cover at all times. No writing in textbooks is permitted. The parent/student will pay a fine or replacement fee for damaged or lost textbooks before any final reports, transcripts, or diplomas are released.

SCHOOL SUPPLIES

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

SERVICE PROJECTS

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

- Monthly visits to the local nursing home
- Involvement in the Parish Giving and Service Trees
- St. Vincent de Paul Food Drive

- Participation in Operation Rice Bowl during Lent
- Corporal and Spiritual works of mercy
- Collection of baby items for the November Diaper Bag Project
- Grade 8 student weekly service

STUDENT/FAMILY DIRECTORY

Within the first month of the school year, each family receives a school calendar with an attached parent contact listing with students' and parents' names, addresses, home telephone numbers, email addresses, and cell phone numbers.

- This listing should be used to acquaint parents with the names of their children(s) classmates and parents.
- These listings and information are not to be used or sold for any non-school related business or purposes.

STUDENT RECORDS

All school contact information and student records must be accurate and up to date.

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

STUDENT RIGHTS AND RESPONSIBILITIES

Each student has the right to:

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

TARDIES (LATE ARRIVALS)

At the 8:15 AM bell, all Kindergarten through grade 8 students enter the school building, proceed to their classroom, and are ready for instruction at the 8:20 bell.

- Kindergarten through grade 8 students who are not physically in their classroom at the 8:20 AM bell must report to the office for a tardy notice before being admitted to class unless they had Safety Patrol duties.
- Preschool and Pre-kindergarten students who are not physically in their classroom at 8:30 AM will receive a tardy notice from their teacher.
- Preschool and Pre-kindergarten students arriving after 8:30 (after attendance has been reported) must be escorted to the main school office by a parent. The parent must sign the child in.
- Students arriving late to school when their class is attending Mass will report to the office, receive a tardy notice, and remain in the office area until the class has returned from Mass.
- Students in grades 5 through 8 will be expected to be physically in their next class and ready for instruction at the ‘tardy bell’ which is a bell two minutes after the previous class. This allows sufficient time for a student to move from one classroom to the next. For example, if a 9:25 class ends, a tardy bell would ring at 9:27. If the student is not in class and ready for class on time, he/she will receive a tardy notice.
- Any student with five tardy notices will be required to meet with Mrs. Shumate and an appropriate consequence will be discussed.

TECHNOLOGY USE POLICY

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

We believe this technology will help students successfully move into the future. As a Catholic school, we are committed to the growth of the whole student, both morally and intellectually.

Our students will be able to use technology to research information and assess the value of data; they will create and process documents using current technology; and they will use computer technology to communicate their ideas more effectively. The school will provide training and procedures to students, faculty, and staff that encourage the best use of technology.

With access to computers and people all over the world also comes the availability of material that may not be considered to be of educational value in the context of the school setting. St. Brendan Catholic School takes precautions to restrict access to controversial materials. However, on a global network it is impossible to control all materials and an industrious user may discover how to access controversial material.

St. Brendan Catholic School firmly believes that the valuable information available on this worldwide network far outweighs the possibility that users may procure material that is not consistent with the educational goals of the school. It is important that you and your child(ren) understand and follow the enclosed agreement.

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

Technology Use

The use of the school's equipment, network, and Internet is a privilege, not a right.

Use of the network must be in support of St. Brendan Catholic School's mission as a Catholic school. Violations or inappropriate use will result in immediate loss of access to this privilege.

