



# **SCHOOL HANDBOOK**

**2020-2021**

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## ***ST. MONICA CATHOLIC SCHOOL***

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### **1. HISTORY AND ACCREDITATION**

St. Monica Catholic School is a Catholic, co-educational school established in 1960 with facilities for grades Pre-K through 8. St. Monica Catholic School has a student body of approximately 200 students.

On national tests of academic achievement, St. Monica Catholic School students have some of the highest scores in the State of Washington and consistently score at the same level as students in the Mercer Island Public School District.

St. Monica Catholic School is fully accredited by the State of Washington and is a member of the Washington Federation of Independent Schools, the National Catholic Education Association and the Washington State Catholic Conference. St. Monica Catholic School received its initial accreditation in 2002 after successfully completing an in-depth Self-Study and official review by an appointed visiting team representing the NCEA and the Northwest Association of Schools and Colleges. Formal Accreditation was granted for the maximum six-year term through 2008 which was subsequently renewed in 2009, 2015 and is now valid through 2021.

### **2. MISSION**

St. Monica Catholic School collaborates with parents in educating and developing the whole child so they may maximize their human potential, fulfill their God-given purpose, and flourish in a Christ-centered and rigorous academic environment.

### **3. VISION**

To promote a Catholic learning environment for the growth of the whole child through a rigorous integrated curriculum. We will emphasize the rich tradition of a Liberal Arts education by using time-tested methodologies inspired by the Church's history, culture, and thought. Through compassion, prayer and service to God and neighbor, our students will model Christian virtue, communicate and think logically, contribute to the common good, and pursue truth.

### **4. SCHOOLWIDE LEARNING EXPECTATIONS (SLE's)**

The six virtues of a St. Monica Catholic School Crusader are reverence, justice, studiousness, fortitude, prudence, and temperance. These virtues should mark student conduct in the classrooms, on the school grounds, at co-curricular school functions, as well as at home and in the community.

**St. Monica Catholic School Crusaders are:**

**Faithful Catholics who model the virtues of Reverence and Justice.**

**Reverence** – *Showing profound respect, awe, and love directed toward God.* Crusaders demonstrate reverence by full, conscious, and active participation at Mass and in daily prayer; and an authentic openness to encountering Jesus. Crusaders know and practice the basic truths of the Catholic faith.

**Justice** - *Being fair and giving each, beginning with God, his due while speaking, thinking, and acting kindly.* Crusaders demonstrate justice by striving to be peacemakers; appreciating differences; and treating their peers, property, and authority with honesty and respect.

**Life-Long Learners who model the virtues of Studiousness and Fortitude.**

**Studiosness** – *Seeking knowledge to grow closer to truth.* Crusaders demonstrate studiosness by seeking and effectively communicating the true, the good, and the beautiful; diligently giving full effort and participation; and developing an understanding that this pursuit is a matter of moral obligation.

**Fortitude** – *Being brave and strong in the face of challenges for the sake of what is good.* Crusaders demonstrate fortitude by thinking critically to make sense of problems with patience and perseverance. Crusaders are curious, acknowledge the good in others, and share talents for the greater glory of God.

**Responsible citizens who model the virtues of Prudence and Temperance.**

**Prudence** – *Reasoning and acting appropriately in any given situation.* Crusaders demonstrate prudence by putting the needs of others ahead of their own, developing a spirit of service. Crusaders listen, follow instructions, and demonstrate obedience; recognizing that rules are made for the good.

**Temperance** – *Enjoying things in a proper and balanced way.* Crusaders demonstrate temperance by being servant leaders; controlling impulses; maintaining order in one’s daily life; and respecting and caring for all God’s creation.

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## **ADMISSIONS**

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### **1. ADMISSIONS POLICY & PROCEDURES**

The Advancement Director will tour all prospective students and their families. No child will be officially admitted until the Administration team has completed a thorough screening to determine that the child should be admitted to St. Monica Catholic School as provided herein. This screening will include: 1) in person tour with parents and the child; 2) complete review of previous school records which may include contact with previous school; 3) readiness testing for preschool and kindergarten students; and 4) testing as deemed necessary, on an individual basis, for students in grades 1<sup>st</sup> through 8<sup>th</sup> for academic placement.

### **2. ADMISSIONS PRIORITY**

The priority of admissions into St. Monica Catholic School when a waiting pool exists will be as follows:

- First priority for admissions will be given to practicing, contributing parishioners who already have children enrolled in the school;
- Second priority for admissions will be a) practicing Catholics who already have children in the School and who are actively supporting the School and the Parish, or b) practicing, contributing parishioners who are registering their children for the first time;
- Third priority will be non-Catholics who have children in the school; and
- Fourth priority will be new non-Catholics.

It is to be understood that if all else is equal, geographical priority, length of time as a registered, contributing member of the parish, then a first-come-first-served principle will be used. However, the Principal and the Pastor will have final authority in applying the above policy.

### **3. NON-DISCRIMINATION**

St. Monica Catholic School admits students of any race, color, national or ethnic origin to all rights, privileges, programs and activities made available to the students. St. Monica Catholic School does not discriminate on the basis of race, color, or national origin in administration of its educational policies, admission policies, or athletic and other school administered programs.

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## ***ACADEMIC POLICIES***

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### **1. CURRICULUM**

St. Monica Catholic School motivates and encourages our children to reach their highest potential by offering a challenging curriculum and a supportive environment, designed to empower them with knowledge and self-discipline. St. Monica Catholic School exist to proclaim the Gospel message, to build community, and to educate. All the people in the school —administrators, teachers, clergy, parents and students — share a common life of prayer, mutual responsibility, and freedom. Life in a Catholic school is shaped by the values of the Gospel — peace, justice, community, love, patience, reconciliation, and respect.

We build our curriculum on a program of study modeled after the Trivium based on grammar, logic and rhetoric, engaging the natural stages of a child’s development and their desire to learn. During the “grammar” years, children soak up knowledge. They memorize, absorb facts, learn the rules of phonics and spelling, recite poetry, and study plants, animals, basic math and other topics. In the “logic” stage children learn to analyze, question, discern and evaluate. Students learn to think through arguments, pay attention to cause and effect and begin to see how facts fit together. Teachers stay up-to-date through continuing-education and in-service programs. We design each course of study to make the most of all our resources.

