



FAMILY HANDBOOK

ST. MICHAEL PARISH SCHOOL

2025-2026

St. Michael Parish School exists to provide a Catholic education committed to the mission of Saint Michael Parish, excellence in teaching and learning, and the continual spiritual, intellectual, physical, social, emotional, and aesthetic growth of all.

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MESSAGE FROM THE PRINCIPAL

Dear Parents and Students,

Welcome to St. Michael Parish School! In choosing St. Michael Parish School, you have demonstrated a commitment to the values and philosophy of a Catholic education. The Parent/Student Handbook reflects the policies of St. Michael Parish School for the 2025-2026 school year.

The St. Michael Parish School Handbook is available online. All school families must read this document carefully and have a signed handbook agreement form completed on Finals site as part of the contract. By signing this agreement form, you and your student(s) agree to abide by the policies of St. Michael Parish School during the 2025-2026 school year.

The faculty and staff of our school look forward to working with you to promote academic excellence and spiritual development in the context of the teachings of the Catholic Church.

Our prayer is that through the working of the Holy Spirit, we continue to fulfill God's plan for St. Michael Parish School.

Respectfully,

Mrs. Dana Lashley

ST. MICHAEL PARISH SCHOOL INFORMATION

SCHOOL LOCATION

St. Michael Parish School is a Pre-Kindergarten through 8th grade Catholic school. It is located at 1204 11th Avenue SE, Olympia, WA 98501.

SCHOOL PHILOSOPHY

As life-long learners, St. Michael Parish School students:

- Meet or exceed grade level standards in all subjects.
- Participate in a rigorous curriculum that results in high achievement for all.
- Set goals that lead to growth in academics and discipleship.

HISTORY OF ST. MICHAEL PARISH SCHOOL

St. Michael School has a remarkable tradition. Beginning in August 1881 when five Catholic sisters were given a "temporary" convent school in a shack on Ninth Street in Olympia, it has grown into a modern building on Tenth Street near Boundary. The original building was called Providence St. Amable, which became Providence Academy and later St. Michael School.

In 1881, when the school opened, enrollment consisted of 35 girls, most of them Protestant and three of them boarders from outlying villages. By year's end, there were 85 students. In those days, the committed faculty had to refuel the wood and coal heaters in the middle of the night.

The demolition of the "shack" and construction of the new Providence Academy in 1883 was supervised by Mother Joseph of the Sisters of Providence. Today, a statue commemorating Mother Joseph's contributions to Washington State stands in the State Capitol in Olympia.

By 1889, a few boys in knickerbockers had joined the school, and enrollment was up to 90. Tuition, kept as low as possible because the sisters wanted the poor to be in their school, was \$1 per month for the primary grades and \$2 per month for high school.

The sisters joined others from St. Peter Hospital to form one Providence community in Olympia, and the hospital became one of the school's most generous benefactors. During the 1912-13 school year, the sisters were joined by the school's first lay teachers.

In 1914, paving of downtown Olympia streets was going on and Providence Academy added an annex containing an auditorium, dormitory, chapel, library, and science laboratory. Another classroom was built in 1918 with wood from the old Catholic church.

When the school again ran out of room in 1919, third and fourth graders attended class in the basement of St. Michael Church, which was next door on what is now Capitol Way. In 1926 the church purchased the school for \$11,000 and closed the boarding and high schools.

An arson fire destroyed much of the original building in 1940, but the school remained open during repairs, with classrooms in the rectory and parish hall. The building of the existing school began in January 1949 at an estimated cost of \$300,000. The old building withstood the April 1949 earthquake that brought down the facades of many downtown buildings, but later inspection showed damage considerable enough to cause the city to condemn the second and third floors. Parishioners gave time and money to bring the school back to working order, but construction of the new building was slowed.

On March 12, 1950, Father Michael O'Dwyer, representing Archbishop Connolly, broke ground for a new school on Tenth Street near Boundary. The last day of classes in the original building on Capitol Way was in June 1951. During that summer, desks were refinished, books and personal belongings were moved, and the sisters began living at the new convent. In September 1951, 343 students were registered.

In 1956, green and gold were chosen as the school team colors, and in 1981, the eighth graders won the state basketball championship.

Today, after over 130 years, St. Michael School is rich both in tradition and dedication to Catholic principles. The staff, parents, friends, and alumni are taking the school confidently into a second hundred years as full and blessed as the first one hundred have been.

MISSION STATEMENTS

ARCHDIOCESE OF SEATTLE

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

OFFICE FOR CATHOLIC SCHOOLS

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

SAINT MICHAEL PARISH

Place God first in all things. Proclaim the Gospel of Jesus Christ. Grow in holiness through prayer, sacraments, and service.

ST. MICHAEL PARISH SCHOOL

St. Michael Parish School exists to provide a Catholic education committed to the mission of Saint Michael Parish, excellence in teaching and learning, and the continual spiritual, intellectual, physical, social, emotional, and aesthetic growth of all.

NOTICE OF NON-DISCRIMINATORY POLICY

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

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

ACCREDITATION

WESTERN CATHOLIC EDUCATION ASSOCIATION

St. Michael Parish School is accredited by the Western Catholic Education Association.

Accreditation is just one way of ensuring that the school meets acceptable environmental standards, has a valid school improvement plan, and is engaged in an on-going self-study and on-site peer evaluation process. The next Accreditation is scheduled for 2030.

COVENANTS

COMMUNITY COVENANT

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

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

CATHOLIC SCHOOL TEACHER'S COVENANT

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

- be a Christian role model and maintain an atmosphere which ensures each student's right to an education and personal growth.
- be respectful to the parents of their students, work towards developing good communication with them, and continue to build a trusting relationship;
- provide appropriate and challenging academic instruction;
- embrace the diversity of their students and build bridges between all cultures;

- set clear standards for behavior and be fair and consistent in discipline.

CATHOLIC SCHOOL STUDENT'S COVENANT

Every student at St. Michael Parish School is blessed to be given the opportunity to be educated spiritually and academically. Each student understands his/her parents have made this choice out of their love and concern for them. Therefore, students will:

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

This covenant will be reviewed with all students at the start of each academic year and as needed.

CATHOLIC SCHOOL PARENT'S COVENANT

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

Therefore, parents will:

- be a Christian role model by regularly attending Sunday Mass with their children, if they are Catholic.
- promote respectful behavior in their child by setting a good example in their own speech and behavior.
- show respect for the school personnel, volunteers and visitors and teach their child to do the same.
- practice confidentiality and use appropriate communication to solve differences in a peaceful manner.
- follow the policies and procedures of the St. Michael Parish School Handbook.
- accept and embrace the diversity at St. Michael Parish School.
- respect the privacy of the faculty, staff, students, and their families.
- not consume smoke or vape prescribed cannabis products on school grounds, school transportation and/or at school activities and events.

ADMISSION AND ENROLLMENT POLICIES

GENERAL INFORMATION

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

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

Prior to entry, attendance or transfer to St. Michael Parish School, students must present proof of having had the immunizations as required by Washington State law.

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

St. Michael School endeavors to make available a quality Catholic education to all those who desire it. A student must be five years old for kindergarten and four years old for Pre-K by August 31 immediately preceding the school year for which the student seeks to enroll. **There are no exceptions made to this requirement.**

We hold all spots in the school for current families until our re-enrollment period ends.

Please note that immunization records are not submitted as part of the application process, but are required during enrollment from students who are accepted for admission. We require all students to be current on all state-required immunizations. As directed by the Archdiocese of Seattle, we are only able to accept medical exemptions for immunizations. Personal and religious exemptions are not accepted.

- Within the guidelines of class size policy, the order by which acceptance is determined is:
 - Children of Partners in the Mission of St. Michael Parish (active St. Michael parishioners) with siblings already enrolled in the school.
 - Children of Partners in the Mission of St. Michael Parish, who are new to the school.
 - Catholic children with siblings already enrolled in the school who are members of another parish community.
 - Catholic children who are members of another parish community and are new to the school.
 - Non-Catholic children with siblings already enrolled in the school.
 - Non-Catholic children who are new to the school.
- St. Michael Parish School admits qualified students of any race, sex, sexual orientation, color, national and ethnic origin, and disability and makes no distinction among such students in the administration of its educational policies and scholarships. Students possessing physical or emotional disabilities will not be denied admission solely by reason of the disability.
- Final admission of students is dependent upon the results of an interview with the principal and review of current school records.
- The completion of application forms, the approval of a tuition contract, a determination of available space, and a finding that the school has the ability to meet the needs of the individual student are also required.
- Final acceptance will be submitted in writing to all new families admitted for the following school year.
- A copy of a Baptismal certificate (if Roman Catholic), birth certificate, and immunization form **MUST** be submitted by all new students before school begins.

INTERNATIONAL STUDENTS

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

STUDENTS WITH LEARNING DIFFERENCES

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

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

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

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

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

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

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

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

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

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

ADMISSION FOR RE-REGISTRATION

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

1. Parents must complete the registration form online and submit payment of \$175.00 for the registration fee by the designated date.
2. After review of the family's current tuition contract/covenant compliance a contract/covenant for the next school year will be offered provided that all current contract/covenant obligations have been met. This review will include current tuition payments, fundraising obligation, current active parish status (including but not limited to financial responsibility, participation in parish life, and current service hours recorded) and health/medical compliance. The registration fee is non-refundable.
3. Non-compliance could result in a change of tuition contract status.

