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SAINT PATRICK
CATHOLIC
CHURCH & SCHOOL

2026-2027

Family Handbook

1112 North G St
Tacoma, WA, 98403
(253) 272-2297
www.saintpats.org/school

Saint Patrick Catholic School, a ministry of Saint Patrick Parish, guides students in the pursuit of academic growth while inspiring joyful lives filled with love, service, and respect as disciples of Christ.

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Message from the Principal

Dear Parents and Students,

Welcome to Saint Patrick Catholic School (SPCS)! In choosing SPCS you have demonstrated a commitment to the values and philosophy of a Catholic education. The Family Handbook reflects the policies of SPCS for the 2026-2027 school year.

The SPCS Handbook is available online and hard copies are available in the school's main office. All school families should read this document carefully and have a signed handbook agreement form on file. By signing this agreement form, you and your student(s) agree to abide by the policies of SPCS during the 2026-2027 school year.

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

Saint Patrick, pray for us!

Kate Chambers
Principal

2026-2027 SCHOOL FACULTY AND STAFF

Principal	Kate Chambers	kchambers@saintpats.org
Vice Principal	Abby McElligott	amcelligott@saintpats.org
Early Learning		
Early Learning Director	Abby Laxa-Anderson	alaxa-anderson@saintpats.org
PreK 4 Assistant Teacher	Lauren Huntley	lhuntley@saintpats.org
PreK 4 Lead Teacher	Becky McLellan	bmclellan@saintpats.org
PreK 4 Lead Teacher	Sarah West	swest@saintpats.org
PreK 4 Assistant Teacher	Karen McDonald	kmcdonald@saintpats.org
PreK 4 Assistant Teacher	Katie Moore	kmoore@saintpats.org
PreK 3 Lead Teacher	Suzanne Christnacht	schristnacht@saintpats.org
PreK 3 Assistant Teacher	Amalia Castelino	acastelino@saintpats.org
PreK 3 Lead Teacher	Trish Joyce	tjoyce@saintpats.org
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Grade 1	April Nagel	anagel@saintpats.org
Grade 2, Division Chair	Amy Sachwitz	asachwitz@saintpats.org
Grade 2	Ruth Kelly	rkelly@saintpats.org
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Grade 3	Katrina Coovert	kcoovert@saintpats.org
Grade 4	Minh Gavino	mgavino@saintpats.org
Grade 4	Hanna Graves	hgraves@saintpats.org
Grade 5, Division Chair	Sarah Boyd	sboyd@saintpats.org
Grade 5	Aaron Riggio	ariggio@saintpats.org
Middle School		
Grade 6	Allison Baine	abaine@saintpats.org
Grade 6	Teresa Keck	tkeck@saintpats.org
Grade 6	Catherine Shedd	cshedd@saintpats.org
Grade 7	Sparky Ainslie	sainslie@saintpats.org
Grade 7	Susie Sorensen	ssorensen@saintpats.org
Grade 8, Division Chair	Andy Albaugh	aalbaugh@saintpats.org

Grade 8	Monica Castañeda	mcastaneda@saintpats.org

Specialists

Music	Maria Lewis	mlewis@saintpats.org
Physical Education & Athletic Director	Nicholas Conklin	nconklin@saintpats.org
Art	Emily Keller	ekeller@saintpats.org
Spanish/7th and 8th Grade Religion	Erika Gasper	egasper@saintpats.org

Student Support

Diverse Learning Strategist	Heather Paez	hpaez@saintpats.org
Language and Literacy Specialist	Vanessa Suresh	vsuresh@saintpats.org
Counselor	Hannah Webber	hwebber@saintpats.org

Staff

Admissions Manager & Registrar	Kathey Bucholz	kbucholz@saintpats.org
Development Director	Christy Johnson	cjohnson@saintpats.org
Assistant Development Director	Chelsey Anderson	canderson@saintpats.org
Interim Development Office Coordinator	Tayleur Campbell	tcampbell@saintpats.org
Office Manager	Marla Petronzio	mpetronzio@saintpats.org
Business Manager	Andy Noonan	anoonan@saintpats.org
Extended Care Director	Carrie Clapp	cclapp@saintpats.org
Facilities Manager	Felipe Uc	fcanche@saintpats.org
Communications Coordinator	Jack Chambers	jchambers@saintpats.org
IT Coordinator	Brendan Fitzgerald	bfitzgerald@saintpats.org

PARISH ADMINISTRATION

Pastor	Fr. David Mulholland	fr.dmulholland@saintpats.org
Parochial Vicar	Fr. David Mayovsky	fr.dmayovsky@vashonsjv.org
Deacon	Bill Eckert	deaconbill@saintpats.org
PA for Parish Life and Administration	Laura Dougherty	ldougherty@saintpats.org
PA for Faith Formation	Meg Hannan	mhannan@saintpats.org
PA for Catechesis of the Good Shepherd	Lacie Vierra	lvierra@saintpats.org
Bookkeeper	Michelle Carpenter	mcarpenter@saintpats.org
Administrative Assistant & Communications	Wynter Dait	wdait@saintpats.org

SCHOOL COMMISSION MEMBERS

President	Victoria Masselink
Vice President	Bill Malaier
Secretary	Angela Carlin
Pastor	Fr. David Mulholland
Principal	Kate Chambers

Vice Principal	Abby McElligott
Faculty Representative	Hanna Graves
Commissioner	Brianne Riley
Commissioner	Kelly Howland
Commissioner	Shawn Anderson
Commissioner	Eric Nelson
Commissioner	Jacob Strobl
Commissioner	Meaghan O'Neill

SAINT PATRICK PARENT ASSOCIATION (SPPA)

President	Kelli Carter
Vice President	
Secretary	
Treasurer	
Faculty Representative	Margaret Richards

REACH Auction Chairs

Saint Patrick Catholic School Information

SCHOOL LOCATION

SPCS is a Preschool through 8th grade Catholic elementary school. It is located at 1112 North G St, Tacoma, WA 98403.