Our curriculum is integrated (inter-disciplinary) and scaffolded (frequent return to concepts and deepening of knowledge and understanding) which aids in establishing connections, cementing concepts and promoting relational thinking.

### **2. HOMEWORK**

Homework is meant for practice of learned skills and concepts, studying and independent reading. Homework serves as a way of informing parents about curriculum.

#### **a. INTERMEDIATE LEVEL HOMEWORK PURPOSE**

The purpose of homework at the intermediate grade levels (grades 4-5) is two-fold:

- To reinforce the material being taught at school.
- To practice of previously learned information and help solidify student mastery of the subjects.

#### **b. MIDDLE SCHOOL HOMEWORK PURPOSE**

The purpose of homework at the middle school level (grades 6-8) is three-fold:

- To reinforce material presented during class by practicing skills at home;
- To delve more deeply into a subject through extended reading and research; and
- To use various study techniques, correct previous errors, study for tests and review.

#### **c. MIDDLE SCHOOL LATE HOMEWORK POLICY**

In the Middle School, homework is the responsibility of the student. When homework is not completed on time, there is a reduction in the grade. A late assignment will not receive a grade higher than eighty percent (80%). Further reduction of the grade is at the discretion of the individual teacher.

#### **d. MAKE-UP HOMEWORK**

Students may request make-up homework after twenty-four hours have elapsed between the event of the illness and request for homework assignments. Students should check online classroom websites for

homework assignments that may have been missed. For absences of several days, 1 day is allowed for make-up, for each day of excused absence.

### 3. REPORT CARDS

Report cards are issued each trimester. Report card dates are indicated on the School calendar. The purpose for evaluating the student, both in subject matter areas and in character development, is so that both parents and teachers may cooperate in helping the student to reach his/her highest potential. Parents should examine the report card carefully and make arrangements to speak with the teacher if necessary. Final report cards will not be released to families until all fees are paid in full or payment arrangements are made with the principal.

### 4. STUDENT INFORMATION SYSTEM

Through the online access provided by FACTS Family, parents of students will have online access to student attendance, homework, teacher communication, all school communication, 4th – 8th grades' assignments and report cards.

### 5. GRADING SCALE

The St. Monica Catholic School grading scale for grades 4<sup>th</sup>-8<sup>th</sup> is listed below. K-3<sup>rd</sup> do not use a percentage based grading scale.

|             |             |   |
|-------------|-------------|---|
| A >= 100-93 | C >= 76-73  | AB = 0 (until assignment is complete)                   |
| A- >= 92-90 | C- >= 72-70 | INC = 0 (Incomplete)                                    |
| B+ >= 89-87 | D+ >= 69-67 | EX = (assignment will not be used in grade calculation) |
| B >= 86-83  | D >= 65-63  |   |
| B- >= 82-80 | D- >= 62-60 |   |
| C+ >= 79-77 | F >= 59-0   |   |

### 6. ATTENDANCE AND GRADES

Excessive absences or tardiness may have a significantly negative impact on a student's overall grade. Teachers will provide written notice to the parents if an attendance issue may affect a student's grade.

### 7. CHEATING POLICY

As a Catholic school founded on religious principles, St. Monica Catholic School values the academic integrity of the education that it offers. At St. Monica Catholic School, cheating, in any form, is considered immoral and unethical. A student who cheats undermines both the moral and intellectual purpose of his/her education and shows a lack of respect for the school, fellow students, and himself or herself. Cheating has no place in our school because we value justice; therefore, cheating will be dealt with very seriously, according to the policies outlined below.

Should a student be caught cheating in any manner, or enabling another student to cheat, the following steps will be taken:

1. Written notification will be sent by the teacher to the Principal.
2. Loss of credit for the assignment on which a student cheated, regardless of its type or scope including homework, research papers, quizzes, and exams.
3. Counseling from the Principal will occur to help the student understand the consequences of his/her actions and to assist the student in acquiring constructive methods of succeeding.
4. Written notification of parents by the teacher.

In addition, any or all of the following disciplinary actions may occur including but not limited to a conference with parents, detention, student suspension, and/or student failure of the course.

## **8. STANDARDIZED TESTING**

St. Monica Catholic School administers the MAP Test. Measures of Academic Progress® (MAP®) creates a personalized assessment experience by adapting to each student's learning level—precisely measuring student progress and growth for each individual student.

## **9. CONFERENCES**

Parents must email the teacher in advance to arrange a teacher conference. It is not appropriate to show up for unscheduled conferences or visits just prior to or after school, as often the teacher has other plans or duties already scheduled.

## **10. ACADEMIC PROBATION GUIDELINES FOR NEW AND EXISTING STUDENTS**

The educational goal of St. Monica Catholic School is to ensure that each student will succeed academically according to his or her capabilities. Every student, parent and staff member must be committed to this goal since the work of Catholic education must involve the entire team in order to succeed. There must be on going communication between the teachers and the parents regarding the student's progress. It is the student's responsibility to maintain passing grades, complete all assignments, have required materials, be on time for class, submit quality work, and exhibit respectful behavior. After being placed on academic probation, if a student continues to receive failing grades, the Principal may, at his or her discretion, dismiss the student from attending St. Monica Catholic School. St. Monica Catholic School's academic program and learning environment may not meet the educational needs of every student. In these instances, the School offers assistance to parents in discovering alternative programs to meet the specific needs of the student.

## **11. ACADEMIC PERFORMANCE POLICY**

Students will be promoted to the next grade at the end of the academic school year in June if they have fulfilled the grade requirements. Students who earn two or more D's, F's or I's (incomplete) in the subjects of reading/literature, English, math, social studies, science, or religion in one trimester will be placed on academic probation. All new students enter the school with Probation status. They must prove their commitment to our academic program by following the expectations above. Students who earn two or more F's (59% or below) for more than one trimester, in any sequence, will not be promoted. If a student's promotion to the next grade is in danger, the parents and student shall be notified in writing by April 30. A final decision on the promotion of the student may be subject to evaluation of academic performance of the last trimester of the year.