WITHDRAWAL OF STUDENTS

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

1. Notify the St. Michael Parish School office of the withdrawal two weeks in advance with a copy sent to the principal.
2. All financial obligations must be met and supplies, such as books, sports uniforms, etc., must be returned before a student's education records will be released.
3. Student's records will be sent at the request of the student's new school.

WITHDRAWAL REGARDING FINANCIAL MATTERS

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

The registration fee is non-refundable under any circumstances. Extenuating circumstances regarding the withdrawal of a student will be handled on a case-by-case basis.

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

RIGHTS OF THE SCHOOL AND RELATIONSHIPS

PRINCIPAL PRIVILEGE

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

RESPECT OF SCHOOL PROPERTY

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

SEARCH AND SEIZURE

The principal and/or his/her designee may search student desks, lockers, and personal belongings, including, but not limited to, handbags, briefcases, purses, backpacks, clothing and other items in a student's possession.

USE OF STUDENT INFORMATION AND PICTURES

The School reserves the right to use student pictures (or video) in publications and on the school's website. Student names will not be published with pictures or video. A parent who does not wish his/her child's picture used must notify the school using the media policy form within the contract.

USE OF SCHOOL/PARISH GROUNDS

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

SCHOOL/HOME RELATIONSHIPS

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

FINANCIAL POLICIES

TUITION

General Information

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

Tuition Goals

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

St. Michael Parish School Tuition Rates

Partner in the Mission Tuition Rate

Partners in the Mission families must:

- Actively share in the sacramental and liturgical life of St. Michael Parish.
- Participate in the parish's sacrificial giving program by making an annual sacrificial giving commitment and contributing regularly to St. Michael Parish in a recognizable way by use of the Sunday envelopes.
- File a Sacrificial Giving Pledge Card and fulfill an annual time and talent commitment that encompasses both school and church.

TUITION PAYMENT OPTIONS

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

Tuition is due on or before the **10th or 15th** of every month, as selected in the contract. Should a situation arise that a payment will be late, the parent is responsible for notifying the school principal as soon as possible. In the event that a family fails to pay tuition on time, the school principal will initiate the following procedures:

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

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

St. Michael Parish offers three tuition options to school families:

1. Tuition paid in full in July
2. 2 equal payments (July and November)
3. 11 equal payments (July through May)

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

Tuition is charged and paid for via Finals site. Checks are accepted in the school office for full tuition payments only in July.

TUITION CONTRACTS OR COVENANTS

1. Each family signs a tuition covenant/contract, agreeing to the rights and responsibilities each has to promote the common good of the Christian community in accord with Catholic teachings, traditions and tenets as directed by the principal and pastoral leader at St. Michael Parish School. Volunteer hours, participation in major fundraisers, supporting the parish, and participation in sacramental life are key elements to the partnership between the school and each family. Questions or concerns about the tuition contract should be addressed to administration.
2. The person who signs the tuition covenant/contract is the person who will be held financially responsible for all obligations. If more than one person is responsible for the tuition costs and fees then both should sign the tuition contract. Any modifications occurring with the tuition contract/covenant must occur in writing and have the approval of the principal.
3. Divorced or separated parents must file a court-certified copy of the custody section of the divorce or separation decree with the school office at time of registration. The school will not be held responsible for failing to honor arrangements that have not been made known.
4. All families must pay a registration fee of \$175 per student. The registration fee is used toward the cost of contract processing, supplies, and activities. All contract fees are non-refundable.

TUITION ASSISTANCE

Fulcrum Foundation Tuition Assistance

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

St. Michael Parish School Financial Aid

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

The principal will determine the process and amount of tuition assistance based on specific criteria. Families will receive notification from the principal regarding their tuition assistance award.

Emergency Financial Aid

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

REGISTRATION AND FEES

Student Registration Fees:

Families of students must pay a \$175.00 registration fee per family to secure the student's placement at St. Michael Parish School. All registration fees are non-refundable. This registration fee is due with the St. Michael Parish School New Student Registration Application.

Additional Fees:

Beyond registration and tuition, there are additional fees that may be charged:

1. PreK and Kindergarten Class Fee - the cost of operating the additional celebrations, activities and supplies needed for these grade levels.
2. Technology Fee - the cost of updating hardware and/or licensing fees.
3. Eighth Grade Graduation Fee - the cost of graduation and other 8th grade expenses. For full details please refer to Graduation Policies.
4. 6th Grade Camp Fee - the cost of Camp Hamilton registration and transportation.
5. Field Trips—Prices vary due to field trip destination and costs.
6. Athletic Fee - the cost of coaching staff, referees, and equipment.

Service Hours

As part of the tuition contract, each family is responsible for finding, recording, and tracking their service hours during the school year using OnVolunteers. The annual commitment hour requirement is 40 hours per family to be completed between the first day of summer break and the last day of school each year. In addition to service hours, 2025-2026 SMPS Family Handbook

you may also fulfill up to 10 hours of the requirement through financial donations of \$15 or more. Failure to fulfill the annual commitment hour requirement will result in an assessment charge of \$15.00 per hour due in June. We appreciate your generosity in supporting our school and parish initiatives. It is the parent's responsibility to find opportunities to serve the school or parish. Families are encouraged to document their hours regularly through OnVolunteers.

How can I fulfill my service hour commitment? Get involved at the school and parish level. Any service supporting the good works of the school and parish are counted as volunteer hours. Ideas include, but are not limited to room parents, working in the classroom, working at the volunteer project table, take home projects, Saint Michael Parish Gala and auction, Scrip program, gardening around the grounds, ministers for the masses, serving on a commission, driving and chaperoning on fieldtrips, and MORE!

ACADEMIC POLICIES

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

CURRICULUM

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

Instruction

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

Religion

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

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

Non-Catholic Students are expected to participate in school religious experiences and to attend religion classes which are assessed as academic subjects. Non-Catholic students shall be considered an integral member of the student body, expected and required to participate in all aspects of the school program.

1. Non-Catholic students are required to attend and participate in religion classes. Teachers will be sensitive to the student's ability to understand and be respectful of his/her personal religious convictions.
2. Non-Catholic students shall be required to be present for Mass and other religious services. In accordance with the teachings of the Catholic Church, non-Catholic students are not permitted to receive communion or other sacraments.

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

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

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

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

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

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

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

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

LIBRARY

Mission Statement

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

Philosophy Statement

The school library staff is committed to providing highly responsive service to the entire school community. The staff strives to inform, enrich, and empower every member of the school community by providing access to high-quality, appealing, timely, authoritative, and reputable materials in a variety of genres for a variety of age levels. The library staff acquires, organizes, and provides a wide variety of children's literature; Catholic resources; other relevant library

materials; and serves the entire school community with caring and expert assistance. All students are encouraged to visit the library regularly and often so that they may enjoy and benefit from these materials.

Responsibility Policy

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

1. **Students are responsible** for knowing what books they have checked out and for knowing where those books are at all times.
2. **Students are responsible** for taking proper care of library books and for returning them on time.
3. **Students are responsible** for learning and demonstrating proper library etiquette at all times in order to maintain a quiet, studious atmosphere.

Overdue Notices: Overdue notices will be sent home periodically throughout the year. The notices are a reminder to the student and his/her parent(s) to return the book(s) for others to use.

Final Overdue Notices: In May, as the library prepares to close for the year and take inventory, the final due date will be announced; all books will be due; and final overdue notices will be sent. If books are not returned by the final due date, a fine will be incurred based on the price of the book to be replaced.

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

Lost Library Books: If a student believes he/she has lost a library book, the library staff should be notified as soon as possible. If the book is still lost when the library prepares to close for the year, the student/parent will be billed for the replacement cost of the book.

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

Donations of used books or paperback books are appreciated, but it will be up to the discretion of the librarian whether the books are used or not.

FIELD TRIPS

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

Teachers will notify families in advance of these trips. **All students must bring the required permission slip form in advance of the field trip day.** Phone calls will not be accepted in place of the written form. Only students currently enrolled at St. Michael Parish School are allowed to participate in field trips. Parents who volunteer for field trips must find childcare for their children not enrolled at St. Michael Parish School.

If necessary, fees will be collected from school families to pay for the cost of the field trip and the transportation. School uniforms are to be worn on field trips unless otherwise approved.

In accordance with Washington State law, the following requirements must be met for all field trips and other school-sponsored events involving vehicles that are privately owned and driven:

1. The driver must be at least 21 years old
2. The driver must submit to a background check and show no felony, DUI, or reckless driving convictions

3. The vehicle must be insured by the driver for the minimum limits required by the Archdiocese's insurance company
4. Effective January 1, 2020
 - Children under age 2 must be properly secured in a rear-facing car seat,
 - Children ages 2-4 must be properly secured in a car seat with a harness which may be either rear facing or forward facing,
 - Children ages 4 and older and less than 4'9" tall must be secured in a booster seat with seat belt (or continue in harness seat).
 - Children over height 4'9" must be secured by a properly fitted seat belt (typically starting at 8-12 years old).
 - Children under age 13 are required to ride in the back seat when practical to do so.

RCW 46.61.687 says a child must remain in a booster "until the vehicle lap and shoulder seat belts fit properly, typically when the child is between the ages of eight and twelve years of age, as recommended by the American Academy of Pediatrics, or must be properly secured with the motor vehicle's safety belt properly adjusted and fastened around the child's body."

For children under 2 years old, they must remain in rear-facing car seats until they reach the height and weight specifications set by the seat manufacturer.