Parents and students are expected to understand and abide by the following guidelines:

- All use of technology must support the educational purposes, research goals, Student Learning Expectations, and the Vision, Mission, Purpose and Values Statement of St. Brendan Catholic School.
- Any use of the system must be in accordance with state and federal law and St. Brendan Catholic School goals. Malicious use of the system is prohibited. Use of the system for any commercial purpose is prohibited.
- System components including software or hardware shall not be modified, abused, or destroyed in any way. Installing games or copying unauthorized programs, copying text from the Internet is not permitted. Intentionally disrupting the network in any way will not be allowed.
- Users of the system are responsible for the appropriateness and content of materials they store, transmit, or publish on the system. Obscene, vulgar, lewd, offensive, or pornographic materials are prohibited. Hate mail, harassment, and discriminatory remarks are prohibited.
- A user's account and password must remain private. An account is used only by its authorized owner. Students may not share passwords, will not use other students' accounts, or alter their work or files.
- The Internet contains resources and information that may be offensive, obscene, or inappropriate. While staff will work with students to ensure that resources conform to our goals, students may sometimes access the network without direct supervision. St. Brendan Catholic School does not control information available on the Internet.
- The school will not be liable for any direct or indirect damages or expenses that may be incurred due to information gained by the use of our technology. The school also does not guarantee the network will be error free or uninterrupted, nor will it be liable for any damages or expenses incurred due to lost data.
- Student use of technology is not guaranteed to be private. All information on the St. Brendan Catholic School network is property of the school. Nothing in these regulations will preclude the supervision of the system while under the direction of the teacher or other approved user acting in conformity with the policies and procedures. For security and administrative purposes, St. Brendan Catholic School reserves the right for authorized personnel to review system use and file content, and edit or remove any material, which they believe is unlawful, obscene, abusive, or otherwise objectionable.

Possible consequences for inappropriate use including removal of or limited technology access at school will be determined from the standard discipline procedures as outlined in this handbook.

BRING YOUR OWN DEVICE POLICY

St. Brendan Catholic School (SBCS) is committed to preparing its students to live out their faith in a global technological society. To aid in this goal, SBCS has implemented a BYOD policy. Allowing students to bring their own devices expands opportunities for students to enhance their school experience. With classroom teacher approval, students may use their own devices to access content and enrich their academic success. For the 2018-2019 school year all 5th grade and 6th grade students will purchase or lease a specific device from the school. 7th and 8th graders will have the option to bring a device from home (only for the 2018-2019 school year). 8th grade will continue to have the option of bringing a device from home in the 2019-2020 school year.

By participating in the BYOD Program at SBCS, you are agreeing to, and are bound by, the Technology and Internet Acceptable Use Policies of SBCS and the Archdiocese of Seattle. All BYOD users are held responsible for their actions

and activity within their devices. All technology use at SBCS is viewed in the context of the moral and ethical teachings and policies of the Catholic Church, the Archdiocese of Seattle and St. Brendan Catholic School and all users must follow St. Brendan Catholic School's Technology Use Policy when using any and all technology resources on campus. All authorized use must be for educational purposes and be consistent with the mission statement, handbook, policies and procedures of SBCS and the laws of the U.S. Unacceptable uses of any technology device can result in the suspension or revoking of access and privileges and the confiscation of the device. Students are responsible for any device brought on campus.

KEY POINTS OF THIS POLICY

- At this point cell phones, smartphones and iPhones in particular, are not permitted as part of the BYOD policy.
- When a student brings his/her own device to school, it is required that any Internet use is channeled through the SBCS filtered network. The Tech Lab will enroll the student's device on the approved network. Students are not permitted to use private data plans or any other networks, including any STB Church network, at school to access the Internet.
- The teacher in the classroom has the final say on procedures in that classroom (including specific directions left for any substitute teacher). If the teacher (or substitute teacher) asks a student not to use the device, then the student must follow those directions.
- Electronic posting of personal information about one's self or others (i.e. addresses, phone numbers, and pictures) is expressly forbidden at school. Inappropriate posting of materials relating to other students and cyber bullying may be referred to the Bothell Police Department.
- Students are not allowed to use devices to take photographs of themselves or others. Exceptions will be made for educational purposes and only when directed by the classroom teacher with consent of students.
- Students are not allowed to transmit pictures from devices to other devices or social media.
- In addition to following the SBCS Acceptable Use Policy, students are also expected to exhibit appropriate and safe digital citizenship skills.