## **12. RECORDS AND TRANSCRIPTS**

St. Monica Catholic School adheres to the Buckley Amendment (Family Education Rights and Privacy) regarding access to records. Records of students transferring to other schools will only be sent through the US Mail. No records will be given to parents to transport to the new school. Students requesting records, transcripts, or recommendations must submit a written request to the School Office with five business days' notice. No records will be sent to transferring schools of students whose financial commitment is in arrears.

Parents have certain rights with respect to their child's educational records. These rights include:

1. The right to inspect and review the student's educational records within forty-five (45) days of the day the School receives a request for access. Parents should submit to the Principal a written request that identifies the records they wish to inspect. The Principal will arrange a time and place where the records may be inspected.
2. The right to request the amendment of the student's record that the parents believe is inaccurate or misleading. The request must be made in writing, which clearly identifies 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, it shall notify the parents in writing.

3. The right to consent to disclosure of personally identifiable information contained in the student's educational records.

With respect to the rights of non-custodial parents, and in the absence of a court order to the contrary, the School will provide the non-custodial parent with access to the academic records and to other School related information regarding the child. If there is a court order specifying that there is to be no information given, it is the responsibility of the custodial parent to provide the School with an official copy of the court order.

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## ***ATTENDANCE***

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### **1. ATTENDANCE POLICY/STUDENT ABSENCE**

Three factors make school attendance imperative including:

- State law requires that minors between the ages of 8 and 17 attend school during normal instructional periods;
- Absences make it difficult for the teachers to maintain continuity in the student's educational program; and
- When students are taken out of school frequently for non-illness reasons, we may be sending them the wrong message about the importance of attending school on a regular basis.

Regular attendance at school is required, and absences are discouraged since any absence from school is detrimental to a student's progress. However, there are unique opportunities, such as family celebrations, field trips and travel opportunities, which offer invaluable experiences. The goal is to limit the number of absences due to these experiences without prohibiting them.

### **2. DISCRETIONARY/PRE-ARRANGED ABSENCES**

Discretionary/pre-arranged absences include but are not limited to absences for family trips, travel, field trips and athletic activities. There is no differentiation between excused and non-excused absences or tardy. The student is responsible for making up work associated with any absence from School pursuant to the parameters listed below.

### **3. PROCEDURE FOR APPLYING FOR A DISCRETIONARY/PRE-ARRANGED ABSENCE**

Parents must notify their students teacher(s) in writing at least five (5) days before the planned absence from School. The school will consider unexpected circumstances which prevent a student from providing the five (5) day notice. As part of this process, teachers will be asked to state their recommendations regarding the absence to the Principal and indicate how the absence might affect the student's progress. It is the student's responsibility to make-up missed work. The student will contact his or her teachers and request the specific assignments that will be missed. On occasions, when actual assignments cannot be duplicated, teachers may need to assign parallel work covering the course material. All assignments may be made up and turned in for credit within the time limit specified by the teacher. The teacher will check make-up work and give full credit earned. The School cannot guarantee that the parallel work will provide the same quality instruction as the student would have received in class.

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## ***COMMUNICATION***

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### **1. SCHOOL PARENT EMAIL LIST**

As provided in the Enrollment Agreement, when you give St. Monica Catholic School your email address, it is added to the Parent Email Group. The Parent Email Group is used to communicate School announcements, Weekly Newsletter and other School related information. The Parent Email Group may not be used for any purpose other than official School communication and should not be used by parents without prior approval for use of the Parent Email Group list from the Principal.

### **2. WEEKLY COMMUNICATION BETWEEN SCHOOL AND FAMILIES**

Each week, an all-parent email will be sent out to School families which include the weekly newsletter, Principal updates, and other important information. Information and forms will be readily available for families on our school website or school information system.

### **3. NON-CUSTODIAL PARENT COMMUNICATION**

Upon request, duplicate report cards and parent-teacher conferences will be arranged for divorced or separated parents. Unless otherwise noted, the parent responsible for paying tuition is the parent to whom official transcripts will be forwarded from the School. In situations where parents are divorced or separated and one parent is designated as legal guardian with limited visitation rights granted to the other parent, completed copies of the custody papers (parenting plan) must be kept on file in the School Office. A copy of any restraining order is also required to be kept on file in the School Office.

### **4. INVITATIONS TO ACTIVITIES OUTSIDE OF SCHOOL**

In order to avoid hurting the feelings of others, party invitations may not be distributed at School unless the entire class is invited.

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## ***DRESS CODE***

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### **1. REQUIRED UNIFORMS**

The St. Monica Catholic School uniform requirements are to be strictly observed by all students. The Principal has the final say in all dress code matters. If some unforeseen emergency prevents wearing the uniform for a day, a written note from the parent to the Principal is required. This note is valid for one day only.

We partner with both Dennis Uniform & Land's End for our required school uniform. Please use these codes when ordering, Land's End: [www.landsend.com](http://www.landsend.com) School Code: 900163767 and Dennis Uniform: [www.dennisuniform.com](http://www.dennisuniform.com) School Code: XTM450.

Parent Club maintains a "uniform exchange" option and throughout the year makes gently used uniforms available at no cost.

**The St. Monica Catholic School dress code:**

BOYS AND GIRLS

Green Sweatshirt with School Logo\*, All grades

Sweater with Logo Green\*, All grades

\*Either a green sweatshirt or sweater with LOGO is required for Friday Mass.

PE Uniform

Gym mesh shorts Forest Green, 4-8 required

Spirit Wear t-shirt for PE, 4-8 recommended

In order to eliminate changing time prior to PE class, we encourage students to wear their PE shorts and Spirit Wear on Wednesdays, our PE class day. All students, regardless of grade, must wear gym shoes during PE class.

SPIRIT WEAR

We sell a variety of school logo gear called Spirit Wear Cloud 9 Sports. Online sales are available twice a year. Additionally, Spirit Wear is also available through Lands' End all year long (different selections).