Children not enrolled in the school shall not accompany the class field trip.

OUTDOOR EDUCATION

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

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

Payment for this important educational experience is the responsibility of the parents of 6th grade children. Limited scholarships for camp are available; access to these funds must be obtained through the principal. Payment for camp must be paid to St. Michael Parish School in full before a student is allowed to attend camp.

Adult chaperones are needed for the successful implementation of camp activities and events. Any interested chaperone must fill out a camp chaperone application. Only current 6th grade parents, guardians, or grandparents can be selected as a parent chaperone. Chaperones must be over 21 years old and must abide by the rules set forth by St. Michael Parish School and Camp Hamilton; these include cell phone and other electronic device usage which are not allowed. All chaperones must have completed the Archdiocesan Safe Environment training. The 6th grade science teacher and the administration will make the final determination on the selection of parent chaperones. In addition, all 6th grade parents must attend a mandatory camp meeting which will outline important information and expectations of camp policies and procedures for both the student and chaperones.

HOMEWORK

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

Pre-Kindergarten

Homework assigned to Pre-Kindergarten students is under the discretion of the Pre-Kindergarten teacher and there is no specific amount of time for this grade.

Kindergarten and First Grade

Each child is responsible for daily homework from Monday through Thursday. The average length of the daily homework assignments is approximately 15 – 20 minutes.

Second and Third Grade

Each child is responsible for daily homework from Monday through Thursday. The average length of the daily homework assignments is approximately 20 - 30 minutes.

Fourth and Fifth Grade

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

Middle School – Sixth Through Eighth Grade

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

Additional Homework Notes

1. Students in 3rd – 8th grade are responsible for writing down their homework for each class in the planner/assignment notebook they receive in September.
2. If a student consistently spends more time than is recommended in real studying (without television and other distractions), the teacher should be notified, and adjustments will be considered.
3. Various assignments and long-term projects may involve homework on the weekends. The teacher will monitor the progress of long-term projects.
4. Middle school students (Grades 6th – 8th) may periodically expect homework on the weekends and it may be to a student's advantage to complete assignments outside of the school week.

Late Work

For middle school students, if an assignment is one day late there will be a 50% reduction on the grade. Assignments will only be accepted after one day late. Teacher discretion is taken into consideration on late long-term assignments and projects. In Pre K - 5th grade, the late work policy is under the discretion of the homeroom teacher.

GRADING

Students in the primary grades (PreK-3) are assessed using a four-tier grading scale based on meeting the academic standards for their grade level. Students in grades 4-8 are assessed on a letter grade system that is aligned with the academic standards of their grade level. Students' effort and personal development are also assessed. A modified academic plan may be established if a student has specific academic needs. This academic plan would be prearranged between the teacher and the principal in conjunction with parents.

GRADING SCALE FOR GRADES Pre K - 3:

4	Strong performance at grade level
3	Meets grade level standards
2	Approaching grade level standards
1	Below grade level standards

GRADING SCALE FOR GRADES 4- 8:

A	95 – 100%	C+	80-82 %
A-	92 – 94%	C	77-79 %
B+	89 – 91 %	C-	74-76 %
B	86 – 88%	D	68-73 %
B-	83-85 %	F	67 - 0 %

REPORT CARDS

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

PARENT-TEACHER CONFERENCES

Mandatory Parent-Teacher conferences will be held in October and March. The purpose of these conferences is to provide an up-to-date and personal evaluation of the students' work and progress and to discuss with parents the ways to assist their children. Conferences also give parents an opportunity to ask questions and to become informed of school activities. Registering for conferences is done online.

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

RETENTION

If the teacher or parents feel that another year in the same grade would be beneficial for the student he/she may be retained in that grade. If retention is being considered, a meeting with the teacher, school administrator, diverse learning specialist and parents will be scheduled to discuss the next year's academic plan.

ACADEMIC PROBATION

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

ACADEMIC PROMOTION

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

TEXTBOOKS

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

DISCIPLINE AND BEHAVIORAL PROBLEMS

DISCIPLINE PROCEDURES AND POLICIES

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

Purpose of discipline at St. Michael Parish School

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

Appropriate behavior is defined as following three basic rules:

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

Corporal Punishment

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

Disciplinary Actions

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

Disciplinary Policies

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

The following are in addition to the Student Covenant and rules covered in the St. Michael Parish School Handbook. Basic school-wide rules:

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

DISCIPLINE REGULATIONS

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

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

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

Behavioral Contracts

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

Suspension

A student is expected to conduct himself/herself in a manner that is consistent with the Catholic faith. At the sole discretion of school leadership, a student may be placed on in-school or out-of-school suspension for serious misconduct that is deemed to be detrimental to the school or the school's reputation on or off campus, during a school or parish sponsored activity, that happens off school grounds, or for continued misconduct after being placed on probation. A student may be suspended for a single serious offense, repeated infractions of the rules, or for the repeated disregard of the general good of the school.

A student may be removed from the school building for a period of time (generally not to exceed 10 school days) pending an investigation of the circumstances and a conference with the student, parents or guardian, teacher(s), and principal. A second suspension for the same or similar infractions may cause the student to be expelled.

Expulsion

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

information for due process is available to those concerned in the Archdiocesan Policy Handbook. This handbook is kept on file for reference in the school office.

HARASSMENT/BULLYING

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

1. St. Michael Parish School is committed to an environment that is free of harassment and bullying whether intentional or not, while in school/parish buildings or on school/parish property, or when being transported to and from school-sponsored activities. In addition, online harassment via email or social media will not be tolerated.
2. St. Michael Parish School prohibits retaliation against any student, staff member, volunteer, and/or parent who has testified, assisted, or participated in the investigation report. Retaliation includes, but is not limited to, any form of intimidation, reprisal, or adverse pressure.

Conflict

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

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

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

Harassment

Harassment is defined as any intentional electronic, verbal, physical, visual, or written act including, but not limited to, one shown to be motivated by a person's perceived race, ethnicity, genetic information, sexual orientation including gender expression or identity, color, religion, gender, national origin, age, or disability, or that of his/her relatives, friends, or associates, when the electronic, verbal, physical, visual, or written act:

- (A) Physically harms a student or damages the student's property;
 - (B) Has the effect of substantially interfering with a student's education;
 - (C) Is so severe, persistent, or pervasive that it creates an intimidating or threatening educational environment; or
 - (D) Has the effect of substantially disrupting the orderly operation of the school.
- and that creates an intimidating, hostile or offensive school environment.

Descriptive Terms

1. Verbal Harassment: Includes, but is not limited to, harassment involving derogatory comments, jokes or slurs; belligerent or threatening words between individuals; offensive, negative remarks.

2. Physical Harassment: Includes, but is not limited to, harassment involving unwanted deliberate touching, pinching, punching, kicking, bruising, or patting.
3. Visual Harassment: Includes, but is not limited to, harassment involving derogatory, demeaning or inflammatory pictures, posters, cartoons, written words, drawings, novelties, computer-generated images and memes, and both body and facial gestures.
4. Sexual Harassment: Means harassment that includes, but is not limited to unwelcome sexual advances, requests for sexual favors, sexually motivated physical contact, sexually suggestive remarks, gestures or jokes, or other verbal or physical conduct or communication of a sexual nature if:
 - a. Submission to that conduct or communication is made a term or condition, either explicitly or implicitly, of obtaining an education or employment;
 - b. Submission to or rejection of that conduct or communication by an individual is used as a factor in decisions affecting that individual's education or employment; or
 - c. That conduct or communication has the purpose or effect of substantially interfering with an individual's educational or work performance, or of creating an intimidating, hostile, or offensive educational or work environment.
5. Online Harassment: Includes, but is not limited to harassment involving emailing, texting, tweeting, or posting indecent and/or demeaning writings, cartoons, memes, or pictures via social media.

Uncivil or unkind behavior towards others that does not meet the above standards for harassment may still subject a student to disciplinary action.

Bullying and Cyberbullying

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

There are three types of bullying:

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

Cyberbullying is [bullying](#) that takes place using electronic technology. Electronic technology includes but is not limited to devices and equipment such as cell phones, computers, and tablets as well as communication tools including social media sites, text messages, tweets, chat, and websites.

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

Uncivil or unkind behavior towards others that does not meet the above standards for bullying may still subject a student to disciplinary action.

Threats

Any threat by a student to inflict harm to self or others will be taken seriously and addressed promptly. Threats should be reported to the principal or lead teacher, who will decide if police support or notification is needed. The police will be notified about threats when it is deemed necessary. If a student has been threatened, the principal or lead teacher shall notify the student's parents/guardians promptly.

Any student who makes an intentional verbal or physical threat to cause a person's death, or who makes a threat about guns or explosive devices, will be suspended or expelled and the police will be notified.

Retaliation/False Allegations

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

VIOLENT BEHAVIORS

St. Michael Parish School strives to maintain a safe, respectful, Christian environment. Violence of any nature will not be tolerated. Violence can manifest itself in various ways. Major offenses may warrant an immediate conference and the implementation of suspension, required withdrawal, or expulsion. These actions may result from any serious or chronic conduct, whether inside or outside the school, that is detrimental to the reputation of the school.

The following are examples of infractions requiring action:

Aggressive or Reckless Behavior

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

Assault or Intentionally Causing Physical Injury

A student shall not intentionally cause or attempt to cause physical injury or intentionally behave in such a way as could injure another person. Any student involved in fighting, play fighting, or promoting fighting shall be subject to disciplinary action. A conference with the parents may be requested, and a student may be suspended or expelled for fighting. Hitting, biting, or kicking another student, whether intentionally or during play, is not tolerated.