Responsibility for Devices

- Students who bring their own device to school do so at their own risk. Neither the school nor the teacher may be held liable for loss, theft, or damage to personal property.
- Students are to keep their devices secure at all times and not loan them to others.
- Students may not use their own devices during instructional time unless approved by the classroom teacher.
- All devices and accessories must be clearly labeled with the student's name.
- It is the responsibility of the student to bring any device to school charged. SBCS is not able to provide access for all students to charge devices and so students should have no expectation that they will be able to charge a device at school.
- Currently there is limited printing at SBCS from a personally owned device. The Tech Lab is the only location for printing and students may do so only at lunch, after school, or when directed by classroom teacher.

BYOD Policy

Acceptable Student Use of Personally Owned Devices

In order to maintain a safe and secure environment for students and employees the following guidelines will be followed:

- Possession of communication devices by students on SBCS grounds is a privilege, not a right, and any staff member or student who brings a communication device on SBCS property consents to these rules and to the school's right to confiscate and/or search such devices for disciplinary matters;
- A personally owned device is a school defined laptop computer.
- Examples of an unacceptable device in this policy shall include but is not limited to cell phones, gaming devices or consoles, and devices with a cellular plan.
- Personally owned devices used in school are not permitted to connect to the Internet through a cellular plan. Personally owned devices must access the internet via the School's content filtered wireless network.
- Educational purposes include classroom activities, homework, and selected high quality self-discovery activities as approved by classroom teacher.
- Students are expected to act responsibly and thoughtfully when using technology resources.
- Students bear the burden of responsibility to inquire with school principal, technology director, and/or teachers when they are unsure of the permissibility of a particular use of technology prior to engaging in the use.

- Inappropriate communication includes, but is not limited to, the following: obscene, profane, lewd, vulgar, rude, inflammatory, threatening, or disrespectful language or images typed, posted, or spoken by students; information that could cause damage to an individual or the school community or create the danger of disruption of the academic environment; personal attacks, including prejudicial or discriminatory attacks; harassment (persistently acting in a manner that distresses or annoys another person) or stalking of others; knowingly or recklessly posting false or defamatory information about a person or organization; and communication that promotes the destruction of property, including the acquisition or creation of weapons or other destructive devices.
- If a student is told to stop sending communications, that student must cease the activity immediately.
- Personally owned devices are permitted for use during the school day for educational purposes and/or in approved locations only.
- St. Brendan Catholic School shall not be liable for the loss, damage, misuse, theft of any personally owned device brought to school.
- St. Brendan Catholic School reserves the right to monitor, inspect, copy, and review a personally owned device or file when administration has a reasonable suspicion that a violation has occurred.
- Students may not utilize any technology to harass, threaten, demean, humiliate, intimidate, embarrass, or annoy their classmates or others in their community. This is unacceptable student behavior known as cyber bullying and will not be tolerated. Any cyber bullying that is determined to disrupt the safety and/or wellbeing of the school is subject to disciplinary action.
- Students must be aware of appropriateness of communications when using school or personally owned devices. Inappropriate communication is prohibited in any public messages, private messages, and material posted online by students.
- St. Brendan Catholic School expressly prohibits use of personally owned devices in locker rooms and restrooms.
- Students are not permitted to use any electronic device to record audio or video media or take pictures of any student or staff member without their permission. The distribution of any unauthorized media will result in disciplinary action.

Consequences of Inappropriate Usage

If students refuse to comply with the above guidelines, the following consequences will apply. Student infractions will be documented as a referral for each offense.

- 1st Offense = Device will be confiscated until the end of the school day, when the student may retrieve it from the Principal's Office.
- 2nd Offense = Device will be confiscated until the end of the day, when the student's parent must retrieve it from the Principal's Office.
- 3rd Offense = 1-3 day suspension; Denial of access to the St. Brendan Wireless Network and school computers for a period of time determined by principal.