SCHOOL PHILOSOPHY

SPCS is an inclusive educational community grounded in the Catholic faith and rooted in the ever-present love of Jesus Christ. The school community challenges itself to provide rigorous academics and foster culturally-responsive learners with the personal characteristics of servant leaders. Working collaboratively and modeling integrity, the members of the community build a learning environment of faithful, thoughtful, and committed students ready to embark on their future endeavors.

HISTORY OF SCHOOL

SPCS was founded by Tacoma Dominican Sisters, and opened its doors to students in 1893. The mission statement of the Dominican Sisters embraces a tradition of contemplation, and impels community members to collaborate in networks of spiritual, educational, and political commitment, and to create a just society that addresses basic human needs and ends the violence that erodes our planet. The Dominican charism states that "Dominicans are called by the Spirit to be faithful to the prophetic mission of Jesus by the integrity of our lives, and to proclaim the Truth fearlessly and confidently, as Dominic did." Sister Marilyn MacDonagh, the final faculty representative of the Dominican Sisters at SPCS, retired in the spring of 2016, after modeling the Dominican charism with grace and dignity for over 40 years on this campus. The charism of the Dominicans inspired SPCS's mission statement, philosophy, and SLEs.

Saint Patrick Catholic School

RISE
Schoolwide Learning Expectations

Responsible	(R-1) I make good choices. (R-2) I take care of our world and show respect for everything in it. (R-3) I show respect for myself and others.
	(R-1) I assume responsibility for my behavioral choices. (R-2) I act as a steward of the earth and participate faithfully in school service projects on local and global levels. (R-3) I show respect for all people, materials, and property.
Inclusive	(I-1) I include others. (I-2) I help others. (I-3) I respect differences.
	(I-1) I include others and make all feel welcome. (I-2) I help others and volunteer my time and talents. (I-3) I respect differences and treat all people equitably.
Spiritual	(S-1) I am reverent. (S-2) I participate in holy events. (S-3) I know about God.
	(S-1) I display reverence for the sacred, especially during liturgies, prayer services, and retreats. (S-2) I participate in the life of the Catholic Church. (S-3) I demonstrate knowledge of the traditions, teachings, and practices of the Catholic Church.
Excellent	(E-1) I study to learn new things. (E-2) I do my best work. (E-3) I solve problems.
	(E-1) I demonstrate knowledge in all subject areas and work independently and collaboratively. (E-2) I express written thoughts clearly for a specific and varied audience. (E-3) I take initiative when something needs to be done independently or collaboratively.

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 PATRICK CATHOLIC SCHOOL

Saint Patrick Catholic School, a ministry of Saint Patrick Parish, guides students in the pursuit of academic growth while inspiring joyful lives filled with love, service, and respect as disciples of Christ.

Notice of Non-Discriminatory Policy

SPCS 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 are decided on a case-by-case basis by the principal or his/her designee.

Accreditation

WESTERN CATHOLIC EDUCATION ASSOCIATION

SPCS 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.

COVENANTS

COMMUNITY COVENANT

The SPCS community strives to be a covenant community. The teachers and staff at SPCS 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 SPCS 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 SPCS 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

As a student at SPCS, I am 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.

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 SPCS 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 SPCS. 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 SPCS Handbook.
- accept and embrace the diversity at SPCS.
- 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.

GENERAL INFORMATION

It is understood that SPCS 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 SPCS. SPCS 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 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.

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 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.

1. Applications and registrations will be considered on the following priority basis:
    a. Children of active, participating parish members (see "Active Parish Participation" below), who have siblings who will attend SPCS during the next academic year or who have graduated from SPCS.
    b. Children with siblings who will be in the school in the next academic year or who have graduated from SPCS who are not active, participating parish members at Saint Patrick Parish.
    c. Children of active, participating Saint Patrick parish members, as defined below, who do not have siblings in the school.
    d. Children of active, participating parish members at neighboring Catholic churches, as defined below, who do not have siblings in the school
    e. All other children.
    f. When the applicants are equal, the following will be taken into consideration:
        i. Longevity in the Saint Patrick Parish;
        ii. Children of alumni of SPCS;
        iii. Grandchildren of long-time parishioners; and
        iv. Results of any interviews deemed necessary by the Principal.

g. As in all school policies, the final decision is made by the Principal and Pastoral leader of SPCS.

2. As openings occur for each grade level, students will be admitted and/or placed in a wait pool. A wait pool will be established when a class reaches capacity.
3. SPCS 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.
4. Final admission of students is dependent upon the results of a review of current school records, entrance exams, a school visit, and/or an interview with a member of the admissions committee.
5. The completion of application forms, the approval of a tuition agreement, 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.
6. Final acceptance will be submitted in writing to all new families admitted for the following school year.
7. A child must be 5 years of age for kindergarten, 4 years old for PreK 4, and 3 years old for PreK 3 by August 31st immediately preceding the school year for which the student seeks to enroll. **There are no exceptions made to this requirement.**
8. A copy of a Baptismal certificate (if Roman Catholic), birth certificate, and immunization form MUST be submitted by all new students before a student begins attending school.
9. All new students are accepted on a probationary basis. (Please refer to the policy on Academic Trial Period). Students must meet and maintain academic standards and expectations.
10. Registration will begin each year during Catholic Schools' Week at the end of January.

Active Parish Participation

Active parish participation is defined as a family who:

1. Is registered in the parish office as a member of Saint Patrick Parish for at least one year before enrollment, or be registered in the parish office as a member of Saint Patrick Parish and provide proof of good standing in another parish for one year before enrollment.
2. Attends Mass weekly at Saint Patrick Parish as a family.
3. Participates in the religious life of Saint Patrick Parish.
4. Participates consistently in the financial support of Saint Patrick Parish through Sacrificial Giving with a completed current Sacrificial Giving pledge card on file and is fulfilling that pledge.