Cheating

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

Such cheating may include:

1. leaving books or notebooks open during a test period, unless students are instructed by the teacher to do so.
2. writing answers on desk tops, clothing, or on hands, legs, arms and other parts of the body.
3. looking on another's test paper.
4. copying another student's assignment and/or homework.
5. talking with another student during a test period.
6. writing down answers copied from others when tests are handed in.
7. talking with students from previous class periods in order to get test information.
8. using or attempting to retrieve digital information from a cell phone or similar device and then accessing such material during an exam, quiz or test.

9. handing in a paper for credit which has already been graded in another class, without the approval of the teacher.

Plagiarism

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

Profanity

Swearing, profanity, vulgarity, or obscenity by any person on school/parish grounds or during school-sponsored activities will not be tolerated. Students engaging in such conduct will be subject to discipline. Students are likewise not allowed to play videos, music, or other recordings that contain profanity, vulgarity, or obscenity.

Respect of Property

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

Theft

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

SEARCHING STUDENT'S BELONGINGS

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

WEAPONS

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

The law provides an allowance for licensed persons to possess firearms within 1000 feet of a school, and state law allows those licensed to carry a concealed pistol to possess a firearm on school grounds while picking up or dropping off a student. However, loaded firearms will not be allowed inside school facilities except for security and law enforcement personnel.

Any object used to intimidate, threaten, or cause bodily harm will be considered a weapon. If the principal determines that an object falls into the category of dangerous weapons that require expulsion, he or she shall promptly notify law enforcement and the student's parent or guardian regarding any allegation or indication of such a

violation. Any knife used to threaten, intimidate or injure is treated as a dangerous weapon. Likewise, a facsimile of any weapon used to threaten, intimidate or coerce will be treated as a real weapon.

Any fireworks or explosive (including, but not limited to M-80s and other high-powered fireworks) will be considered dangerous weapons capable of causing grave bodily harm. Both the police and the fire marshal will be notified in the event a student is found to be in possession of such items..

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

Weapon Procedures

1. Carrying or possessing a firearm on school premises is a gross misdemeanor and the student who uses or displays a weapon may be guilty of a felony assault. Police referral for criminal charges is required.
2. Emergency expulsion shall be immediately implemented for any student who brings a firearm onto school premises, school transportation, or in facilities being used exclusively for school purposes. The student should be prohibited from coming onto school property while the principal's investigation is ongoing. The police should be asked for a copy of the police report and, if available, the police report number should be noted in the Notice of Expulsion.
3. The principal shall carry out whatever school investigation is necessary, including taking statements from witnesses. As in any case of expulsion, the accused should have an opportunity to respond to the charges before the final disposition of the case is announced.
4. If the facts support the charges, the principal will send a formal Notice of Expulsion to the student and his/her family. Again, the student should be reminded that the "no trespassing" order is in effect.
5. In cases that result in expulsion, the student has the right of appeal. The process of appeal is outlined in the school handbook. During the appeal process, the accused must honor the "no trespassing" order.
6. As specified in the Federal Gun Free Schools Act of 1994, the principal may modify the expulsion requirement on a case-by-case basis.

These procedures shall be construed in a manner consistent with the individuals with disabilities education act, 20 U.S.C. Sec. 1401 et seq.

SCHOOL POLICIES

DAILY SCHEDULE

School begins promptly at 8:00 AM each day and dismisses at 2:15 PM on Monday and 3:00 PM on Tuesday through Friday. Children should not come to school before 7:45 AM since there is no supervision prior to that time. Children arriving before 7:45 AM or staying past 3:00 PM and not participating in before or after-school must be registered for the Extended Care program, and parents will be billed accordingly. Students are not allowed to leave the grounds without being signed out by a parent or designee once they have arrived at school.

On Fridays, the school office is closed from 8:50 AM - 10:00 AM to allow all staff members to attend Mass. Students arriving late to school during this time, must be walked into the church to be checked in.

CALENDARS

The school year calendar is available on the school's website. The school calendar is subject to change, but not without sufficient notice. Should a change be made after the school calendar is distributed, families will be notified via email.

ATTENDANCE

Absences

St. Michael Parish School hours are from 8:00 AM to 3:00 PM. Students must attend school regularly and be punctual. Absences are recorded by the homeroom teacher each day. When a student is absent from school, parents must verify the absence by phoning the school office before 8:30 AM. If there is no contact from the parents, the school will call for verification. If parents cannot be reached, persons listed on the emergency form will be contacted.

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

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

Tardiness

The school day starts at 8:00 AM and a student is considered tardy if he/she is not in his/her classroom at 8:05 AM. All students arriving after 8:05 AM must stop in the office and receive a tardy slip to admit them into their classroom. Children should then proceed to the classroom and enter the classroom with as little disruption as possible. Frequent tardiness is disruptive to the teacher and students in the class and can adversely affect the education of the child who is tardy.

Appointments

Every effort should be made to arrange medical and dental appointments for times outside of the school day. See the School Calendar to note in-service days, holidays, and early dismissal times. If a student does need to leave for an appointment, parents must go to the school office to sign the student out and return to sign the student back in.

On Fridays, the school office is closed from 8:20 AM - 9:40 AM. Early pickup/late arrival must occur outside of this window.

Notification of early pick for appointments must be sent to the classroom teacher and the school office.

End-of-Day Early Pick-Up Policy

To ensure student safety and maintain an orderly dismissal process, students may not be picked up during the final 30 minutes of the school day. This policy helps minimize classroom disruptions, supports end-of-day procedures, and reduces congestion during our busiest transition time.

If a student must leave early for an appointment or other reason, families should plan to pick up prior to this 30 minute window. We appreciate your understanding and partnership in helping us maintain a safe and structured school environment.

Vacations

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

Inclement Weather

When inclement weather makes it necessary to close the school, parents will receive notice via but not limited to the St. Michael Parish School website, KOMO and KING websites and local TV channels, Facebook, and Instagram. The school may also utilize text messages to families regarding closure alerts. Please do not send students to school or Extended Care until it is confirmed that the school is open. Extended Care may be cancelled before and/or after school for inclement weather.

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

UNIFORMS

Policy

SMPS maintains a strong tradition of school uniforms that reflect school pride, modesty, and appropriate regard for personal appearance. Every student is expected to be in uniform every day. Failure to cooperate with the uniform policy will result in uniform infractions. Current trends and fads will be addressed as they arise. Should changes be made, students and families will be informed. The goal is to maintain an atmosphere that reflects Catholic values and is conducive to academic pursuits.

At SMPS we wear uniforms because:

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

Where to Purchase

Uniforms are available through [Global Schoolwear by Tommy Hilfiger](#) (use code: **STMI11**).

Expectations

Parents are expected to help children keep the school uniform code.

Student Uniform Rules:

2025-2026 SMPS Family Handbook

1. Students will be in uniforms that fit properly and are neat and clean.
2. Students will be in uniforms that are in good repair.
3. Uniform shirts must be worn under the school sweatshirt, sweater, fleece or vest and are to be tucked into their pants/skirts.
4. T-shirts worn under the uniform shirt must be plain white.
5. No sweatshirts, large shirts, sweaters, jackets (other than uniform logo wear) will be worn during class.
6. All hats are to be taken off as students enter the building.
7. Students are not allowed to write on any part of their bodies, as this creates a distraction in the classroom.
8. **FULL DRESS UNIFORM:** is required at all-school Masses, picture day and other special events. All students must wear a logo. This could be a uniform polo, sweater, vest, ¾ zip fleece, or crewneck pullover. No spirit sweatshirts.

Appearance

Makeup	Female students in middle school may wear make-up if it is simple, subtle, and appropriate. Make-up should look natural and not be noticeable; if it is noticeable, then it is too much for school. Fake eyelashes are not permitted. Make-up is not to be applied or freshened during the school day. If worn, acne stickers must be clear in color.
Hair	Hair must be neat, clean, with no artificial (unnatural) colors, and well-groomed. Hairstyles or colors that draw attention to the individual or are disruptive to the learning environment are not acceptable. Hair ornaments, such as headbands and bows, should complement the colors of the uniform and not be distracting. All students must keep their hair out of their eyes. If a hairstyle becomes distracting or a student is unable to adhere to these guidelines, a conference may be arranged with parents, students, and administration.
Nail Polish	Nails must be kept short. Girls may wear neutral nail polish.
Piercing	No facial or visible body piercing allowed.
Tattoos	No visible or body tattoos allowed.

Dress Code

PreK - 5th: Girls

ITEM	COLOR	NOTES
Sweater	Green	Solid color. Long sleeve V-neck, long sleeve full-zip, V-neck vest or cardigan. All sweaters must be worn with collared shirts beneath. May have the SMPS logo if purchased through Global Schoolwear.
Crewneck Sweatshirt	Green	May only be purchased through Global Schoolwear. Logo required.
Half-Zip Pullover/Fleece	Green	May only be purchased through Global Schoolwear. Logo required.
Polo Shirt	White or Navy	Long or short sleeves. Must be tucked in. May have the SMPS logo if purchased through Global Schoolwear.
Pants	Khaki	Chino uniform-style slacks, worn at waist, hem at top of shoe. No cargo pants, joggers or knit/spandex pants.
Shorts	Khaki	Walking style, top of knee length, fitted, worn at waist. No shorter than 2" above the back of the knee.
Leggings	Navy or dark green.	Solid color. To be worn under uniform skirts/jumpers only.
Jumpers/Skirts/Skorts	Belair Plaid	No shorter than 3" above the back of the knee. Skirts/skorts must be worn at the waist. Black or navy shorts must be worn under jumpers/skirts, but must not be visible below the hem.

