



# **SCHOOL HANDBOOK**

**2022-2023**

*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 12. St. Monica Catholic School has a student body of approximately 250 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 or above students in the Mercer Island Public Schools District.

The State of Washington fully accredits St. Monica Catholic School. It 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 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 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 (SLEs)**

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, school grounds, co-curricular school functions, and at home and 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 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 the 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 the 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 10<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:

- The first priority for admissions will be given to practicing, contributing parishioners who already have children enrolled in the school.
- The second priority for admissions will be a) practicing Catholics who already have children in the school and actively supporting the School and the Parish, or b) practicing, contributing parishioners registering their children for the first time.
- The third priority will be non-Catholics who have children in the school.
- The 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 available to the students. St. Monica Catholic School does not discriminate based on race, color, or national origin in the administration of its educational policies, admission policies, or athletic and other school-administered programs.

## *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 exists to proclaim the Gospel message, to build community, and to educate. All the school's people —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 phonics and spelling rules, recite poetry, 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.

### **HOMEWORK**

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

#### **a. ELEMENTARY LEVEL HOMEWORK PURPOSE**

At the Grammar level (K-5), learning occurs largely in the relationship between Student and Teacher. That means schoolwork should, for the most part, be done at school. Homework that is assigned will be age-appropriate, subject, and goal-oriented.

However, students will need extra practice in specific or new concepts, skills, or facts. In certain subjects (e.g., math or languages), regular practice at home may be necessary for mastery. We also recognize that parents are the primary educators of their child and that our collaboration and communication with parents is essential. Our teachers will keep parents informed as to the current topics of study in the class.

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

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

However, students will need extra practice to reinforce the material presented during class by practicing skills at home, delving more deeply into a subject through extended reading and research; and using various study techniques, correcting previous errors, studying for tests, and reviewing.

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

In Middle School, homework is the responsibility of the student. When homework is not completed on time, there is a reduction in the grade. Acceptance of late assignments and reduction of the grade is at the discretion of the individual teacher.

**d. MAKEUP HOMEWORK**

Students may request makeup homework after twenty-four hours have elapsed between the event of the illness and request for homework assignments. Students should check the online classroom website for homework assignments that may have been missed. For absences of several days, one day is allowed for makeup for each day of absence.

**2. REPORT CARDS**

Report cards are issued each trimester. Report card dates are indicated on the School calendar. The purpose of evaluating the student, both in subject matter areas and in character development, is that both parents and teachers may cooperate in helping the student to reach his/her highest potential. Therefore, 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.

**3. 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 – 10th grades' assignments, and report cards.

**4. 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> does 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	

**5. ATTENDANCE AND GRADES**

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

**6. CHEATING POLICY**

As a Catholic school founded on religious principles, St. Monica Catholic School values the academic integrity it offers. Therefore, 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. Furthermore, 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. The teacher will send a written notification 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 help the student understand the consequences of his/her actions and assist the student in acquiring constructive methods of succeeding.
4. Written notification will be provided to 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 student failure of the course.

## **7. 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 student.

## **8. 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 before or after school, as often the teacher has other plans or duties already scheduled.

## **9. 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 ongoing 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 student's specific needs.

## **10. 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. In addition, 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 30th. A final decision on the promotion of the student may be subject to evaluation of the academic performance of the last trimester of the year.

## **11. RECORDS AND TRANSCRIPTS**

St. Monica Catholic School adheres to the Buckley Amendment (Family Education Rights and Privacy) regarding access to records. Therefore, 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. Additionally, no records will be sent to transferring schools of students whose financial commitment is in arrears.

Parents have certain rights concerning 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 school receives an access request. 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 identifies the part of the record they want to be 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 the disclosure of personally identifiable information contained in the student's educational records.

Concerning non-custodial parents' rights, 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 other school-related information regarding the child. However, suppose there is a court order specifying that there is to be no information given. In that case, it is the custodial parent's responsibility 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 regularly.