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 SPCS must have complete legal documentation required by the United States government in order to do so.

STUDENTS WITH LEARNING DIFFERENCES

Students with learning differences shall be given the same consideration as all applicants. However, prior to admitting a student with diagnosed learning differences, SPCS 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. SPCS 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.

SPCS 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. SPCS determines continued enrollment based on these factors.

There is a limit to what schools have the capacity to do. However, SPCS 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.

SPCS 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 return the January intent form, stating their desire to re-enroll. If this form is not returned to the school office by the designated date, the student may be removed from the class list for the next school year.
2. After review of the family's current tuition agreement compliance an agreement for the next school year will be offered provided that all current agreement 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 contract fee is non-refundable and due with the tuition agreement.**
3. Non-compliance could result in a change of tuition agreement status.

WITHDRAWAL OF STUDENTS

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

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

WITHDRAWAL REGARDING FINANCIAL MATTERS

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

In order to receive a full refund of tuition paid, the parent/guardian must advise the principal by June 1st, if the student will be withdrawing. The registration fee is non-refundable under any circumstances.

- If a student is withdrawn by the first day of school, 90% of the tuition is refundable.
- If a student is withdrawn between the first day of school and January 31, 50% of the tuition is refundable.
- If a student is withdrawn after January 31, 100% of the tuition is owed.

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.

PRINCIPAL PRIVILEGE

The Principal interprets and reserves the right to amend or adjust the handbook after consultation with and approval from the pastoral leader.

RESPECT OF SCHOOL PROPERTY

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

SEARCH AND SEIZURE

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

USE OF STUDENT INFORMATION AND PICTURES

SPCS reserves the right to use a students' name, picture, art, written work, voice, photograph, video, or verbal statements and agrees that it shall only be used for public relations, public information, publicity and/or instruction. The school further agrees that students will not be identified by personal details other than first name. These details include email or postal addresses, telephone, or fax numbers. Pictures of one to three students are permitted if an appropriate release form has been signed by the parent/guardian of everyone shown in the picture. Pictures of four or more students are permitted without a release form and will be printed without first and last names.

No monetary consideration shall be paid. Consent and release have been given without coercion or duress. The photo, video or student statements may be used in subsequent years. If the student and/or parent/guardian wishes to rescind this agreement, they may do so at any time with written notice. SPCS has no control of media use of pictures/statements which are taken without our permission.

Parent Guidelines for Photographing Students at School

Parents are allowed to take photo/video for special school activities, such as a school play or performance, sporting events, field trips or other public places. However, when identifying or posting an event or performance, parents should refrain from using names or other information that might identify a student. **It is always best to post pictures or videos of only your own student.**

USE OF SCHOOL/PARISH GROUNDS

SPCS 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

SPCS 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, SPCS may require parents to withdraw their children and sever their relationship with the school.

Financial Policies

TUITION

General Information

1. The School Commission, in consultation with the principal and pastoral leader, is responsible for setting the non-refundable registration fees as well as tuition rates.
2. All tuition agreement obligations for the prior year must be paid in full to insure a student's registration for the following school year. tuition agreement 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.

SPCS Tuition Rates

1. **Active Parishioner Tuition Rate**
    a. A SPCS In-Parish family is one who is registered in the parish prior to school registration.
        i. If relocating to this area from another Catholic school, a letter from the former principal or pastoral leader expressing active parish family status would be acceptable.
        ii. If coming from another parish that does not have a school, a letter from the pastoral leader expressing active parish status would be acceptable.
    b. A SPCS In-Parish family is one who has a **Stewardship Commitment Card** on file in the parish office. A quarterly review will be shared by the parish office to verify contributions.
    c. SPCS In-Parish family is one who participates in the sacramental life of the parish by regularly attending Mass, supporting parish activities, and contributing their time and talents for the growth and betterment of the parish community.
2. **Monitoring of the SPCS In-Parish Tuition Rate Privilege**
    a. A Catholic family receives the gift of the “In-Parish” rate provided the criteria of being parishioners as stated in the SPCS Admissions and Enrollment policies and included in the registration materials is met. These criteria do not in any way stand in judgment of a person’s depth or quality of faith, but rather as objective ways of establishing a person’s commitment to Saint Patrick Parish. So that each parent/guardian might be treated equally and fairly, the most objective means of

monitoring parishioner status is through the financial giving records kept by the parish.

b. Each year, the School Commission, in coordination with the Principal, will establish the actual cost of educating a student at SPCS and apply the gift of the parish subsidy to determine the "In-Parish" rates for Catholic students.
c. The school office will report all tuition obligation data to each school family twice a year. At any of these reporting periods, report cards or mid-term reports may be held until families become current with their school financial obligations. [The parish bookkeeper will mail stewardship statements regarding parish contributions. This data is kept confidential with only the pastoral leader, principal, and bookkeeper involved in maintaining and honoring the parish financial records].
d. If there is a financial challenge being incurred by a parish family, the family should notify the school directly. There is a process for applying and receiving SPCS scholarships and there is a deep commitment to make sure all our Catholic families have the financial support they need. Any Catholic families challenged by their stewardship commitment may make an appointment to discuss this matter privately with the principal and the pastoral leader.
e. For returning students, family financial obligations will be assessed each spring. Catholic families receiving the "In Parish" rate may be moved to standard tuition rate for failure to live up to the requirements of the tuition agreement and the Family Handbook. This decision is made by the pastoral leader in accordance with the principal.

3. **Neighboring Parish Catholic Tuition Rate**
    a. This rate is available to Catholic students who have been baptized in the Catholic Church and are currently active members of another parish in the Archdiocese of Seattle.
4. **Standard Tuition Rate**
    a. A non-Catholic student is one who has not been baptized into the Catholic Church and does not receive in-parish tuition.