Note: The principal has the authority to issue administrative consequences when inappropriate usage is deemed excessive.

TELEPHONE (SCHOOL PHONES)

The office and classroom telephones are not available for personal calls by students.

- The office staff is available to assist parents and students.
- Students may not use a school phone for such reasons as arranging after-school play dates or sports practices, or forgotten homework, PE uniform, or lunch.
- Permission may be given in an emergency situation at the discretion of the office staff.

TESTING

- Students in grades 2 through 8 will be administered the Measurement of Academic Progress (MAP) in September, January, and May of each school year.

- The ACRE Test (Assessment of Catechesis Religious Education) is given to students in grades 5 and 8 in April or May.
- Students in grades 1 through 6 will be administered the DIBELS reading assessment during the school year.
- Kindergarteners will take the Scholastic Readiness Test in May
- Students in all grades may have up to a total of three tests or quizzes per day.

TRANSFER OF STUDENTS

- Student records will be forwarded to another school when all financial accounts and parent obligations have been paid.
- Notice of withdrawal of a student will be made by the parent in writing to the principal in advance of the withdrawal date.
- Parents are responsible for payment of the withdrawal fee as stated in the registration contract.

UNIFORM AND DRESS CODE-Kindergarten-8th Grade

St. Brendan Catholic School requires each student to have a uniform in good clean condition.

See school website for uniform guidelines.

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

Preschool and Pre-kindergarten uniform codes are contained in their respective handbooks.

Non-uniform sweatshirts, jackets, coats, sweaters, or vests may not be worn during class, assemblies, or church unless weather conditions required such apparel.

PE Uniforms

Students in grades 4-8 are required, to wear St. Brendan spirit wear shirts as well as the spirit wear shorts or sweatpants

- All waistbands are to be worn at the waist.
- All clothing must be an appropriate size, not be baggy/oversized, no holes in the garments, and not expose any undergarments or inappropriate body parts or skin.
- Students must wear appropriate gym shoes and socks for each PE class.
- Students are responsible for being prepared for each PE class. Having a uniform in PE class is part of a student's PE grade.

Shoes and socks

- Shoes are to be non-marking and can be either tennis shoes or dress shoes.
Shoes must match each other.
- Shoes should be appropriate in style and color for school.
- Shoe laces must be kept tied.
- Only solid white, navy, or black, colors are allowed for shoelaces and socks/tights.
Socks must match each other.
Shoelace colors must match each other.
Shoes with lights or wheels are not allowed. .
- Boots (except for snow days), backless shoes, flip-flops, slippers, mules, or sandals may not be worn.
- Socks must be worn at all times and should be visible.
- On P.E. days, students must wear socks and tennis shoes.

Accessories

- Other clothing and accessories worn by students (i.e. shoes, jackets, jewelry, etc.) must be non-endangering to the student(s), not distracting to the learning environment, nor contradictory to Christian social/moral values.
- No multiple dangling earrings, necklaces, or bracelets of any type are allowed.
- Students may wear one reasonable bracelet, watch, and/or one necklace.
- No bandanas, hair ornaments, or excessive headbands may be worn.
- Girls may wear one simple headband in the colors of our uniform (green, navy, white). Grey or black are also acceptable.
- Girls may wear one pair of stud pierced earrings meaning one earring on each ear lobe.
- Boys may not wear any earrings.
- No hologram contact lenses are to be worn.

- Students are allowed to wear only black, brown, or navy blue belts with no ornamentation and with a belt width not to exceed the width of the belt loops.
- Non-uniform jackets or sweatshirts may not be worn in the classroom, for assemblies, or at church gatherings unless needed for weather conditions.