GIRLS

White polo shirt, All grades

Evergreen drop waist dress, PreK only

Jumper Sequoia, PreK-3 grades

Skirt Sequoia, 4-5 grades

Skort Sequoia, 4-5 grades

Khaki Skirt/Skort, 6-8 grades

White or green anklets, knee highs or tights, All

Navy Walking shorts or pants, PreK-5 grades

Khaki Walking shorts or pants, 6-8 grades

BOYS

White Polo Shirt, All grades

Pants Navy twill or corduroy, PreK-5 grades

Pants Khaki Twill, 6-8 grades

Walking shorts Navy, PreK-5

Walking shorts Khaki, 6-8

White or green socks, All grades

Leggings: May be worn if they are form fitting and come down to the ankles like tights. Colors: navy, black, white, forest green

Socks: Socks must be worn with shoes and must cover the ankles. They may be knee high as well.

Shoes: No Flip-Flops or sandals allowed. Boots can only be worn as weather dictates. No shoes with wheels in the soles are allowed.

Shorts: Only tailored uniform shorts or PE shorts are permitted. No long, baggy, cargo style, as well as short shorts are not allowed.

**2. FREE DRESS DAYS**

Many of our Free Dress days throughout the year are themed for the holidays or fun activities like our Talent Show. We ask students to wear appropriate, neat clothing which may include jeans, athletic pants or appropriate shorts/skirts. Shirts may include t-Shirts, golf shirts and team shirts or jerseys. We even have PJ themed days!

**3. ADDITIONAL DRESS CODE INFORMATION**

Clothing that is not allowed includes miniskirts, shirts with spaghetti straps, tank tops and t-shirts with offensive or inappropriate language or content or any torn or ripped clothing, bicycle pants, tattered jeans or pants, clothes that are skintight or are excessive in size, low riding pants or low-cut tops. Bare midriffs are unacceptable.

- Hair is to be neatly groomed. Extreme hairstyles, including inappropriate colors, are not acceptable.
- Hats and caps are not to be worn in Church or inside the School building.
- The School does not encourage the use of make-up by students. MS girls who choose to wear it must do so in a manner which is not distracting.
- Jewelry should not interfere with the traditional school uniform. For safety reasons long dangling or hoop earrings are not encouraged. Simple and appropriate jewelry is allowed but is not encouraged.
- Smart watches are NOT to be worn during the school day. Students can turn them into their teachers for safe keeping during the day.

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## ***EMERGENCY AND SCHOOL CLOSURES***

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### **1. EMERGENCY PROCEDURES**

In the event of snowstorms, windstorms, earthquakes or other emergencies occurring during the School day which result in School closure, students will be kept at School until a parent or authorized person picks up the students.

### **2. INCLEMENT WEATHER/EMERGENCY CLOSING DAYS**

When there are hazardous conditions due to evening or early morning snowfall, inclement weather or other emergencies, St. Monica Catholic School will inform KOMO, KING, KIRO television stations whether or not school will be delayed or closed. St. Monica Catholic School often follows the Mercer Island School District school closure schedule. In addition, the School will send an email and Parent Alert text in the event of closures or delays.

### **3. EMERGENCY CONTACT INFORMATION**

It is the responsibility of the parents to provide the most current emergency contact information to St. Monica Catholic School. This is completed through FACTS ParentWeb.

### **4. AUTHORIZED PICK-UP PERSON**

Any person picking up a child at St. Monica Catholic School must be authorized by the child's parent. It is the responsibility of the child's parents to provide prior written notice authorizing pick-up by a named person to the School Office or listed their ParentWeb profile. Parents must notify the office if someone not on the authorized list is being up their child. Children will not be released to any unauthorized person.

### **5. SAFE ENVIRONMENT/DRILLS**

St. Monica Catholic School will conduct periodic emergency and evacuation drills as required by law.

## ***FAITH DEVELOPMENT***

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### **1. SCHOOL MASS**

Students attend Mass 8:30 am every Friday as part of the regular school day. Parents are always encouraged to attend school Mass. All staff present on school grounds attend Mass and the office may be closed during Mass. Our schedule allows for parents to attend daily 8 AM Mass with their children, Monday-Thursday, without being marked tardy.

### **2. SACRAMENTS**

All sacramental preparation is conducted in cooperation with the Parish Religious Education Office and St. Monica Catholic School. The Parish and the School recognizes the parents' role in the religious education of their children. Parents must enroll their children and pay the required fees to the Religious Education Office for Reconciliation (2<sup>nd</sup> grade), Eucharist (2<sup>nd</sup> grade) and Confirmation (7<sup>th</sup> & 8<sup>th</sup> grade) preparation. The course work is conducted during the school day.

### **3. ALTAR SERVERS**

Beginning in Fourth Grade, all students are given the opportunity to be trained as altar servers and to serve at Mass. Trained altar servers are scheduled throughout the year for daily and weekend Masses. Altar servers are sometimes asked to serve at funerals during the school day.

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## ***FUNDRAISING***

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### **1. AUCTION COMMITMENT**

Each family is required to donate an item for our annual auction value at \$200 or more. Our Annual Gala Auction is held in the spring, all money raised is used for our current school year operating budget. This is our major fundraiser for the entire school year and participation by the whole school community is vital.

### **2. SCRIP PROGRAM**

Our SCRIP Program is a fundraising program available to all school families, parishioners, and school supporters. As a school organization, we can buy gift cards (referred to as "Scrip") at a discount and resell them at face value, thereby raising funds for St. Monica School. We will use the \$ to help fund teacher enrichment and wish list items during the school year.

### **3. ST. MONICA ANNUAL FUND**

The Annual Fund contributions helps bridge the gap between what is charged for tuition and the actual cost of educating our students. We ask our community of parents, alumni, alumni parents, parishioners, grandparents and friends to donate to our Annual Fund. Our goal is 100% participation from our school families since they are the main beneficiaries of the fund.

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## ***HARRASSMENT AND BULLYING***

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### **1. HARRASSMENT**

Harassment of any type is not tolerated at St. Monica Catholic School. St. Monica Catholic School will investigate all complaints of harassment. Students involved in harassing behavior will face detention, suspension, and/or expulsion.

### **2. BULLYING**

St. Monica Catholic School attempts to provide a safe environment for all individuals. Verbal or written threats made against the physical or emotional well-being of any individual are taken very seriously. Students making such threats (seriously or in jest or online) face detention, suspension, and/or expulsion. Any cyber bullying will be reported to the Mercer Island Police Department.