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:

A. Tuition is due on or before the **agreed upon date (either the 10th or 20th)** of every month. Should a situation arise that a payment will be late, the parent is responsible for notifying the school principal as soon as possible. In the event that a family fails to pay tuition on time, the school principal will initiate the following procedures:
    a. 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.
    b. SPCS reserves the right, if any tuition payment is past due, to remove the student(s) from the school. The school has the further right to refuse re-enrollment for the following school year until financial commitments have been met. Re-enrollment in the current year or enrollment for the following year will not be accepted until tuition and fees are paid in full. The school will withhold all report cards, mid-term reports,

and school records, including eighth grade diplomas until all financial obligations are met. Additionally, families who have past due tuition are not eligible for tuition assistance.

B. SPCS offers four tuition options to school families:
    a. Tuition paid in full by September 1.
    b. Semi-annual (August/January)
    c. 10 equal payments (August through May)
    d. 12 equal payments (July through June)
C. Families that are experiencing financial difficulties should contact the principal immediately.

TUITION AGREEMENT

1. Each family signs a tuition agreement, 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 SPCS. 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 agreement should be addressed to the principal or school bookkeeper.
2. The person who signs the tuition agreement 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 agreement. Any modifications occurring with the tuition agreement 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.

TUITION ASSISTANCE

Fulcrum Foundation Tuition Assistance

The Fulcrum Foundation 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.

SPCS Tuition Assistance

Local tuition assistance can be requested by any current or applying school family. However, families must first apply for the annual Fulcrum Foundation Tuition Assistance Grant program (see above). Once a family has submitted the application by the designated deadline, the family will be processed by the school administration and awardees are based on financial need only. Each new school year, the applicant must reapply for the Fulcrum Foundation Tuition Assistance Grant. 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. SPCS families who belong to Saint Patrick Parish receive first consideration for assistance. Families will receive notification from the principal regarding their tuition assistance award.

Emergency Financial Aid

Life status changes occur and SPCS 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

New Student Registration Fees:

1. Families of new students must pay a registration fee per student to secure the student's placement at SPCS. All registration fees are non-refundable. This registration fee is due with the SPCS New Student Registration Application.
2. Registration begins in February for new families.
3. The registration process is complete when the school has received:
    a. SPCS New Student Registration Application along with the new student registration fee.
    b. Emergency information forms that have been completed in full.
    c. Applications for parish assistance and scholarship applications if applying .
    d. Records: Baptismal and birth certificates, immunization, health records, and transcripts from any previous school.

Re-Registration Fees:

Re-registration is held each year in February for families currently enrolled at SPCS. The registration process is complete when the school has received:

1. SPCS Tuition Agreement along with the required fees.
2. SPCS New Student Registration Application along with the new student registration fee.
3. Emergency information forms that have been completed in full.
4. Applications for parish assistance and scholarship applications if applying .
5. Records: current immunization and health records

Building Fees:

Beyond registration and tuition, there are several additional fees that may be charged, including, but not limited to:

1. Book fees
2. Eighth Grade Graduation Fee
3. Camp Fees
4. Field Trips
5. Technology Fee

FUNDRAISING

Each school family will be required to participate in fundraising as outlined in the enrollment contract.

Scrip

1. SPCS participates in the Scrip Program which allows families to purchase gift cards to various stores, restaurants, etc. The gift cards purchased through the Scrip program generate earnings from participating brands. These earnings are retained by SPCS in lieu of traditional school fundraising. For complete details and ideas to make Scrip successful for your family, please contact the Scrip director.
2. Participation in the scrip program is a requirement. Each school family agrees to participate by either (1) purchasing the annual minimum in scrip through the RaiseRight app, www.RaiseRight.com, or directly from the scrip office, or (2) purchasing a buy-out of the program. Minimum purchase amounts and buyout fees are reviewed each year and are indicated on your enrollment agreement.
3. It is strongly recommended that families utilize the eCard or Ship-to-Home option that is available through our vendor. Physical card orders are placed on an as-needed basis and only when the earnings double the cost of postage. During months when school is in session, the Scrip Director keeps a small inventory of cards on hand. If your order is time-sensitive, and Ship-to-Home or eCard is not available, please contact the Scrip Director prior to placing the order. When school is not in session, physical card orders are not available without prior approval of the Scrip Director.
4. When your physical card order is available for pickup, you will be notified via email. Orders can be picked up from the school office during normal business hours. Families with a student in 6th to 8th grade may have that student pick up orders on their behalf. You agree to indemnify SPCS against any loss incurred in connection with there being insufficient funds in your account to cover the checks or ACH transfers you issue to pay for your gift cards. SPCS makes no representations or warranties of any kind with respect to gift cards. This agreement continues unless replaced by another and can be terminated by either party upon 60 day's advance notice to the other.

Auction

1. The auction is SPCS's largest fundraiser. The REACH (Religious Education A Catholic Heritage) Auction is an annual dinner gala with a silent and live auction dedicated to support the full mission of the school and is held each year. The Development Director and a team of volunteers work throughout the year to create a special evening celebrating and financing the gift of Catholic education. Per the tuition agreement, families donate, "procure" items for the auction, or they can buy out. Buy-out money is used by the SPCS procurement team to purchase quality items for the auction. (Please see REACH Auction Handbook Financial Policies for additional information).
2. SPCS REVENUE ALLOCATIONS
    a. The general proceeds from SPCS REACH Auction shall be designated as follows:
        i. 60% for School Operating Account.
        ii. 30% for Tuition Assistance.

iii. 10% for Capital Improvements.

b. SPCS REACH Auction may raise funds for a specific need, called the Fund-An-Item (FAI). 100% of the designated FAI gifts will be allocated to that project outside of the general proceeds.
c. Any deviation from the above allocations needs approval by the Pastoral Leader, Principal, and School Commission.