PreK - 5th: Boys

ITEM	COLOR	NOTES
Sweater	Green	Solid color. Long sleeve V-neck, long sleeve full-zip, V-neck vest or cardigan. All sweaters must be worn with collared shirts beneath. May have the SMPS logo if purchased through Global Schoolwear.
Crewneck Sweatshirt	Green	May only be purchased through Global Schoolwear. Logo required.
Half-Zip Pullover/Fleece	Green	May only be purchased through Global Schoolwear. Logo required.
Polo Shirt	White or Navy	Long or short sleeves. Must be tucked in. May have the SMPS logo if purchased through Global Schoolwear.
Pants	Khaki	Chino uniform-style slacks, worn at waist, hem at top of shoe. No cargo pants, joggers or knit/spandex pants.
Shorts	Khaki	Walking style, top of knee length, fitted, worn at waist. No shorter than 2" above the back of the knee.

Grades 6-8: Girls

ITEM	COLOR	NOTES
Sweater	Navy	Solid color. Long sleeve V-neck, long sleeve full-zip, V-neck vest or cardigan. All sweaters must be worn with collared shirts beneath. May have the SMPS logo if purchased through Global Schoolwear.
Crewneck Sweatshirt	Navy	May only be purchased through Global Schoolwear. Logo required.
Half-Zip Pullover/Fleece	Navy	May only be purchased through Global Schoolwear. Logo required.
Polo Shirt	White or Navy	Long or short sleeves. Must be tucked in. May have the SMPS logo if purchased through Global Schoolwear.
Pants	Khaki	Chino uniform-style slacks, worn at waist, hem at top of shoe. No cargo pants, joggers or knit/spandex pants.
Shorts	Khaki	Walking style, top of knee length, fitted, worn at waist. No shorter than 2" above the back of the knee.
Skirts	Khaki	No shorter than 3" above the back of the knee. Skirts/skorts must be worn at the waist. Must be purchased through Global Schoolwear.
PE Uniform		REQUIRED and must be purchased through Global Schoolwear.
"Saint House" Sweatshirt & Polo	Navy - Sweatshirt Saint House Color - Polo	Saint House polos are REQUIRED and are worn on Fridays only. Sweatshirts are optional and may only be worn on Fridays only. Both must be purchased through Global Schoolwear.

Grades 6-8: Boys

ITEM	COLOR	NOTES
Sweater	Navy	Solid color. Long sleeve V-neck, long sleeve full-zip, V-neck vest or cardigan. All sweaters must be worn with collared shirts beneath. May have the SMPS logo if purchased through Global Schoolwear.
Crewneck Sweatshirt	Navy	May only be purchased through Global Schoolwear. Logo required.
Half-Zip Pullover/Fleece	Navy	May only be purchased through Global Schoolwear. Logo required.
Polo Shirt	White or Navy	Long or short sleeves. Must be tucked in. May have the SMPS logo if purchased through Global Schoolwear.
Pants	Khaki	Chino uniform-style slacks, worn at waist, hem at top of shoe. No cargo pants, joggers or knit/spandex pants.
Shorts	Khaki	Walking style, top of knee length, fitted, worn at waist. No shorter than 2" above the back of the knee.
PE Uniform		REQUIRED and must be purchased through Global Schoolwear.
"Saint House" Sweatshirt & Polo	Navy - Sweatshirt Saint House Color - Polo	Saint House polos are REQUIRED and are worn on Fridays only. Sweatshirts are optional and may only be worn on Fridays only. Both must be purchased through Global Schoolwear.

Accessories

ITEM	NOTES
Undershirts	Optional. Solid white and must be tucked in, not visible.
Belts	Optional, but preferred in grades 5-8. Navy, brown or black.
Shoes	Athletic/tennis shoes preferred (required on PE days). They must coordinate with the uniform: black, white, brown or navy (No neon, sparkle, light up, or rainbow shoes). Logos are okay, but shoes should not have more than two colors. Heels must be less than 1", No open-toed sandals, slip-ons, Crocs, platforms, shoes with wheels, or dress-up shoes. NO BOOTS are allowed. This includes Ugg style boots, snow boots, ankle boots, rain boots, cowboy boots, etc. Rain/snow boots may be worn before school and at recess only. Parents must coordinate with the teacher and send in an additional change of shoes to have the child change into them after recess.
Socks	Must be solid white, navy blue, or black. Logos okay.
Outerwear	Must be weather appropriate. No depiction of violence, gangs, rock groups, tobacco, alcohol, etc., allowed. Not to be worn in classrooms.
Jewelry	Must be simple, not distracting, dangling or overly large. Students may only wear one necklace at a time. Only one set of pierced earrings may be worn. Earring guideline: Earrings must be the size of a dime or smaller. No jewelry should be worn which would impact the students' safety.

Spartan Spirit Days

Spartan spirit days typically occur once a month. Dates are communicated via Spartan News. Students are encouraged to wear Spartan t-shirts and sweatshirts with uniform bottoms. Spirit wear may be purchased through Global Schoolwear. For those who choose not to participate, the standard school uniform is always a great option.

Theme Spirit Days

Theme spirit days are a fun way to unite our community, celebrate traditions, and show off our school spirit. Information regarding the themed spirit days will be communicated from the principal in *Spartan News* and shared by your student's teacher. Your outfit does not need to be perfect; what matters most is your participation in the celebration. **If your student chooses not to participate, they are expected to wear the standard school uniform.** This ensures that every student feels comfortable and included, no matter what.

Non-Uniform Days

Occasionally the school will announce non-uniform days. It is the parents' responsibility to send their children in appropriate attire for school. Dress on these days must be neat, modest, and appropriate for school. If these requirements are not met, parents will be called to bring in appropriate clothing or the student will wear uniform clothing provided by the school.

Free Dress Days	<ul style="list-style-type: none">• Observe modesty• Hoods, hats, or head coverings cannot be worn in buildings• Clothing should be free of inappropriate images or language.<ul style="list-style-type: none">◦ Imprints on clothing may not refer to tobacco, alcohol, drugs, profanity, anything in poor or questionable taste, or ideologies that could be perceived as divisive.• No undersized, oversized, or unkempt clothing (e.g., no jeans with holes)• No tank tops (unless worn as undergarments). No bare shoulders.• No bare midriffs (tops should be long enough to tuck into bottoms)• Undergarments should not be visible• Skirts, dresses, and shorts must be no shorter than 3" above the back of the knee• Closed-toed shoes only (No Crocs)• No leggings may be worn without a dress or a skirt covering the mid-thigh
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Enforcement of Uniform Policy

A student found out of uniform will be given a verbal reminder and a note will be sent to the parent. If, after a third reminder, there is no action taken to correct the situation, the administration will make a phone call home requiring the student to be in uniform before returning to school.

Lost and Found

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

EDUCATIONAL RECORDS

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

Education records are available to parents and others as provided by the Family Educational Rights and Privacy Act (FERPA) 20 U.S.C. 1232g and the regulations of 34 C.F.R. Part 99.

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

Transfer of Student Records

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

Types of Records

1. Health cards and records of immunizations are retained by the school. Original health records are forwarded to the student's next school.
2. Permanent record cards are retained at the school. A copy of this record is forwarded to the new school at the time of transfer.
3. Sacramental records are kept in the student's official file, and recorded at the parish office where sacraments were first received, to document the sacraments of Baptism and First Holy Communion.
4. Attendance records are kept for each student. Total days absent and tardy are transferred from daily attendance rosters to the permanent record card. Detailed attendance logs are kept on file at the school for seven years.
5. Transfer of records is made at the time of an authorized request by the receiving school. All records are mailed. All tuition and other fees must be paid in full prior to transfer.
6. Disciplinary records are kept in the principal's office while a student is enrolled at St. Michael Parish School and then destroyed. Disciplinary records are not part of the permanent record unless the student has been suspended or expelled.
7. Emergency care information for each student is kept on file in the school office. Parents are asked to update this information each fall or when necessary, during the school year, in order to ensure the safety of their children.

Family Educational Rights and Privacy Act (FERPA)

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

1. The right to inspect and review the student's education records within 45 days of the request for access. Parents or eligible students should submit to the school principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
2. The right to request an amendment of the student's education records that the parent or eligible student believes are inaccurate or misleading. Parents or eligible students may ask St. Michael Parish School to amend a record that they believe is inaccurate or misleading. They should write to the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and advise them of the right to a hearing regarding the request.

for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception that permits disclosure without consent is disclosure to school officials with legitimate educational interests.
4. A school official is a person employed by St. Michael Parish School as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, or assisting another school official in performing his or her tasks. A school official has legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, St. Michael Parish School discloses education records without consent to officials of another school district in which a student seeks or intends to enroll. (NOTE: FERPA requires a school to make reasonable attempts to notify the student of the records request unless it states in its annual notification that it intends to forward records on request.)
5. The right to file a complaint with the US Department of Education concerning alleged failures by St. Michael Parish School to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is: Family Policy Compliance Office US Department of Education 600 Independence Avenue, SW Washington DC 20202-4605

PARENTS AND GUARDIANS

Non-Custodial Parents

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

Divorced or Separated Parents

Our school exists to aid parents in the education of their children. As such, the focus and advocacy of the staff will always default to the benefit of the child. We will not position ourselves between parents in disagreements over custody rights and issues. In the absence of an official court document specifying the contrary, we will communicate and facilitate relationships with all legal guardians of each student. It is the responsibility of the custodial parent to provide any pertinent documentation that would alter this procedure

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

PHONES AND ELECTRONIC DEVICES

Cell Phones

Cell phone use is not permitted at any time - from drop off until pick up. The cell phone is to be kept completely off and in the student's backpack. Students who abuse the cell phone policy will have their phones confiscated and returned to a parent/guardian. If a parent needs to contact a student during the school day, such communication shall be through the school's office.