### **3. PROTOCOL FOR HANDLING GREIVENCES**

St. Monica Catholic School wants to ensure that any miscommunications are cleared up quickly. If this happens with you, please use the following procedures:

- a. First, talk with the person involved;
- b. If that does not arrive at a satisfactory resolution, please discuss your concerns with the Teacher;
- c. If there is no resolution to your concerns after discussing them with the Teacher, then the Principal may be consulted on the issue.

If you have questions or concerns of a general nature, please contact the School Administrative Assistant in the School Office or the School Principal. Please remember to make confidentiality a priority at all times.

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## ***HEALTH MATTERS***

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### **1. ILLNESS AND INJURY**

Students who become ill or injured while at School will be sent to the School office for observation and rest or first aid. If there is any question as to the seriousness of an injury, the parents will be notified immediately. If the parents are not able to be contacted, the people listed as the emergency contacts on ParentWeb will be called. If they are unable to be reached, the child will remain in the School's Office. No student will be sent home unless there is an adult to receive them.

### **2. AUTHORIZATION TO DISPENSE MEDICATION**

If a student requires medicine during the school day, the parent must complete an [Authorization for Oral Medication](#) form that will be kept on file in the School Office. The Authorization to Dispense Medication Form must be signed by the parent and the physician. It is the parent's responsibility to keep this form current. The [Authorization for Oral Medication](#) form is available in the School Office or on ParentWeb.

### **3. MEDICATION RECORDS**

One of the requirements of the state regarding disbursement of medication is that a daily, written record be kept. In addition to the authorization forms from parents and physician, the School must keep a record indicating who dispensed medication, what the dosage is, and the time the medication was administered. Disbursement of Tylenol, Motrin, aspirin or any type other type of anti-inflammatory also requires an authorization form on file in the School Office.

#### **4. ORAL MEDICATION**

Oral medication will be handled by the School pursuant to the following parameters:

- a. All medication will be stored in a locked drawer or cupboard in the School Office or designated health area.
- b. All medication must be stored in the original pharmacy container listing the student's name and proper dosage.
- c. Medications will be dispensed by employees of the School who have received necessary training to administer the medication. The employees dispensing medication include the School secretary, the Principal, and the Advancement Director.
- d. A list is maintained in the School Office with the names of all students who come for medication along with a place on the form to indicate the time medication is to be administered and the initials of the adult who administered them. Lines should be provided on the form to add the occasional student who must receive medication at School.
- e. If a child fails to come to the office in a timely manner to receive medication, the authorized adult must send for him/her.

#### **5. SCHOOL CELEBRATION FOODPOLICY**

Distribution of treats during the school day to the entire class must be arranged in advance with the student's teacher. For school celebrations and birthday party treats, parents should also be aware of any food allergies that might be present in a classroom as they select the foods and beverages that might be consumed within a classroom.

#### **6. NUTS POLICY**

St. Monica Catholic School strives to have nut-free areas. No nuts or nut derivatives of any kind, including peanuts, should be included in shared treats or snacks at St. Monica Catholic School. Please remind your child not to share food with friends as allergies might not be fully known by all children.

**Note:** Peanuts aren't a true nut; they're a legume. But the proteins in peanuts are similar in structure to those in tree nuts. For this reason, people who are allergic to peanuts can also be allergic to tree nuts, such as almonds, Brazil nuts, walnuts, hazelnuts, macadamias, pistachios, pecans, and cashews. For a person who is allergic, exposure of any kind can result in death.

#### **7. FOOD ALLERGY POLICY**

St. Monica School recognizes that life threatening food allergies are an important condition affecting many school children and positively welcomes all students with food allergies. In order to minimize the incidence of life threatening allergic reactions, the School will maintain a system-wide procedure for addressing life threatening allergic reactions. We will maintain an Emergency Action Plan for any student whose parent/guardian, and physicians have informed the School in writing that the student has a potentially life threatening allergy. At the beginning of each school year, the School Office will send a letter to teachers of students in any classroom where one or more students have a food allergy.

## **8. NOTIFICATIONS**

The School Office will be responsible for notifying classroom teachers about the nature of the life threatening allergies faced by students. This notification will include an explanation of the severity of the health threat, a description of the signs and symptoms to be aware of and what allergen (food, materials, etc.) to avoid.

## **9. SCHOOL FIELD TRIPS**

St. Monica Catholic School will ensure field trip planning and takes into account any medical requirements. Medications including an EpiPen and a copy of the student's Emergency Health Care Plan must accompany the teacher or driver. A cell phone or other communication device must be available on the trip for emergency calls. The adult carrying the EpiPen will be identified and introduced to the student as well as the other chaperones.

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# ***LUNCH AND RECESS***

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Students may bring their own lunch or participate in the Lunch Ladies Catering Hot Lunch Program.

### **1. HOT LUNCH**

Lunch Ladies Catering provide our school hot lunches and ordering is done online. Lunches cost \$4.85 plus tax. Each lunch comes with the main entrée and fruit and vegetables depending on the main entrée. Pizza lunches come with carrots and treat. They also offer several hot and cold items each day. An upgrade to large on any of the items can be purchased for an additional \$1.25. A la carte items such as extra fruit, cookies, brownies, water and juice for \$1.00. All students PreK – 8th grade may order lunch through Lunch Ladies.

### **2. LOST OR FORGOTTEN LUNCH**

Students who did not pre-order their lunch or with forgotten lunches will have a simple lunch option – Uncrustable sandwich and fruit snack - for \$5.

### **3. PLAYGROUND RULES**

"Safety first" must be the number one rule when playing on the play structures.

Playground Rules:

- a. When using the slide, you must be sitting feet first.
- b. Share and be respectful to all people. Teasing or bullying behaviors are not tolerated.
- c. Always try to show good sportsmanship.
- d. Leave all rocks on the ground. Climbing trees is prohibited.
- e. Do not throw anything except balls.
- f. Food is not prohibited.
- g. Students may not leave the School boundaries to retrieve playground equipment.
- h. When the whistle is blown, STOP what you are doing and WALK to the line.
- i. Once in line, please remain quiet and follow any instructions by the supervisor or the teacher.

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# ***MISCELLANEOUS***

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### **1. LOST AND FOUND**

Students and parents may retrieve lost articles in the School lost and found throughout the year. The lost and found is located on the first floor of the School around the corner from the School Office near the Scrip room.