Annual Fund

1. Every family must financially contribute to SPCS Annual Fund, which helps with the current and future viability of the school.
2. SPCS REVENUE ALLOCATIONS
    a. The general proceeds from SPCS Annual Fund shall be designated as follows:
        i. 60% for School Operating Account.
        ii. 30% for Tuition Assistance
        iii. 10% for Capital Improvements.
    b. Any deviation from the above allocation needs approval by the Pastoral Leader, Principal, and School Commission.

SERVICE HOURS

As part of the tuition agreement, each family is responsible for finding, recording, and tracking their service hours during the school year. The annual commitment hour requirement is 30 hours for a two-parent family and 15 hours for a single-parent OR ELC half-day family. Failure to fulfill the annual commitment hour requirement will result in an assessment charge of $20.00 per hour due May 31st each year.

It is the parent's responsibility to find opportunities to serve the school or parish. Families are encouraged to document their hours on the monthly school calendar and submit the calendar at the end of the month for recording purposes. A periodic update of recorded hours is sent to all families through the school year.

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, SPCS REACH Auction, Annual Fund, Scrip program, gardening around the grounds, ministers for the masses, serving on School Commission, driving and chaperoning on fieldtrips, attending the monthly SPPA meetings and MORE! Reach out to the Development Office if you need assistance.

Academic Policies

SPCS exists to teach the message of Jesus Christ to its students. The curriculum taught at SPCS meets Archdiocesan requirements for textbooks, materials, and time allotments for subject areas. SPCS'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. **SPCS** is fully accredited through the **Western Catholic Educational Association** (WCEA). A copy of the accreditation study and report is available in the SPCS main 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 SPCS 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, SPCS 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. They are not required to actively participate in such services, but are invited and encouraged to do so to the extent they desire. 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 may be 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 takes part in Christian service activities throughout the year.

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

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

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

Academic Subjects

English Language Arts - The English Language Arts curriculum is aligned with the Common Core State Standards for all grade levels. Students are taught a variety of skills and strategies in learning to read, including decoding, comprehension, fluency, and vocabulary development. Writing classes are

based developmentally on the fundamentals of grammar, usage, spelling, and mechanics, as well as writing a variety of forms for different audiences and different purposes, including argument writing, informative/explanatory writing, and narrative writing.

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

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

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

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

Personal Safety - SPCS uses an Archdiocesan required safety program in ELC through 8th grade. Current program is *Protecting God's Children* ™ program by Virtus.

Band Program – An after school program for students in 5th-8th grade is available through Bellarmine Preparatory High School at Bellarmine. Please inquire through Bellarmine.

Choir Program - The SPCS Choir is any exciting additional music opportunity open to any interested 4th through 8th grader. They normally rehearse four mornings each week, TUESDAY-FRIDAY, at 7:30 am. The Choir provides not only a chance to learn a variety of new songs, but to also receive professional singing instruction, learn music theory and ukulele, and be coached in performance, presentation, vocal health and physiology, and team building skills—all in a group setting. Members will also discover new ways to explore their knowledge of math, science, history, literature, poetry and religion, and experience an increased cultural awareness through exposure to multiple foreign languages and the history and geography of music. The Choir also provides anT on-campus opportunity for student pianists, percussionists, and ukulele players to engage instrumentally and learn accompaniment skills.

Math Placement

SPCS assesses for math placement at the end of 5th grade and every subsequent year. Teachers examine specific data points (including MAP scores, benchmark assessment results, teacher recommendations, report card grades) for placement. All students' placement status enter the new school year on a probationary period in order to demonstrate the habits and skills needed for success in the new level of challenge. The student must maintain an 90% average at the end of the first trimester to remain in the advanced class. Detailed information is provided to new participants at an information session in the fall.

Assessment

SPCS teachers use a variety of methods and types of assessments to monitor and ensure student learning. Students are assessed informally through observing, listening, asking questions, discussion, and requiring written responses to ensure the students understand a concept or skill. Students are also assessed through formal assessment, which include, but are not limited to portfolios, written tests, oral tests, performance tasks, and projects. Progress reports are sent to parents twice a year and report cards are sent home twice a year. Students in grades 2-8 take the Measures of Academic Progress (**MAP)** standardized tests. The data the school collects from these tests and classroom assessments is then disaggregated and is used to help inform instruction and curriculum. Individual student MAP scores are distributed to families after the fall and spring assessments. Winter MAP scores are used internally. They may be shared with parents upon request.

FIELD TRIPS

Field trips are planned by the teacher to enrich the curriculum and the student learning experience. 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 SPCS in the designated class are allowed to participate in field trips. Parents who volunteer for field trips must find childcare for their children not enrolled at SPCS.

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 indicated by the principal.

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.

STUDENT SERVICE HOURS

Service to others is a main component of our faith and part of the mission of SPCS. As part of our mission to help the students understand their role in the larger community and to develop in them a sense of service and responsibility, students in all grades will be required to perform community service each year. Service is giving of one's time to help someone who is less fortunate. Requirements related to service will be addressed at the grade level.

HOMEWORK

The SPCS 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.

Early Learning Center

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

Kindergarten - Fifth Grade

Each child is responsible for daily homework from Monday through Friday. The average length of daily homework assignments equates roughly to 10 minutes per the child's grade. For example, a second grade student may be expected to complete 20 minutes of daily homework.

Middle School – Sixth Through Eighth Grade

Middle School students should expect to have homework assignments for a majority of content areas on a nightly basis for a total time of 60-120 minutes (not including study preparations for upcoming assessments)

Additional Homework Notes

1. Students in 3rd – 8th grade are responsible for keeping track of their homework for each class in either a provided daily planner and/or Google Classroom.

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

Middle School: Late work will be accepted for credit at teacher discretion. Teachers will provide students with their late work policy for individual classes. No late work will be accepted more than two weeks after the original due date. After two weeks, the missing assignment will remain a zero. Should a pattern of incomplete assignments develop, a conference will be scheduled with the student, parents, teachers, and school administration.