Cosmetics

- No makeup, artificial nails, artificial tanning, or nail polish are allowed for girls or boys.
- No makeup, hairspray, shaving materials, or nail polish/remover may be brought to school.
- Tattoos (real or temporary) of any type and body piercing(s) are not allowed.
- Students may not write or draw on their (or anyone else's) hands, arms or anywhere on their person.

Hair Style

- Boys' and girls' hair should be neatly combed and properly groomed at all times.
- Extreme hair styles (shaved, spiked, designs, or logos), including unnatural colors, (intentionally dyed, streaked, highlighted, or bleached), hats or other 'head-dresses,' such as bandanas, hair ornaments, or excessive headbands are not allowed. Students with inappropriate hair styles may be sent home.
- Boys' hair must be cut above the collar, ears, and eyebrows. Boys must be clean-shaven.

Uniform Exceptions

The following are anticipated exceptions to the school uniform policy:

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

Non-Uniform Policy-Free Dress

Non-uniform-free dress is generally allowed once each month (on first Wednesdays) unless otherwise noted.

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

Shorts:

- Students may wear shorts that button, snap, or zip close (no elastic waist).
- Shorts must be worn at or above the hips.
- Short-shorts or spandex shorts are not allowed.
- Shorts may not be more than three inches above the knee.

Boots

- Students may wear appropriate boots (non-marking soles) on non-uniform days.
- Flip flops, slippers, backless shoes, and sandals may not be worn at any time.

Make-Up

- Seventh and 8th grade girls may wear light make-up on non-uniform and picture days. Light make-up is to appear natural and not excessive.
- Students may be asked to remove make-up if a teacher or principal determines the make-up is excessive and distracting to the learning environment.

Accessories

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

Theme Days

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

Spirit Days

On one designated day each month students will have the opportunity to wear their St. Brendan Spirit Wear in addition to, or instead of, the regular school uniform. Students may only wear Spirit Wear or St. Brendan Team Wear in place of their school uniform on Spirit Days. Examples of St. Brendan Spirit Wear and St. Brendan Team Wear are: green or blue hooded St. Brendan Sweatshirt, gray “Property of St. Brendan” T-shirt or sweatshirt, green or black St. Brendan basketball shorts, gray St. Brendan sweatpants, white or green St. Brendan Irish T-shirt, new St. Brendan baseball t-shirt, St. Brendan Cross Country T-shirt, St. Brendan Soccer Uniform shirt, St. Brendan Chess Team T-shirt.

School Programs

- Students will wear neat clean church appropriate clothes for all school programs (concerts, after-school assemblies, and graduations, etc.).
- Clothing and accessories worn for school programs and assemblies need to meet the criteria of being non-endangering to the student(s), not distracting or disruptive to the learning environment, nor contradictory to Catholic social/moral values of respect for life, modesty and propriety.
- Girls will wear clothes that are not contradictory to the Catholic social/ moral values of respect for life, modesty, and propriety. Girls’ dresses or outfit will be modest, without thin straps unless covered with a sweater, blouse or jacket, at a reasonable length above the knee (3-4 inches above the knee), and a modest neckline.
- Boys will wear dress pants and a nice shirt with no inappropriate decoration, design, logos, or adornment.
- Boys and girls may not wear jeans or a tee shirt with an inappropriate theme at any school program or function.

Other Uniform Reminders

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

Failure to Follow the Uniform Policy

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

Failure to follow the uniform policy may result in a student’s:

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

On the first out of uniform notice, a student will receive a warning and parent/guardian will sign and return the out of uniform notice.

On the second out of uniform notice, a student will lose the next non-uniform day privilege. He/she will be required to wear the school uniform on the next non-uniform day.

On the third out of uniform notice, a student will spend recess with Mrs. Shumate to determine appropriate consequence and a call will be made to parent/guardian.

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

VISITORS

All school visitors (volunteers, parents, guests) must check in at the main office. For safety and security reasons, each person is required to sign in at the office when he/she enters the building for any reason. All visitors and/or volunteers are required to wear a designated visitor badge that may be picked up at the office. Visitors and/or volunteers are to sign out at the time of departure.