Please label all sweatshirts and items so that the owner may easily reclaim them. Any items not claimed by the end of the school year, will be donated to a charity.

## **2. LOCKERS/DESKS**

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

## **3. VISITORS**

Parents should email the teacher directly to arrange all visits to the classroom. All visitors must check-in at the School Office and wear a visitor's badge while on campus; visitor's must also sign-out before leaving. This rule is for the safety of all students and staff at St. Monica Catholic School.

## **4. LIBRARY**

The library is designated as a place for quiet study and research and should be used for no other purpose unless specifically scheduled or authorized by the Principal. The library is open for use during lunch recess provided students get a pass from their homeroom teacher and there is an adult present to supervise the students.

## **5. PHOTOS OF STUDENTS**

During registration parents give consent for St. Monica Catholic School to publish photos, artwork and written work of students. This includes marketing materials and social media posts.

## **6. ANIMALS/PETS**

To ensure the safety of all students, animals/pets are not allowed in the School building or on School grounds without the permission of the School Office.

## **7. BOOSTER SEATS**

Pursuant to Washington State law, effective June 1, 2007, children less than eight years old must be restrained in child restraint systems, unless the child is four feet nine inches or taller. Child restraint systems include a child car seat, booster seat, vest, or other restraint that is federally approved for use in the car. A child who is eight years old or older, or four feet nine inches or taller, must be properly restrained either with the motor vehicle's safety belt or an appropriately fitting child restraint system. Children under thirteen years old must be transported in rear seats where it is practical to do so. It is the parent's responsibility to be familiar with the current booster seat laws. For more information, Parents should contact the Washington State Booster Coalition at 1-800- BUCK-L-UP or [www.boosterseat.org](http://www.boosterseat.org).

## **8. SCHOOL FORMS**

All necessary forms are posted on the School website or ParentWeb including; Authorization for Oral Medication; Day Field Trip Consent; Extended Field Trip Consent; Field Trip Driver Information; Parent Club Reimbursement; Immunization Exception; Walker/Carpool Permission.

## **9. RIGHT TO AMEND HANDBOOK**

St. Monica Catholic School reserves the right to amend this Handbook. Notice of amendments will be sent to parents via the weekly email.

## **10. DIRECTORY INFORMATION**

The St. Monica Catholic School Directory information is the portion of the educational record that is not generally considered harmful or an invasion of privacy if disclosed. Generally, this information includes a student's name and school activities, family members' names, addresses, email addresses, and telephone numbers.

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## ***PARENT INVOLVEMENT***

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Parents have numerous opportunities to become involved at St. Monica Catholic School. Many parents serve as coaches in the year-round CYO competitive sports program. Other families volunteer to serve through the many school activities coordinated through St. Monica Parents Club. These programs include fundraisers and family socials.

### **1. SERVICE COMMITMENT**

All our families commit during registration to a minimum of thirty (30) service hours between July 1st and June 30 to the school. Service hours may be earned in the school and/or parish activities. Buy-out and hour reporting information is available in the Fees section or on ParentWeb.

### **2. SAFE ENVIRONMENT TRAINING & APPROVAL**

All individuals who volunteer in the School will be asked to complete the Diocesan mandated background check and must also take the Safe Environment Training Class offered through the Archdiocese prior to participating in unsupervised interaction with students including but not limited to field trip chaperones and drivers.

### **3. USE OF SCHOOL GROUNDS AND FACILITIES**

School families may not use any school facilities or parish facilities unless they receive prior written consent from the School Principal or Parish Office, as applicable.

### **4. PARENT CLUB**

Every parent who has a child enrolled in St. Monica Catholic School is a member of the Parent Club. Parents are encouraged to participate in the child's education by becoming involved in any of the variety of programs that are available and by attending Parent Club meetings, which are held periodically throughout the year.

The Parent Club is here to enhance the quality of education and well-being of our students, while supporting our teachers and staff. Parent Club helps support the educational mission of St. Monica School through service, community building, communication and fundraising.

Parent Club coordinates the many volunteer efforts needed by the School community, which significantly enhance the Catholic school educational experience. The function is to assist students, faculty and administration in whatever areas are appropriate and useful. Parents have many opportunities to get involved throughout the school year.

### **5. SCHOOL COMMISSION**

The School Commission is a consultative body of parents/parishioners that advise and support the Principal of St. Monica Catholic School and Pastor of St. Monica Parish on matters pertaining to St. Monica Catholic School. The Commission's responsibilities, in cooperation with the Principal and the Pastor, include without limitation, the following:

- a. Recommending a mission statement for the School grounded in the Catholic faith tradition;
- b. Advising on policy decisions affecting St. Monica Catholic School;
- c. Setting long range goals for St. Monica Catholic School;
- d. Developing a plan to finance the School including but not limited to setting tuition structures, financial development and fundraising;
- e. Evaluating the School's goals and plans;
- f. Acting as a liaison between and among parishioners, parents, and the School;

- g. Reviewing the proposed annual school budget with particular attention to evaluating the effectiveness of the budget of the preceding year together with demonstrated needs, and making a final budget recommendation to the Pastor and the Principal which will include but not be limited to recommendations on tuition and registration fees;
- h. Advising upon such other matters as may be brought to the attention of the Commission by the Pastor, Principal, parishioners or parents;
- i. Participating in Catholic Schools Week and the Annual Fund Appeal; and
- j. Attending Commission Meetings on a regular basis.

## **6. SCHOOL COMMISSION ELIGIBILITY**

In order to be eligible for the Commission, an individual should: a) have a genuine interest in Catholic education; b) be a parent of one of the school children, or a parent of an Alumni of St. Monica Catholic School, or a Parishioner for an At-Large position or meet the criteria of the designated positions outlined in Article II, Section C of the Bylaws; c) be able to remain objective, but influence public opinion when necessary; d) be able to maintain group confidentiality; e) be willing to support Commission decisions-even if they don't completely agree; f) support the Archdiocesan, parish, and School philosophy and mission; g) work as a group member in a spirit of cooperation and consensus; and h) deliberate with justice and charity, serve willingly, and contribute your personal talents and expertise.