Regular school attendance 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. Therefore, 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 according 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 that prevent students 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. 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 makeup work and give full credit earned. However, the school cannot guarantee that the parallel work will provide the same quality instruction as the student 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 newsletters, and other school-related information. The Parent Email Group may not be used for any purpose other than official School communication. Therefore, parents should not use it without prior approval to use 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, including the weekly newsletter, Principal updates, and other important information. In addition, 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. When ordering, please use these codes: 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.



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Parent Club maintains a "uniform exchange" option and throughout the year makes gently used uniforms available at no cost. Please contact the school office to take a look at what is available.

In keeping with the school's climate of dignity and respect, students are expected to dress appropriately for the learning environment.

### **The St. Monica Catholic School Daily Uniform Dress Code:**

#### BOYS AND GIRLS

Green Sweatshirt (crew or 1/4 zip), sweater with School Logo, or full zip fleece\*, All grades

\*Required for Friday Mass, only school logo sweatshirts/sweaters are to be worn with uniforms

#### GIRLS

White polo shirt, All grades

Evergreen drop waist dress, PreK only

Jumper Sequoia, PreK-2 grades

Skirt/Skort Sequoia, 3-5 grades (bike/modesty shorts required under skirts)

Solid Navy Skirt/Skort, 6-8 grades\*

Navy Walking shorts or pants, All grades

White or green anklets, knee highs or tights, All grades

Navy leggings, All grades (NO gray, printed, black, green, or other colors)

#### BOYS

White Polo Shirt, All grades

Pants Navy Twill, All grades\*

Walking shorts Navy, All grades\*

White or green socks, All grades

#### PHYSICAL EDUCATION DRESS

Gym mesh shorts Forest Green, 4-8 recommended

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

Since students are currently unable to change clothes for PE class, it is recommended that they wear their recommended PE Dress on PE days only. The shorts and t-shirts are available through Lands' End or Cloud 9 Spirit Wear. These uniforms are the same for boys and girls, green mesh shorts with the school logo on the left, a uniform polo shirt, or an acceptable Spirit Wear t-shirt. In addition, all students, regardless of grade, must wear gym shoes during PE class.

#### SHOES

Shoes must cover the feet. Solid color athletic shoes are preferred as all students are required to take PE. No Heely's or rolling devices, furry boots, mules, bedroom slippers, jellies, flip flops, slides, or any other shoe that exposes any part of a child's feet.

#### SPIRIT WEAR

Students may wear Spirit Wear on Wednesdays with Spirit Wear sweats or uniform bottoms. Spirit Wear goes on sale multiple times a year through Cloud 9 Sportswear online, and some items are available on Lands' End all year long.

### FREE DRESS

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

Clothing that is not allowed includes; miniskirts, shirts with spaghetti straps, tank tops, t-shirts with offensive or inappropriate language or content or torn or ripped clothing, bicycle/yoga, tattered jeans, or pants. Clothes that are skintight or are excessive in size, low riding pants, or low-cut tops. Bare midriffs are unacceptable. Hats are not allowed. Distracting makeup, hair, and nails are not permitted.

If girls wear yoga pants – they MUST have a shirt/sweatshirt that always covers below the hips/buttocks. If students are wearing shorts, they must be at least finger-tip length, and their shirt cannot be longer than the shorts, or they are too short. Do not roll up shorts/skirts to make them shorter.

Smartwatches are NOT to be worn during the school day. However, students can turn them into their teachers for safekeeping 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**

St. Monica Catholic School often follows the Mercer Island School District school closure schedule. However, 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. In addition, the school will send an email and Parent Alert text in the event of closures or delays.

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

The parent's responsibility is to provide the most current emergency contact information to St. Monica Catholic School on the FACTS Parent Portal.

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

The child's parent must authorize any person to pick up a child at St. Monica Catholic School. 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 picking 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.

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## *FAITH DEVELOPMENT*

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### **1. SCHOOL MASS**

Students attend Mass at 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 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. Therefore, 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 allowed to be trained as altar servers and serve at Mass. Trained altar servers are scheduled throughout the year for daily and weekend Masses. In addition, 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**

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

### **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. MONICA'S FUND- Annual Fund**

Monica's Fund contributions help 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.