1. Any cell phone/smart watch use, including text messaging, during the school day, including after school and at Extended Care is prohibited.
2. The use of cell phones and/or electronic devices to take pictures in restrooms, classrooms, playground, and other school/parish facilities at any time is prohibited.
3. Any cell phone/smart watch use, including text messaging, or use of cameras during a test shall be considered and treated as cheating.

Office Phone Use

The School Office is open from 7:45 AM to 3:30 PM. The school telephone is available for business use only. Students may use the phone in the office for emergencies and with permission only. Arrangements for after-school activities and rides home should be made outside of school time.

Electronic Devices

The use of electronic communication devices during normal school hours is prohibited; these include but are not limited to Smart Watches, electronic games, I-pods, Kindles, and other hand-held games or music devices.

The use of any electronic communication device during a test shall be considered as and treated as cheating.

COMMUNICATION

Consistent communication between the school and home is an important component of a positive educational environment and is highly valued at St. Michael Parish School. Important information such as weekly school and classroom newsletters, yearly calendars, school and parish flyers, and other materials may be sent via email to every family. In order to be well-informed of academic and community news, it is essential that each family takes time to open and read the school emails and newsletters when they arrive.

With Principal

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

With Faculty

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

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

Electronic

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

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

Directory

The St. Michael Parish School directory is provided as a courtesy for the convenience of school families and includes each student's name, grade, family members' names, addresses, phone numbers and email addresses. Please notify the school office of any changes as soon as possible so all information is current. Parents who do not wish to be included in the directory must indicate that when completing their contract on Finals site. It is to be understood by families requesting this omission that they will still be contacted by phone or mail by school staff and volunteers authorized to do so. The directory is updated annually in August and distributed to families in September. The St. Michael Parish School directory is intended solely for the use of St. Michael Parish School families and employees to strengthen their mutual support and the education of St. Michael Parish School students, and any other use of the information in this directory is strictly forbidden.

Social Media

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

HEALTH CARE

Communicable or Contagious Disease

All students with contagious diseases should be treated with justice and respect in every way consistent with protecting the safety of those not afflicted with such diseases.

Schools shall act to limit the spread of contagious diseases in order to preserve and protect the health of students and staff. Staff shall report to the school administrator or designated person any individual suffering from a communicable disease or one suspected of being contagious.

Parents will notify the school of a diagnosis of a contagious disease. The administration will notify other parents and/or the health department, if necessary, to stop the spread of the disease. Before returning to school the student must be past the period of communicability, that is: free of fever without medication, vomiting, and/or diarrhea for 24 hours, and be able to participate in normal classroom activities.

All employees and health volunteers who work in schools will be trained in appropriate methods of responding to situations that involve human blood and other body fluids and solids and will have available to them the materials necessary for making a response.

A Health Aid room is located near the school office. This room is staffed by school staff and volunteers, who will check children's temperatures, treat minor injuries, conduct hearing and vision screenings, and maintain student health records. Medications will be kept in the office.

Staying Home When Sick

Staying home when sick can lower the risk of spreading infections. Under routine circumstances, some illness spread among school communities is expected. In general, children with improving symptoms should be able to participate in school. If a child's needs while sick with an infectious illness would interfere with school staff's ability to teach and care for other students, the child should stay home. Schools must balance the risk of infectious disease spread with educational, social, and mental health needs of children when determining when students should stay home. Schools, parents, and caregivers often do not know what specific illness a child may have; rather, children present with symptoms. If someone has the following symptoms, they should stay home because their illness could affect their ability to participate in school and there is concern that they might spread an infection to staff and students.

- Fever, including a fever with a new rash.
- Vomiting more than once in the preceding 24 hours.
- Diarrhea that causes 'accidents', is bloody, or results in greater than two bowel movements above what the child normally experiences in a 24-hour period.
- Skin sores that are draining fluid on an uncovered part of the body and are unable to be covered with a bandage.
- Respiratory virus symptoms that are worsening or not improving and not better explained by another cause such as seasonal allergies.

Return to School

When a person can return to school depends on the nature of the illness. In general, a child returning to school should be well enough to participate in school (e.g., can adequately manage improving cough and congestion on their own, not overly fatigued), and care of the returning child should not interfere with the school staff's ability to teach or care for other students. Students and staff returning to school following an illness may still be contagious, but are likely to be less contagious as symptoms improve, depending on factors like duration and severity of illness. Parents and caregivers should consult their child's health care providers with specific questions about their child's condition or recovery. For the general symptoms described in the stay at home when sick section of this guidance, policies can allow return to the school setting when:

The child has not had a fever (and is not using fever-reducing medicine)

for at least 24 hours.

- Fever with a new rash has been evaluated by a healthcare provider and fever has resolved.
- Uncovered skin sores are crusting, and the child is under treatment from a provider.
- Vomiting has resolved overnight and the child can hold down food/liquids in the morning.
- Diarrhea has improved, the child is no longer having accidents or is having bowel movements no more than 2 above normal per 24-hour period for the child. Bloody diarrhea should be evaluated by a healthcare provider prior to return.
- Respiratory virus symptoms are getting better overall for at least 24 hours. Students and staff returning after a respiratory illness can consider additional actions to reduce spread.

Medication

St. Michael Parish School may provide for the administration of oral medication, topical medication, eye drops, ear drops, or nasal spray to students who are in the custody of the school at the time of administration (RCW 28A.210.260); however, St. Michael Parish School must have on file a written licensed health professional authorization form to administer medication. This form must be current and unexpired. Necessary medications are provided by the parent/guardian and kept in the school office. No medication is to be kept in the classroom. Medications will be dispensed only from the original container provided by the pharmacy. Only a designated and trained staff member(s) will administer medication.

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

1. An emergency allergy self-injector (i.e., an EpiPen), may be allowed to accompany the student throughout the school day only after it has been determined to be necessary by the school administration and approved by a licensed health professional.
2. Students needing to use an inhaler may carry one on their person at all times once approved by school administration and approved by a licensed health professional.

Sharing of medication in any way, including both prescription and non-prescription drugs, is prohibited.

Mandatory Reporting

Sometimes it is necessary for the school to make a report to Child Protective Services. State law requires notification to this agency (and/or law enforcement) within 48 hours of any professional school personnel having reasonable cause to believe that a student has suffered abuse or neglect. We reserve the right to not inform the parent about this referral, depending upon the situation. CPS makes the determination on the severity and follow-up, depending upon the information available at the time and any previous record of the case. If you desire more information as to the procedure for such referrals, please contact the School Office.

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

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

Immunizations

Prior to entry, attendance or transfer to a Level 1 Catholic preschool through high school in the Archdiocese of Seattle, students must present proof of having had the immunizations as required by Washington State law RCW 28A.210.060 through 28A.210.170.

Every student enrolled in a Level 1 Catholic School in the Archdiocese of Seattle shall be immunized against vaccine preventable diseases caused by infectious agents in accordance with the immunization schedule adopted by the Washington State Department of Health Services. The only exception to the foregoing requirements for students in 2025-2026 SMPS Family Handbook

our Catholic schools is a medical exemption signed by a licensed professional (M.D., N.D., D.O., ARNP, or PA. authorized to practice in the State of Washington, including the physician's license number.

EMERGENCIES AND CRISIS PROCEDURES

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

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

Emergency Form

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

General Emergencies

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

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

1. Student illnesses--Teachers are always on alert for signs of illness of a contagious nature. Such cases are reported to the school secretary or principal. If the child has been ill and returns to school, it is important that he/she return well enough to be able to participate in normal activities, go outside for recess, etc. Children with a fever should remain at home and be fever free without the use of fever reducers for at least 24 hours before returning to school. If an unexplained rash appears, students will be sent home and asked to receive a medical evaluation before returning to school.
2. First Aid--The principal and school office staff should be notified of any student who has received a head injury at school. Any signs of concerns will be reported immediately and parents will be contacted. Any student who is observed to, or is suspected of, suffering a significant blow to the head or collides hard with another person or object, may have sustained a concussion. Any student who is suspected of having a concussion either based on the disclosure by the student, observed or reported symptoms, will be removed from activities and observed until an evaluation can be completed by a medical provider.
3. Teachers/staff will call 911 when any serious accident occurs. The school keeps records of all calls made to 911.

4. Student accidents or injuries resulting in hospitalization, emergency, or doctor's care should be reported using an accident form sent to the Archdiocesan insurance provider, within 24 hours.
5. Medications--School policy does not allow any medicines to be given to students unless there is a written authorization form from a physician and the parents (see above).