## **7. COMMISSION SELECTION PROCESS**

Persons interested in the Commission will be asked to submit a written statement to the School Office identifying their interest in joining the Commission and their background and skills.

The Discernment Committee will discuss all Commission candidates at a subsequent meeting and provide recommendations to the Commission and the Principal. Candidates may be interviewed by the Principal if the Principal deems such interviews necessary. Based on the Candidate submissions, the Discernment Committee comments and Candidate interviews if applicable, the Principal will determine which Candidates to invite onto the Commission and will notify such Candidates prior to the end of the academic year.

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# ***STUDENT ACTIVITIES***

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## **1. CYO SPORTS**

CYO Sports are offered through the Parish. If you are interested in CYO sports, please go to the St. Monica Parish website for sports opportunities, registration materials and contact information.

## **2. FIELD TRIPS**

Field trips are a privilege offered to students. Students may be denied participation in a fieldtrip if they fail to meet academic or behavioral requirements. The following Fieldtrip Guidelines apply to all St. Monica fieldtrips:

- a. Field trips are designed to correlate with teaching units and to achieve curricular goals.
- b. Each grade does not have the same number of field trips.
- c. Field trips are permissible for all grades when advanced planning, location, and the experience insure a successful learning opportunity.
- d. Each student must provide a written, official permission slip, signed by his or her parent before the student will be permitted to attend the field trip activity. Verbal permission from the parent will not be accepted. Permission slips are due at least twenty-four (24) hours prior to the event.

- e. The official field trip permission slip provided by the teacher is the only format that may be used to allow a student to participate in a fieldtrip. If you have any questions regarding completion of the Official field trip permission slip, please contact the teacher.
- f. Parents may refuse to permit their child from participating in a field trip by stating so on the official field trip permission form. Students who do not attend a field trip will attend school to complete a learning activity representative of the field trip content.
- g. Students who are participating in the field trip must ride to and from the fieldtrip in the designated transportation.
- h. All monies collected for field trips are non-refundable.
- i. Cell phones are not allowed on field trips unless otherwise directed by the teacher and/or administration.

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## ***SCHOOL SCHEDULE***

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### **2020-21 BELL SCHEDULE**

|               |  |
|---------------|--|
| 8:25 - 8:35   | Class Meeting / Attendance   |
| 8:35 - 8:40   | Morning Prayer   |
| 8:40 - 9:35   | Period 1 (Walk-to-Math)  |
| 9:37 - 10:17  | Period 2   |
| 10:17 - 10:38 | Recess / Snack   |
| 10:39 - 11:17 | Period 3   |
| 11:19 - 11:59 | Period 4   |
| 11:59 - 12:03 | Prayer / Angelus (Homeroom / School)                                 |
| 12:03 - 12:45 | Lunch / recess   |
| 12:48 - 1:28  | Period 5   |
| 1:30 - 2:10   | Period 6   |
| 2:12 - 3:00   | Period 7 - Study Hall / Office Hours / Homework Time / Homework Help |

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## ***TUITION AND FEES***

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### **1. TUITION RATES**

We use FACTS Tuition Management to process school payments.

- All families must set-up a FACTS payment account.
- Tuition, After School Care, and fees will be collected through FACTS.
- New Student Application \$150 first child and \$25 each additional sibling
- Registration fee is \$250 per year per family & non-refundable

St. Monica Tuition PreK- 8th Grade      \$13,100 per student  
Early Release- Preschool-Kindergarten      \$9,500 per student

## St. Monica Catholic School Handbook

|                            |   |
|----------------------------|---|
| One Child- APT Grant*      | -\$3,400 per student (yearly tuition \$9,700) |
| Two Children- APT Grant*   | -\$4,000 per student (yearly tuition \$9,100) |
| Three Children- APT Grant* | -\$4,600 per student (yearly tuition \$8,500) |
| Fourth Child + Free        |   |
| Early Release APT Grant*   | -\$2,000 per student (yearly tuition \$7,500) |

*\*To be eligible for the Active Parishioner Tuition (APT) Grant, the sacrificial giving commitment (stewardship card) must be submitted at St. Monica Parish and renewed each year.*

[Parish Sacrificial Giving Form](#)

### 2. TUITION DISCOUNTS

Tuition and fees only cover approximately 65% of the cost of educating students at St. Monica Catholic School. St. Monica Parish and its members, including non-school families, generously support our school order to provide for the remainder of the School's operation costs.

Therefore, in the interest of fairness and equity, and to foster educational excellence through financial stability St. Monica Catholic School offers discounts for school families that are parishioners as well as financial aid grants.

#### **St. Monica Parish Tuition Discount Policy**

To receive the St. Monica Tuition Rate, a family must;

- Have a Stewardship Commitment Card on file with St. Monica Parish and must be fulfilling that pledge through regular contributions
- Be fulfilling the contract obligations contained in the Enrollment Contract including but not limited to on-time tuition payment, the service and fundraising commitment contained therein.

**If you do not qualify for the parish discount you will pay the Full Tuition Rate for your child(ren).**

### 3. TUITION RATE SCHEDULE & PAYMENT OPTIONS

St. Monica Catholic School uses FACTS, an independent third party, to process tuition payments or domestic students. To learn more about tuition management please visit the FACTS website.

- All families will set up FACTS accounts.
- Tuition, After School Care, and classroom fees will be collected through FACTS.
- Payments through FACTS will be made annually, semi-annually, quarterly, or monthly (with an additional 2.85% processing fee).

### 4. FEES

|   |                           |                      |
|---|---------------------------|----------------------|
| Educational Tech/Curriculum/ School Supplies* | PreK-8th Grade Students   | \$200 per child      |
| Parent Club Classroom Fee*                    | PreK – 8th Grade Students | \$100 per child      |
| Preschool Enrichment*                         | All Preschool Students    | \$1,000 per child    |
| Environmental Camp*                           | 5th / 6th Grade Students  | \$200 per child      |
| Graduation*                                   | 8th Grade Students        | \$150 per child      |
| Full Time After School Care**                 | PreK-5th Grade Students   | \$3,000 for the year |

*\*Required/non-refundable*

*\*\*Please see the registrar for part-time ASC rates. ASC drop-in is \$13 per hour.*

Optional additional fees include Auction and Service Hour commitment buy-out. Annual Fund Donation encouraged for all school families.