K - 5th grade: the late work policy is under the discretion of the homeroom teacher.

Make-Up Work

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

GRADING

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

GRADING SCALE FOR GRADES ELC - 4:

4	Exceeding standard
3	Meeting standard
2	Approaching standard
1	Below standard
N/A	Not assessed at this time

GRADING SCALE FOR GRADES 5- 8:

A	93 – 100%	C+	80-81%
A-	91 – 92%	C	75-79%
B+	89 – 90%	C-	73-74%
B	84 – 88%	D+	71-72

B-	82-83%	D	66-70%
		F	0-65%

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

REPORT CARDS

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

PARENT-TEACHER CONFERENCES

Mandatory Parent-Teacher conferences will be scheduled for each family in October, with optional conferences offered again in March. Information for registering will be provided. 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. Information for registering will be provided.

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

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

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 SPCS.

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.

Class Placement

Class lists are carefully formulated by classroom teachers in collaboration with the administration in order to create balanced class groups that best meet the needs of individual students and the school community as a whole. Academic strengths and challenges, special needs, boy/girl ratio, and behavior needs are all taken into consideration. SPCS faculty and administration appreciate your trust in the process and commitment to creating classrooms where every child can thrive. Having a sibling who was assigned to a particular teacher does not guarantee that another child from the same family will be placed with that teacher.

The principal will finalize class lists the week prior to the start of the school year. Classroom assignments will be shared no later than the last working day before school starts in the fall.

ACADEMIC TRIAL PERIOD

All students who are newly enrolled in grades ELC through 8th at SPCS are admitted on a three-month trial basis. Parents/guardians will be notified of their child's progress through progress reports, report cards, and at parent/student/teacher conferences. Parents of students in 5th-8th grade can also use Alma, our school-based grade management system, to view academic progress. At the end of the trial period, parents/guardians will be notified if an extension is necessary.

All returning students who have additions or changes to their student support plan (SSP) are re-enrolled with a three-month trial in place. This trial period is to ensure the school can academically and emotionally serve the student on a path of growth with the supports SPCS can offer.

SCHOOL SUPPLIES

The responsibility for having necessary school supplies belongs to each family. A supply list is sent home in June and is available on the website. Please notify the school office if providing materials is a hardship for your family.

TEXTBOOKS

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

TUTORING

During the school year, teachers may tutor a student for profit if they are not responsible for teaching the student. The school day may not be used for any private lesson or practices.

A parent/guardian may request that a student receive private tutoring on campus during the school day. Such requests will be considered based on need, the student's Support Plan, academic schedule, and space availability on campus. Scheduling is at the discretion of the school. Not all requests will be accommodated.

DISCIPLINE PROCEDURES AND POLICIES

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

Our model of discipline at SPCS has three pillars, which support our beliefs.

1. **Christian attitude.** Every child is created in the image of God and has inherent worth. Every child will be treated with respect, even in a disciplinary situation. Our desire is to create a healthy and safe environment, where students will be encouraged to be honest. We seek to be fair and consistent in our judgment.

2. **Progressive in nature.** We recognize that every child will make mistakes and our model requires action to be taken at every stage. However, as a school we understand the importance of learning from our mistakes. Discipline actions will align with the frequency and severity of offenses. Ultimately, a member of our student body who repeatedly and flagrantly violates our code of behavior may be asked to leave our community.

3. **Restorative in effect.** Discipline should seek beyond correction but restore relationships, trust between teacher and students and when necessary, healing in the community. Our understanding of discipline calls for reconciliation and requests for forgiveness when appropriate. People who are harmed will be attended to as well as the perpetrators-as often as possible we will try to bring healing resolution to any offense against members of our school community.

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 and school safety rules.

The purpose of discipline is to provide a safe atmosphere conducive to learning. Discipline is an aspect of moral guidance. We expect families to honor and support the privacy and confidentiality of all individuals in regard to matters relating to student disciplinary issues and actions.

POSITIVE BEHAVIOR INTERVENTION SUPPORTS

SPCS is committed to fostering a positive, supportive learning environment. Staff members use positive reinforcement to recognize and encourage expected behaviors, effort, and growth. This includes verbal praise, classroom acknowledgments, schoolwide recognition systems, and

celebrations of progress. By focusing on positive behaviors, we aim to build intrinsic motivation, strengthen self-esteem, and promote a culture of respect and belonging for all students.

Kelso's Choices

One tool SPCS faculty & staff use is Kelso's Choices, a simple and age-appropriate conflict resolution program.

Kelso's Choices helps students distinguish between "small problems" they can solve on their own and "big problems" that require adult help. Small problems, such as disagreements over taking turns, hurt feelings, or minor teasing, are opportunities for students to practice responsibility, empathy, and peacemaking. Big problems, such as safety concerns, bullying, or inappropriate behavior, should always be brought to a trusted adult immediately.

When facing a small problem, students are encouraged to try one or more of nine positive choices, such as:

- Talk it out
- Walk away
- Wait and cool off
- Share and take turns
- Ignore it
- Tell the person to stop
- Apologize
- Make a deal
- Choose another game or activity

Kelso's Choices supports SPCS's mission to form students who are not only academically prepared but also compassionate, responsible, and faith-filled in their daily interactions.

Shamrock Success Cards

SPCS faculty & staff strive to recognize and celebrate students (grades K-8) who live out the schoolwide learning expectations of RISE: Responsible, Inclusive, Spiritual, and Excellent. To support this, Shamrock Success Cards are distributed to students as part of a positive behavior support system. These cards serve as an immediate and meaningful way to affirm students for their choices.

Once a student earns four Shamrock Success Cards, they should notify their teacher. The teacher will allow the student to visit the main office to receive a prize from the prize bin. Students in middle school may turn exchange their four Shamrock Success Cards for a free dress pass to be used on approved Tuesdays. Whole classes may earn Shamrock Success Cards and the teacher will work with

the class on an appropriate reward. By using Shamrock Success Cards, SPCS focuses on recognizing the good in every student and promoting a supportive, faith-filled school environment.