## *HARASSMENT AND BULLYING*

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### **1. HARASSMENT**

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, or expulsion.

### **2. BULLYING**

St. Monica Catholic School attempts to provide a safe environment for all individuals. Therefore, verbal or written threats against any individual's physical or emotional well-being are taken very seriously. Students making such threats (seriously or in jest or online) face detention, suspension, or expulsion. In addition, any cyberbullying will be reported to the Mercer Island Police Department.

### **3. PROTOCOL FOR HANDLING GRIEVANCES**

St. Monica Catholic School wants to ensure that any miscommunications are cleared up quickly. If this happens to 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, the Principal may be consulted on the issue.

If you have questions or concerns of a general nature, please contact 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 are 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 about the seriousness of an injury, the parents will be notified immediately. If the parents cannot be contacted, the people listed as the emergency contacts on FACTS 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. In addition, the parent and the physician must sign the Authorization to Dispense Medication Form. 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 state requirements regarding medication disbursement is that a daily, written record be kept. Disbursement of Tylenol, Motrin, aspirin, or any type other types of anti-inflammatory also requires an authorization form on file in the School Office. In addition to the authorization forms from parents and

physicians, the school must record who dispensed medication, the dosage, and the time the medication was administered.

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

The school will handle oral medication according 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 the 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 and a place on the form to indicate the time medication is to be administered and the initials of the adult who administered them. In addition, 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 promptly 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 with the Student's Teacher. For school celebrations and birthday party treats, parents should also be aware of any food allergies present in a classroom when selecting the foods and beverages consumed within a classroom.

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

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

**Note:** Peanuts are not a true nut; they are a legume. However, 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. In addition, 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) 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. The adult carrying the EpiPen will be identified and introduced to the student and the other chaperones. A cell phone or other communication device must be available on the trip for emergency calls.

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## *LUNCH AND RECESS*

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

### **1. HOT LUNCH**

Lunch Ladies Catering provides our school 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. For example, 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 – 12th 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 – An 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 school's first floor 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 school's property and may be opened without the presence or permission of those who use them.

### **3. STUDENT CELL PHONES/SMARTWATCHES ON CAMPUS**

St. Monica Catholic School does not allow students to have their phones with them during the school day. When students bring their phones to school, they must put them away in an assigned place until the end of the day. Part of this is that we do not want students to send or receiving text messages during class. School should be a place to grow one's soul without constant bombardment from the internet and electronic communication. We have recently realized that many students are wearing smartwatches – watches that can connect to smartphones or the internet - can also send and receive text messages. For this reason, we will no longer allow students to wear smartwatches during the school day. If a student brings such a watch to school, they must put it away with their phone until the end of the day.

Examples of smartwatches include but are not limited to Apple Watch, Samsung Gear, and LG Watch, and Fitbit's with touch screens.

#### **4. 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; visitors must also sign out before leaving. This rule is for the safety of all students and staff at St. Monica Catholic School.

#### **5. 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.

#### **6. PHOTOS OF STUDENTS**

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

#### **7. ANIMALS/PETS**

Animals/pets are not allowed in the school building or on school grounds without the permission of the School Office.

#### **8. BOOSTER SEATS**

According to Washington State law, effective June 1st, 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 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. In addition, 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).

#### **9. 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.

#### **10. 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.

#### **11. 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 30th to the school. Service hours may be earned in the school or parish activities. Buy-out and hour reporting information are available 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 take the Safe Environment Training Class offered through the Archdiocese before 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 Parent Club member. Parents are encouraged to participate in the child's education by becoming involved in any available programs and attending Parent Club meetings, which are held periodically throughout the year.

The Parent Club enhances our students' education and well-being while supporting our teachers and staff. In addition, the 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 advising and supporting the Principal and Pastor of St. Monica on 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 regularly.