## **5. STUDENT WITHDRAWAL**

Families who give written notice of withdrawing their child/ren from St. Monica Catholic School between the time of enrollment through the start of the next school year, are liable for the tuition of June, July, August, and September. Families who give written notice of withdrawing their child/ren from St. Monica Catholic School beginning in October are liable for a percentage of the total annual tuition as indicated on the chart below:

- October – 50% of total tuition
- November – 75% of total tuition
- December and beyond – 100% of total tuition

## **6. TUITION ASSISTANCE PROGRAM APPLICATION PROCESS**

All families who wish to apply for tuition assistance at St. Monica Catholic School must complete the FACTS Grant Management online application. FACTS will notify the School once the application is submitted. After FACTS Grant Management has made their recommendations for grants, St. Monica Catholic School will take all the applications to the tuition assistance committee to evaluate and determine if additional tuition assistance award may be granted from the parish for each applicant. Applications received after the FACTS application process deadline will be accepted at the discretion of the St. Monica Catholic School Tuition Assistance Committee. The school office will inform families in a timely manner of the application process.

## **7. ELIGIBILITY CRITERIA FOR TUITION ASSISTANCE**

The St. Monica Catholic School Tuition Assistance Committee will review all applications and determine the amount of assistance to be awarded to each student applicant. The following list of criteria will be used to help determine the amount of tuition assistance awarded.

- a. Application Review: Applications submitted to the FACTS Grant Management as well as any applications the Tuition Assistance Committee has accepted after the initial application period will be reviewed by the St. Monica Catholic School Tuition Assistance Committee.
- b. Rankings: FACTS Grant Management will rank all applications based upon need.
- c. Applicants Standing in Parish: The St. Monica Catholic School Tuition Assistance Committee may consider whether the applicants are members of St. Monica Parish.
- d. Discretion of St. Monica Catholic School Tuition Assistance Committee: The committee can use its discretion in any and all matters regarding the award of tuition assistance.

## **8. CONTRACT REQUIREMENTS**

Each family receiving tuition grants will be required to meet all contractual requirements.

## **9. TUITION ASSISTANCE COMMITTEE**

The St. Monica Catholic School Tuition Assistance Committee's function is to decide how to best use the limited resources available for tuition assistance. The Committee's goal is to help as many families as possible and to do its best to assist the families most in need. The Committee is comprised of non-school related parish members of St. Monica Parish. The appointee can be anyone from the parish the pastor feels would be qualified to help such as a member of the parish's Financial Advisory Committee. The Tuition Assistance Committee conducts a blind review of the requests for tuition assistance. Only the Principal knows the identity of the applicants requesting tuition assistance.

## 2. MORNING CARE/STUDY HALL/AFTER SCHOOL CARE

Parents must pre-register students for Morning Care, Study Hall and After School Care through FACTS or the School Office. Payments for these programs are made through FACTS along with tuition.

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# TRANSPORTATION

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## 1. DROP-OFF & PICK-UP PROCEDURES

### **School Drop-off Procedures- begins at 8:00 am, doors open at 8:15 am, school starts at 8:20 am**

- Morning drop-off is a drive through procedure along the east side of 87<sup>th</sup> Ave SE.
- We have teacher aids to assist the children out of the cars.
- All cars should be facing North on 87<sup>th</sup> Ave, drive around the block to face the correct direction if needed.
- DO NOT drop off your children on the other side of the street and let them cross the street.

### **School Pick-up Procedures- Dismissal at 3:00 pm (2:00 pm on Wednesday)**

- All cars should enter from the south end of the parking lot off 44<sup>th</sup> St.
- There are two lanes of traffic entering the lot. Stay in the right-hand lane if you are going to pick up students. This is a “drive through and pick up lane” only. Please DO NOT park in this lane.
- Cars must continue to pull forward as others exit. When you have picked up all of your students, please pull into the left lane and exit the parking lot.
- If you plan to park in the limited spaces available, please enter from 44<sup>th</sup> St. and stay in the left-handed lane. Abide by the coned off areas and park in lined spaces.
- For the safety of all, you must use the designated crosswalk only.
- Traffic flows into the lot from 44<sup>th</sup> St. and exits the lot onto 87<sup>th</sup> Ave SE

## 2. BICYCLES

Students in Grades 3 and above may ride bicycles to School. Bicycles are not to be ridden on School property. Bicycles must be parked in the bicycle rack in the North parking lot. St. Monica Catholic School is not responsible for bicycles that are stolen or vandalized while on School property.

## 3. SCOOTER, SKATEBOARDS, ROLLERBLADES, & SHOES WITH WHEELS

Skateboards, scooters, roller blades or shoes with wheels are not allowed on School property.

## 4. WALKING TO SCHOOL

Students who walk to School should regularly follow an open, populated route which is the same daily. Parents should be able to easily check the route if there are questions about delays, or questions about arrival or departure of the Student. Students should avoid using shortcuts. Parents of students who observe or are aware of any dangerous or unsafe conditions or activity should report it to the School Principal immediately.

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## ***COMMUNICABLE DISEASE POLICY***

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St. Monica Catholic school follows the Archdiocese of Seattle's policy regarding communicable diseases.

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

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

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

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

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

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

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

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

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***Handbook Agreement Form***

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Thank you for taking the time to read the School Handbook. Please print a copy of this last page, sign and return to your oldest child's homeroom class.

This school handbook contains lots of important information about what needs to happen to have a safe, organized, and respectful school community. The aim is to provide each of us with the love, recognition, freedom, and fun, which we need to be happy and effective.

We come together in anticipation, hope, joy, and confidence that this school year will provide opportunities for growth, togetherness, and support for all of us. Complete, open, and compassionate communication is essential to working together effectively for the good of our children.

We ask God to send the Spirit of Wisdom to parents and teachers as partners in the education of our children during this school year.

Thank you for your time and support.

God bless,

Mrs. Marybeth Bohm  
Principal

**I acknowledge that I have read the St. Monica Catholic School Handbook. I understand and support the contents therein.**

**Date:** \_\_\_\_\_

**Student name(s) & Grade(s):**

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**Parent Signature:** \_\_\_\_\_