VISITS TO THE SCHOOL

Parents or adult visitors are welcome to visit our school. They are to contact the office secretary or principal in advance, requesting a desired time for a visit, and indicate the particular need or reason for that visit.

- For safety and educational considerations, parents or visitors are required to stop at the office and pick up a visitor's badge prior to proceeding to any classroom or other parts of the school building.
- A student not enrolled in our school is not allowed to visit school during class time or special events during the school day unless he/she has received principal permission.

VOLUNTEERS

All parents, parishioners, and individuals who volunteer in the school must complete the archdiocesan mandated Safe Environment requirements, including a cleared background check.

- If a parent plans to volunteer in the school or at a school function, or be a driver/chaperone for a field trip, he/she must attend and complete a Safe Environment Training *Virtus* (*Mrs. Lambert is our program coordinator*) and take the annual refresher course prior to volunteering in the school or participating on a field trip.
- All volunteers are expected to dress appropriately. Clothing should be modest and neat.
- There may be times when parents need to bring siblings from home when volunteering. Parents are to check with the teacher beforehand. When the teacher has given permission to bring younger siblings, parents will supervise them at all times and share with them school behavior expectations especially regarding walking in the school, not running, quiet voices, no throwing objects, and respect for authority.

Background Checks

- All parents and volunteers must complete a background check form with the school or have on file a valid background check by the first day of school.
- Background checks are valid for a three-year period.
- Parents and other volunteers must have a cleared background check prior to any volunteering in the school.

WATER BOTTLES

Students are encouraged and allowed to have one water bottle with them during the school day (not larger than 24 ounces).

- Students may refill a water bottle at school with teacher permission and when it will not be disruptive to the class or instruction.
- Water bottles must contain only water.
- If a student is being distracting with the water bottle, it will be taken away for the remainder of the day.

WEATHER EMERGENCIES

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

Parents will receive notice of school closures or late starts due to weather:

- on early morning broadcasts on KOMO, KIRO TV, and KING TV.
- via an automated phone/text message using the school *emergency notification* system.
- by checking the school's web page.

Beginning around 5:00 AM, parents can check the Northshore's web site at www.nsd.org for the status of Northshore's schools.

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

Late Start

When Northshore School District has a late start, our school will begin at 10:20 AM for Preschool and Pre-Kindergarten all-day students through 8th grade students.

Students will begin to gather at 10:00 AM in the regular carpool manner and the first bell will ring at 10:15.

With a late start, there will be **no**:

- Before School Extended Care.
- Morning-only Preschool class (for students who attend the morning-only portion).
- Morning-only Pre-Kindergarten class (for students who attend the morning-only portion)

School Closure (not related to Northshore School District)

When the school cannot be in session due to a unique on-site school situation such as a power outage, water damage, or lack of water, parents will be notified of the school closure through an emergency phone call and text through *School Reach* and a notice will be posted to the school web site.

Early Dismissal (due to weather and not related to Northshore)

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

- call the parents/other approved adults indicated on the Emergency Card to pick up their child/children.
- implement an emergency phone call and text through *emergency notification system*.
- post the information on the school's web site.
- announce the dismissal over the local radio stations, if possible.

**PARENT RECEIPT FOR
ST. BRENDAN SCHOOL HANDBOOK
2018-2019**

We are aware the 2018-2019 School Handbook is available to us for review on the school's website at www.saintbrendan.org (under Resource tab) or as a hard copy from the school office.

We have had sufficient opportunity to read, ask questions, and be familiar with the policies and procedures contained in the 2018-2019 School Handbook, and we have obtained answers to our questions as needed.

As parents/guardians, we agree to abide by all the policies and procedures outlined in the School Handbook.

Family Name: _____

Parent's Signature and Date:

**Please return this receipt with parent signatures to the school office by
Friday, September 14, 2018. Thank you!**