CODE OF CONDUCT

Parents are primarily responsible for guiding their children toward responsible behavior and being Christian role models. SPCS is committed to guiding students toward love and respect and establishing a safe environment in which they may learn and grow into responsible Christian adults. This Code of Conduct intends to promote responsible behavior and Christian values that create an orderly, nurturing, and safe environment.

Students have the right to:

- A safe, clean, and nurturing learning environment
- The opportunity to grow spiritually, academically, morally, socially, and physically
- Be treated in a fair, consistent, and respectful manner
- Feel safe from physical, verbal, and written harassment

In order to protect the rights listed above, students have the responsibility to:

- Respect the authority of all faculty and staff
- Respect the learning environment of all students
- Respect the rights and property of others
- Follow school and classroom rules
- Be fully responsible for their actions and for the consequences of those actions
- Participate reverently in liturgical celebrations
- Actively participate in class learning by coming with homework completed and all the necessary learning materials
- Cooperate in parent/teacher communication

In order to create and maintain a safe learning environment, inappropriate behaviors that detract or disrupt learning will result in the consequences outlined in this Code of Conduct.

Level I Behaviors include but are not limited to:

- Not following classroom rules and procedures
- Disrupting the learning environment
- Not following the uniform policy
- Tardy to class
- Disruptive behavior in the hall and stairwells
- Not following directions
- Gum chewing on campus
- Non-cooperation with parent/teacher communication
- Offensive language
- Disrespect of teachers, adults, and fellow students

- Unsafe behavior on campus
- Irreverent Mass/prayer behavior
- Use of personal electronics and cell phones during school hours
- Inappropriate use of Chromebooks

Level II Behaviors include but are not limited to:

- Issues of academic honesty (cheating and plagiarism)
- Lying
- Leaving the classroom without permission
- Abusive language
- Disobedience
- Failure to report potential violence
- Destruction of property and/or textbooks
- Inappropriate behavior in the bathroom
- Fighting
- Isolated incidents of harassment
- Inappropriate use of Chromebook

There is a zero-tolerance policy for Level III Behaviors, which include but are not limited to:

- Weapons on campus
- Drugs/alcohol on campus
- Vandalism of property
- Theft
- Sexual harassment
- Threats of violence
- Assault or intentional physical aggression
- Repeated harassment and /or bullying- verbal, physical, emotional, cyber
- Leaving school without permission
- Truancy
- Degradation or slander of school or faculty member
- Discriminating others based on but not limited to: race, gender, ethnicity, sexual orientation, age, etc.

CONSEQUENCES FOR INAPPROPRIATE BEHAVIORS

Any and/or all of the following criteria may be used to determine a student's consequence for misbehavior:

- The seriousness and/or frequency of the offense
- The student's unique needs
- The student's previous behavior
- The circumstances surrounding the offense

Teachers may discuss student behavior with the principal. The principal may discuss a student's behavior with other school staff or the Archdiocesan Office for Catholic Schools. **In all circumstances, the final decision regarding student behavior consequences rests with the principal.**

Consequences for Elementary Students

Consequences for Level I Behavior include but are not limited to

- Conduct referral/Strike
- Time out, apology, discussion with teacher
- Phone call/note home or conference with parent/student/teacher
- Conference with parent and principal
- Repeated Level I behavior will result in consequences corresponding to Level II behaviors

Consequences for Level II Behavior include but are not limited to

- Conduct referral/Strike
- Parent communication (phone call or conference)
- Meeting with principal
- Behavior Contract
- Repeated Level II behaviors will result in consequences corresponding to Level III behaviors.

Consequences for Level III Behavior include but are not limited to:

- Suspension
- Possibility of expulsion

Consequences for Middle School Students

Please note that consequences for middle school students are cumulative. What this means is that inappropriate behaviors lead to serving *Time*, then to suspension, and include the possibility of expulsion.

Consequences for Level I Behavior include but are not limited to

- Conduct referral/Strike
- Three strikes in a Trimester result in the consequences corresponding to Level II Behaviors. (See below)

Consequences for Level II Behavior include but are not limited to

- Serving *Time*
- Meeting with principal
- Three *Times* in a trimester will result in the consequences corresponding to Level III Behavior

Consequences for Level III Behavior include but are not limited to

- Suspension
- Behavior Contract
- Three suspensions in a trimester may result in expulsion
- Immediate expulsion

Corporal Punishment

The use of corporal punishment in any form is prohibited at SPCS. 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 **SPCS** Handbook.

Basic schoolwide 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 ensure 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.

Conduct Referral

A conduct referral is documentation in the same form as Level II Behavior by elementary or middle school students. Any staff of SPCS may give a conduct referral.

1 conduct referral = email or phone call home by teacher

2 conduct referrals = conference with parent and teacher

3 conduct referrals = conference with parent, teacher, and an administrator

Additional consequences may accompany a conduct referral.

Strike

A strike is documentation in the same form of Level I Behavior by middle school or elementary students. Students will receive one copy of the strike, and the homeroom teacher will keep the other copy on file. Strikes are not cumulative from one trimester to the next. Three strikes in one trimester will result in Time, at which point the three strikes will be photocopied and sent home with the time form. Elementary aged students will serve TIME by filling out a TIME reflection sheet at home, with the help of a parent or guardian. When elementary aged students receive a strike, their families will be contacted by a member of the school staff. Middle school students will serve TIME during middle school midday recess. *In an effort to increase student accountability and ownership of their own behavior, teachers will not communicate home when a middle school student receives a strike. Middle school students are responsible for communicating with their parents when they receive a strike.*

Time and Space (ELC-5)

Used in a consistent, calm, and nonpunitive way, Time and Space can be a valuable strategy for helping students develop self-control while preserving the smooth flow of the classroom.