SAFETY AT SCHOOL

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

Pick Up and Drop Off Procedures

MORNING ARRIVAL

UPPER LOT:

LOWER LOT: Vehicles will enter the lower parking lot from 11th Avenue and make an immediate left turn. Continue driving toward the west end of the lot (in the direction of the Capitol). Turn right toward the school and field, then make another right to proceed along the sidewalk. Please pull forward as far as possible before stopping. For safety reasons, students must exit the vehicle on the sidewalk side only. Once in the drop-off line, vehicles must remain in line until directed otherwise by a staff member.

AFTERNOON DEPARTURE

UPPER LOT (CHURCH): ALL PreK, Kindergarten, and 1st grade students AND THEIR SIBLINGS.

Follow the same procedure as MORNING ARRIVAL with minor modifications: As you move to the west end of the lot, if the line is backed up to the row of parking spaces on your right, move into the furthest west parking space on your right. A staff member will be there to help direct you to that parking space and this will maintain your place in line. Please stay in your vehicle and be ready to move forward.

LOWER LOT: ALL 2nd - 8th grade students who DO NOT HAVE SIBLINGS in PreK - 1st grade.

From Boundary Street SE, vehicles will enter the upper parking lot (church parking lot) and continue straight alongside the sidewalk in front of the church. Keep moving forward as far as possible making a left turn at the last row in the lot. A staff member will direct you to the place to stop. When all the vehicles stop, students will enter their vehicle. Pre-K and Kindergarten students are escorted to their vehicles by a staff member. You may exit the line if you have your student(s) and a clear path to another parking lot row.

ARRIVAL AND DEPARTURE FAQs

When is arrival?

Arrival is between 7:45 am and 8:00 am. If you arrive after 8:00, you may still drop off your child or park and walk them into the school.

When is departure?

Departure is 2:15 pm on Mondays, 3:00 pm Tuesday through Friday, and 12:00 pm on "half" or "early dismissal" days. Please do not arrive more than 30 minutes before departure.

What about before or after school care?

Before school care and after school care has arrival and departure in the Multi Purpose Room of the Parish Center (1st floor of the Parish Center, access from the lower lot). Park in the lower lot and walk in to check in or check out your child(ren).

What about clubs and sports?

Use the same procedure as DEPARTURE.

Please help us

Follow these rules in the parking lot to ensure optimal student safety:

- Refrain from using your cell phone
- Maintain the speed limit of 5 MPH
- Have students be ready to depart vehicles upon arrival
- Please respect the directions and guidance of the parking lot staff.
- Please do not hold up the line.

Pedestrian Safety

Students walking home are required to have a written permission from parent/guardian on file with the school office.. Pedestrians must utilize the designated walking areas and cross at crosswalks.

Protecting God's Children

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

Financial Safety

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

EXTENDED CARE

St. Michael Parish School offers a before and after school program, referred to as Extended Care. This program is located in the multi-purpose room.

The Extended Care Program strives to provide quality care, security, consistency, and fair treatment for all St. Michael Parish School students from the time between when school is released and when parents are done at work. The school believes it is important to provide a safe, enjoyable before and after school place where children can experience a variety of activities such as outdoor play, homework time, prayer, and indoor games. The program follows the philosophy, mission, rules and regulations stated in the St. Michael Parish School Family Handbook.

Students are supervised by St. Michael Parish School Extended Care staff that are employees of St. Michael Parish School. St. Michael Parish Extended Care staff have CPR and First Aid training, Safe Environment training and adhere

to yearly updates, and have passed background checks. St. Michael Parish Extended Care staff are under the supervision of the St. Michael Parish Extended Care Director. Day-to-day management of the St. Michael Parish Extended Care is the responsibility of the St. Michael Parish Extended Care Director, who reports to the principal.

There is a separate charge for students attending the St. Michael Parish Extended Care program. Registration for St. Michael Parish Extended Care program is completed through Finalsity while there is space available.

K-8 Extended Care

Extended Care is available for St. Michael students in grades K-8 at the following times.

That is, a space is reserved for your child/ren for any portion of time any school day, before school starts (6:45-7:45 am), after school (3-6 pm), and on half days (12-6 pm).

CARE OPTIONS

- PM Only: That is, a space is reserved for your child/ren for any portion of time you need after dismissal on regular days (3-6 pm) and on half days (12-6 pm).
- AM Only: That is, a space is reserved for your child/ren for any portion of time you need between 6:45 am and 7:45 am on every school day.
- Drop In: That is, a drop-in option for families that need extended care 10 times or less a month. Students must be registered in the extended care program to use this option.

A family must sign the Extended Care Registration contract at the time of registration for Extended Care. There is a \$50 per child registration fee. At that time, one of the following plans may be chosen:

Drop In: \$8 per hour

FT - \$350 per month

PM Only - \$300 per month

AM Only - \$100 per month

All charges are per child and will be charged to your Finalsity account.

PreK Extended Care

Our Pre-K Extended Care Program is designed specifically for children aged 4-5 years old, and it will be held in our dedicated Pre-K classrooms. The program provides a nurturing and structured environment for your child after the regular school day ends.

- Days of Operation: Pre-K Extended Care is available on regular school days.
- Closed On: Breaks, holidays, professional development days, snow days, and emergency closures.
- Registration Fee: \$50 per child (one-time fee)
- Registration Requirement: At the time of registration, you must select one of the following plans: PM Only or Drop In.

CARE OPTIONS

1. PM Only Plan

Cost: \$350 per month

This plan reserves a space for your child for any portion of time needed after regular dismissal (3:00-6:00 PM), early dismissal days (2:15-6:00 PM), and half days (12:00-6:00 PM). This plan provides flexibility and ensures your child has a consistent place in the program every school day.

2. Drop-In Option

Cost: \$12.00 per hour

This option is perfect for families who need extended care on a more occasional basis (10 days or fewer per month). To use this option, students must be registered in the Pre-K Extended Care program. Please email our staff in advance to notify them of your child's attendance.

Fees

Extended Care bills on a monthly basis. All bills are due the following month by the 10th or 15th. If your bill is not paid by the end of the month, your student may not attend the program until your account is paid in full. If the accounts are not current, report cards and records may be withheld.

PLAYGROUND BEHAVIOR

Rules and Behavior

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

PLAYGROUND

- Keep the school or entrance clear for incoming guests/parents.
- No sitting on the sprinkler box by the entrance.
- No hanging or climbing on basketball hoops.
- Students should not play in the lower parking lot.
- No kicking or hitting balls against school buildings or sheds.
- No toys/games/pokemon cards/etc. from home. Books are okay.
- When the bell rings, students are expected to get to their class line.
- No sunglasses or umbrellas.
- Students are not allowed in the recess closet.
- Inappropriate, vulgar, or profane language is not allowed on the playground.
- Spitting is not allowed.
- No food is allowed on the playground during recess.
- Keep hands and feet to yourself. (Play-fighting, fighting, rough games, and contact sports are not allowed.)
- Respect for adults is to be demonstrated.
- Report all injuries to the playground supervisors immediately.
- Students may not throw rocks or any projectiles at any time.
- Students may not bring their own equipment/toys out to recess. This includes all electronic devices.

PLAY STRUCTURE

- No climbing up, standing on, or dangling legs over the slide.
- No climbing outside play structure railings.
- Sit on swings only - no standing or swinging on stomach - 3 minute limit if wait line.
- No twisting on swings.
- No jumping off of the swings.
- No pushing or giving "underdogs" to other swingers.
- No running through swings or standing in front of swingers.
- No throwing wood chips or removing wood chips from the playground.
- No picking plants from the school garden without permission.

FIELD

- No field use when over-saturated/puddles exist on the field.
- No playing in the ditch or on sprinkler boxes by the fence facing Eastside St.
- No climbing fences to retrieve balls - students should report to aide when the ball is lost.
- No waving and yelling at cars from the fence line.
- No digging holes in the field.

EQUIPMENT

- Jump ropes are only for jumping or helicopter games - no tug-of-war or tying up friends.
- Sidewalk chalk can only be used for special events/with classroom teachers.
- No kicking basketballs - No dodgeball, frisbees, or balls from home unless donated.
- No climbing tetherball poles.

RESTROOMS

- ALL students enter through the office doors.
- Students must get a hall pass from the aide at the front of the building.

RELEASE OF STUDENTS

UPPER LOT (CHURCH): ALL PreK, Kindergarten, and 1st grade students AND THEIR SIBLINGS.

Follow the same procedure as MORNING ARRIVAL with minor modifications: As you move to the west end of the lot, if the line is backed up to the row of parking spaces on your right, move into the furthest west parking space on your right. A staff member will be there to help direct you to that parking space and this will maintain your place in line. Please stay in your vehicle and be ready to move forward.

LOWER LOT: ALL 2nd - 8th grade students who DO NOT HAVE SIBLINGS in PreK - 1st grade.

From Boundary Street SE, vehicles will enter the upper parking lot (church parking lot) and continue straight alongside the sidewalk in front of the church. Keep moving forward as far as possible making a left turn at the last row in the lot. A staff member will direct you to the place to stop. When all the vehicles stop, students will enter their vehicle. Pre-K and Kindergarten students are escorted to their vehicles by a staff member. You may exit the line if you have your student(s) and a clear path to another parking lot row.

Release of Students To Another Adult

If anyone other than a parent or guardian is sent to pick up students, St. Michael Parish School requires either written permission signed by the parents, or a phone call from the parents to the school office informing the school of the change. Students will not be released to anyone they do not recognize nor to anyone not on the emergency form. St. Michael Parish School will check identification of anyone who is not the child's parent and who is picking up a child from school.