## **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 do not 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 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. The Principal may interview candidates 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 before 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 field trip if they fail to meet academic or behavioral requirements. The following Fieldtrip Guidelines apply to all St. Monica field trips:

- 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 experience ensure 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 before the event.
- e. The teacher's official field trip permission slip is the only format used to allow students to participate in a field trip. If you have any questions regarding completing 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 relevant to the class.
- g. Students participating in the field trip must ride to and from the field trip 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 or administration.

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## *SCHOOL SCHEDULE*

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### **Bell Schedule 2022-2023**

8:15 a.m.	Start of Day / Homeroom
8:25 a.m.	Attendance / Prayer
8:30 a.m.	Period 1 Walk to Math
9:22 a.m.	Period 2
10:07 a.m.	Recess / Snack
10:26 a.m.	Period 3
11:13 a.m.	Period 4
12:00 p.m.	Angelus Prayer / Prayer before lunch
12:02 p.m.	Lunch
12:22 p.m.	Recess
12:46 p.m.	Period 5
1:33 p.m.	Period 6
1:40 p.m.	(Dismissal on Wednesdays)
2:20 p.m.	Period 7
3:05 p.m.	Dismissal

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## *TUITION AND FEES*

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### **1. TUITION RATES for 2021-22 below (2022-2023 will be announce in February 2022)**

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 per child
- Registration fee is \$250 per year per family & non-refundable

## St. Monica Catholic School Handbook

St. Monica Tuition PreK- 8th Grade	\$13,450 per student
Early Release- Preschool-Kindergarten	\$9,800 per student
One Child- APT Grant*	-\$3,550 per student (yearly tuition \$9,900)
Two Children- APT Grant*	-\$4,150 per student (yearly tuition \$9,300)
Three Children- APT Grant*	-\$4,750 per student (yearly tuition \$8,700)
Fourth Child + Free	
Early Release APT Grant*	-\$2,200 per student (yearly tuition \$7,700)

*\*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. Therefore, St. Monica Parish and its members, including non-school families, generously support our school to provide for the remainder of its operating costs.

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

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

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

- a. Have a Stewardship Commitment Card on file with St. Monica Parish and must be fulfilling that pledge through regular contributions
- b. Be fulfilling the contractual 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 for 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 is encouraged for all school families.

### **5. STUDENT WITHDRAWAL FROM SCHOOL TUITION LIABILITY**

Families must provide written notice of their intent to withdraw their child/ren from St. Monica Catholic School. Tuition obligations are determined by the child/ren's withdrawal date as outlined in the table below. Note that non-tuition-related school fees are non-refundable.

Withdrawal Date	Tuition Obligation
Prior to September 1	40% of Total Tuition (June/July/August/September)
September 1 – October 31	50% of Total Tuition
November 1 – November 30	75% of Total Tuition
December 1 – End of School Year	100% of Total Tuition

### **6. TUITION ASSISTANCE PROGRAM**

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 awards 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 promptly 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 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 and 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 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 do its best to assist the most needed families. The committee is comprised of non-school-related members of St. Monica Parish. The appointee can be anyone from the Parish the pastor feels would be qualified to help, such as a Parish's Financial Advisory Committee member. The Tuition Assistance Committee conducts a blind review of the requests for tuition assistance. Therefore, 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, school starts at 8:15 am**

- Morning drop-off is a drive-through procedure along the east side of 87<sup>th</sup> Ave SE.
- We have teacher aides 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 3:05 pm (1:40 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 will pick up students in the "drive-through 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. Then, 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. However, bicycles are not to be ridden on school property. Instead, 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, rollerblades, 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. Students should avoid using shortcuts. Parents should easily check the route if there are questions about delays or questions about the arrival or departure of the student. Parents of students who observe or are aware of any dangerous or unsafe conditions or activity should immediately report it to the School Principal.

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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. In addition, 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 the 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.

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 the county, state, and federal authorities and agencies, including the King County Department of Health and the Centers for Disease Control and Prevention and the 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 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 St. Monica Catholic community from exposure to COVID-19 or any other communicable disease, including at the advice, guidance, or direction of local and state authorities.

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