PARENTAL INVOLVEMENT

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

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

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

Visitors

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

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

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

Room Representatives

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

- Calling parents to help the teacher as requested.
- Arranging for classroom parties with the teacher.
- Coordinating and serving coffee and donuts after Sunday Mass during the school year.
- Hosting special events each year depending on your child's grade. Please see your classroom teacher for more details and an explanation of the events.

Parties

Students are welcome to bring birthday treats for each student in their class. Individual cupcakes, cookies, or other small goodies are best. Please do not bring in cakes or other types of treats that take more time and need utensils. Please do not bring in beverages with the birthday treats. Birthday treats are served at lunch time under the guidance of a staff member. Adhere to any and all allergy concerns in the class.

Students with a birthday in June, July and August are welcome to celebrate on their half birthdays.

Party invitations are not to be handed out at school unless the entire class is invited, or all girls/boys in the class. Please send your invitations by mail or email. Please consult the school directory for addresses and emails. The school office cannot provide any contact information and does not distribute invitations or thank you notes. We respect and understand the financial obligations of inviting every student; however, it can be hurtful when one or two children from a class are left out.

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

PICTURES

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

ANIMALS AT SCHOOL

Parents must obtain prior approval from the student's teacher and from the principal before they are allowed to bring visiting animals to St. Michael Parish School. If there is an allergy issue in the classroom, the animal will not be allowed at school. Service animals will be reviewed by the principal who will make the final decision concerning accommodations.

EXTRACURRICULAR ACTIVITIES

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

SPECIAL POLICIES AND INFORMATION

PTSA

The Parent Teacher Student Association (PTSA), plays a crucial role in fostering strong communication between families and the school community. It serves as a platform for parents to engage in meaningful service, including volunteering and fundraising efforts, while also providing valuable opportunities for parent education.

Article I:

The name of this organization shall be the St. Michael Parish School Parents, Educators, and Parishioners Club of Saint Michael Parish, part of the Archdiocese of Seattle.

The PTSA is unincorporated.

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

Article II: Purpose

The PTSA is organized for education, religious and charitable purposes. To this end, the PTSA shall assist in the support and maintenance of St. Michael Parish School and to encourage the parents and guardians attending St. Michael Parish School in their role of Catholic educators.

The PTSA is responsible for maintaining good communication between the home and the school, for providing a vehicle through which parents can provide service to the school i.e. volunteering.

All funds raised by the PTSA, whether income or principal, and whether acquired by gift or contribution or otherwise, shall be devoted to said purposes. Decisions about fund-raising will be made jointly by the PTSA and the School Administration. If a problem arises, the School Administration will make the final decision.

The PTSA will be an advocate for the school. They will promote the school for the parish and parents.

BYLAWS OF SCHOOL COMMISSION

The School Commission is a consultative board that works with the principal and pastoral leader, in accordance with Archdiocesan policy, to assist in planning, policy development, finance, facilities, development and public relations, and self-evaluation of School Commission goals. The Commission serves as a consultative board to the principal and the pastoral leader in the formulation of local policies affecting the parish school. All policies adopted by the School Commission are brought to the pastoral leader for approval. Terms are staggered to maintain stability of long-range goals and directions. The School Commission Guidebook published by the Archdiocese of Seattle Office for Catholic Schools is available in the school office for checkout upon request.

SCHOOL COMMISSION BY-LAWS

The Catholic school is an expression of the educational mission of the parish. The pastor is responsible to the Archbishop for the administration of the total parish, including the parish school. The principal serves as the chief administrator of the parish school and is responsible to the pastor.

The Commission shall be a consultative, advisory body to the Pastor in the formulation of policies affecting the parish school and serves as an advisory body in support of the ministry for the good of the school community. In developing its policies, the Commission must ensure that these follow the intent and spirit of the policies adopted by the Archdiocese Board of Education.

A partial listing of other duties and functions of the Commission are as follows:

Article I. Name of the Organization

- A. The name of this body shall be Saint Michael Parish School Commission or the Commission.

Article II. Purposes and Functions

- A. The pastor establishes the Commission, in accord with archdiocesan policy, to assist the pastor and principal in policy development and long-range planning for the parish and school community. When the Commission meets with the pastor, principal and members and agree on a policy matter, the decision is effective and binding on all. The Commission will be consulted prior to decisions being made in its areas of responsibility.

- B. The Commission responsibilities are in the following areas:

1. Planning

- Establishing a mission statement for the school
- Establishing Commission goals for the school
- Establishing plans for the future of the school

2. Policy Development

3. Recommending policies that give general direction for the school to the pastor and principal.

4. Finance, which includes:

- Developing a plan and means to finance school programs, including tuition, development, and fundraising
- Allocating resources according to the budget
- Monitoring the budget

5. Public Relations, which includes

- Communication with various public groups or interested people about the school

- Listening to the needs and concerns of the school community through appropriate forums set up for this purpose
- Recruiting students
- Promoting the school to the parish and parents.

6. Evaluation, which includes

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

Article III. Membership

- A. The Principal of St. Michael School shall function as the Commission's Executive Director.
- B. The membership of the parish school Commission shall consist of seven to nine members in addition to the pastor and principal. Members ordinarily serve for three years, renewable once and staggered so that council membership can rotate.
- C. Each member shall serve a term of three (3) years.
- D. Nominations and Selection
 - 1. A committee of the school Commission would seek and prepare a slate of prospective Commission members by nomination either by self or others. The nominees would meet the following criteria:
 - Interest in and commitment to Catholic education and to this school's philosophy and mission
 - Availability to attend meetings and periodic in-service programs and to participate in committee work
 - Maintain high-level of integrity and confidentiality
 - Deal with situations as they relate to the good of the entire school community.
 - Be a credible witness of the Catholic faith to the school community and the other public spaces the school serves. (A Non-Catholic parent of child/children enrolled in the school may be a member of the Commission and may be encouraged.)
- E. Ineligibility
 - 1. A person currently employed by the parish or parish school or a close relative or in-law of or living in the same household as a parish or school employee is ineligible to serve on the School Commission.
- F. Selection
 - 1. Whatever method(s) a pastor uses to choose Commission members of parish Commissions should be used to determine new membership. The process should promote a sense of ownership throughout the school and parish community.
 - 2. The selection of new members should begin in February. Selections should be made by March or April and new members should attend several school Commission meetings for orientation purposes prior to beginning their term on July 1st.

Article IV. Officers

- A. The Commission should select members to serve in the positions of Chairperson, Vice-Chairperson, and Secretary. The officers are selected by the Commission and serve one-year renewable terms. The duties are those ordinarily performed by such officers.
- B. The above officers, pastor, and principal form the executive committee.
- C. The executive committee may be called to meet and make decisions, if necessary, in the absence of a full Commission meeting.
- D. The duties of the officers shall be as follows:
 - 1. The Senior Co-Chairperson shall preside at all regular and special meetings of the Commission. He/she will plan the agenda cooperatively with the Executive Director.
 - 2. The Co-Chairperson shall perform all the duties of the senior Co-chairperson when he/she is absent or otherwise unable to preside.
 - 3. The Secretary shall maintain a written record of all acts of the Commission. He/she will publish and make available the minutes of Commission meetings for the parish and school community.
 - 4. The Executive Director shall conduct, receive and dispose of all

correspondence as directed and see to the preservation of reports and documents committed to his/her care. Records shall be retained for a minimum of five (5) years. Any document regarding policy adoption shall be retained in accordance with Archdiocesan guidelines

Article V. Meetings

- A. The chairperson and principal should meet to plan the agenda for the Commission meetings and the agenda and written committee reports should be available to members at least one week prior to regularly scheduled Commission meetings.
- B. The school Commission meets every month beginning in August. Standing committees meet at other times as deemed necessary by the committee chair. If Commission meetings are open to the public, there should be a provision in the operating procedures of the Commission regarding executive sessions covering either personnel issues or other confidential matters. (A Commission could meet at least every other month with standing committees meeting in the other month.)
- C. A member who is absent without justification or notice from two regular meetings of the School Commission during one academic year (August through and including June) shall, unless excused by action of the executive committee, cease to be a member.
- D. Individuals who wish to address the Commission at one of its meetings may do so by contacting the Commission Chairperson, Vice Chairperson, or Executive Director. This must take place (10) ten days in advance of the Commission meeting to be placed on the agenda.
- E. The Commission has the right to go into closed executive session anytime the discussion will involve personnel or matters of a confidential nature.

Article VI. Standing and Ad Hoc Committees

- A. Standing Committees will be named and a chairperson assigned, as needed by the pastor and/or principal. Ad Hoc committees will be named and a chairperson assigned for specific purposes, as needed by the pastor and/or principal. The committees will address the current and future needs of the school and may include the following:
 - Annual Operating Plan and Budget
 - Budget Oversight
 - Tuition and Parish support rates
 - Major Capital Projects
 - Public Relations and Development
 - Selection of new principal
 - Long-range plans
 - Review of school policies and procedures
 - Maintenance and Operation of the school facilities
 - Representative or liaison to Parish Council, Finance Council and/or PTSA/Parent Club
 - Development and Endowments
 - Alumni Relations

Article VII. Amendments

- A. These bylaws and all subsequent amendments shall be effective upon consensus of the Commission and approval of the Pastor, subject only to regulations of the Archdiocese Board of Education.