Time and Space is a strategy used in many classrooms to help students learn and practice self-control. When practiced in a consistent and matter-of-fact way, it can be highly effective in maintaining clear limits for behavior while preserving the dignity of the individual and the smooth functioning of the group.

Time and Space allows students to make mistakes and recover from them within the guardrails of adult controls. Most importantly, it contributes to creating an environment that is safe, orderly, and conducive to learning.

Strike (Elementary and Middle School)

Time will be held during recess with a middle school teacher and will involve a written reflection. Additionally, the student may be required to meet with the principal. The third time in a trimester can result in a suspension.

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 forms.

Suspension

Suspension is the removal of a student from the classroom and school activities. It may be carried out in the school or in the home. Regular academic work is expected to be completed during this time. Suspension occurs when a negative pattern of behavior persists. At the sole discretion of school leadership, a student may be placed on 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 a behavioral contract. The student will not be allowed to return to class until a conference is held with the parents, student, teacher(s), and administrator. 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 guardians, teacher(s), and principal. A second suspension for the same or similar infractions may result in explusion. A psychological evaluation including a risk assessment of the student may be required as part of the documentation steps of a suspension, probation, or expulsion case.

Expulsion

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

Due Process

The principal has the right, if necessary, to exclude a student from all school activities during the time of due process. If a student has been expelled from the school, the parents/guardians may request a hearing from the school. If a hearing is requested, the school must be notified within five

school days after the parents/guardians have received notification of the student's required expulsion. If a reply is not received within this five-day period, the hearing is waived and the expulsion from SPCS is final.

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

HARASSMENT/BULLYING

SPCS, 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 SPCS to prohibit harassment, bullying, or intimidation whether committed by a student, staff member, volunteer, and/or parent. SPCS will promptly respond to allegations of harassment and bullying and take each allegation seriously. SPCS will review and investigate such matters in a professional and timely manner.

1. SPCS 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. SPCS 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.

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 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 taking 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 AND MAJOR OFFENSES

SPCS 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.

Alcohol and Drug Policy

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

1. The selling, possession, distribution of and/or social media or other reference to alcoholic beverages, drug paraphernalia, controlled substances including marijuana, or any substance considered to be such, is a major violation. Students who knowingly do so will receive a

long-term suspension or expulsion. Legal authorities may be notified. Controlled substances include, but are not limited to, narcotics, amphetamines, marijuana, hallucinogens, barbiturates, and prescription or non-prescription drugs of any nature whatsoever. In order to return to school students will be required to state where and how they obtained the drug or alcohol.

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

Any medication a student requires during the school day must be kept in the health room or school office (as discussed further below) and administered by school personnel, a parent, or a parent-designated adult consistent with written authorization from the licensed health care professional. Students will not be permitted to consume prescribed cannabis products on school grounds, school transportation, and/or at school activities.

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. Fighting may constitute a crime and be reported to law enforcement.

Hitting, biting, or kicking another student, whether intentionally or during play**,** is not tolerated. Students who engage in this type of behavior will receive a consequence at the discretion of the principal. For severe cases, parents/guardians will be called, and the student may be asked to go home.

Criminal or Gang-Like Activity

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

Criminal / gang-like activity shall not be tolerated on school/parish grounds or at any school/parish -sponsored activity. Students shall not wear/display explicit gang-like symbols or display gang-like symbols. Violation may result in expulsion, suspension, and/or other appropriate disciplinary action as deemed appropriate by the principal.

Cheating

SPCS 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

Disturbances

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

False Fire Alarms and Fire

Any student involved with activating a false fire alarm is subject to disciplinary action by both school and legal authorities. Under the law, false fire alarms can be a misdemeanor subject to a fine up to $1000.
Arson is a felony. Any student who sets a fire on school premises will be subject to discipline and referred to law enforcement for a potential charge of arson or reckless burning. Igniting matches, lighters, or other similar devices is prohibited. A student who engages in this behavior will be suspended or expelled.

Forgery

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

Gambling

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

Hazing

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

Insubordination

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

Leaving School Grounds without Permission

Any SPCS student who leaves the school grounds without permission from the school will be subject to disciplinary consequences up to and including suspension and expulsion.

Plagiarism

Students must not plagiarize by presenting content created by another person or source as their own without proper citation. This includes words, images, ideas, assignments, and other materials obtained from books, websites, the Internet, or any other source. Students must not take credit for work they did not create or misrepresent themselves as the author or creator of content produced by someone else.

Plagiarism also includes the unauthorized use of artificial intelligence (AI) tools to generate, rewrite, complete, or substantially assist with an assignment when such use has not been expressly permitted by the teacher. When AI use is authorized, students must follow the teacher's instructions and appropriately acknowledge or cite its use.

All research and outside sources must be appropriately cited, giving credit to the original author or creator. Students who submit plagiarized material or use AI in an unauthorized manner may be subject to a reduction in grade and additional 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.

Smoking

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

Theft

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

SEARCHING STUDENT'S BELONGINGS

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

DAILY SCHEDULE

School begins promptly at 8:30 AM daily and dismisses at 3:00 PM with the morning entry bell ringing at 8:25 AM. The first Friday of most months we will have noon dismissal for professional development. Children may arrive before listed school hours if they are participating in supervised school activities (e.g., choir) or have made arrangements to participate in before school care. Children should not come to school before 8:10 AM since there is no supervision prior to that time. Children who have not been picked up by 3:15 PM and who are not participating in after-school programs will be sent to the office, and parents may be billed according to our extended care rates. On mornings of inclement weather, students will go to their assigned areas under the canopy to wait quietly until the school bell rings. Students are not allowed to leave the grounds without being signed out by a parent or designee once they have arrived at school.

The school office is open Monday, Tuesday, Wednesday, and Thursday from 8:00 AM to 4:00 PM. On Friday, the office closes at 3:30 PM.

CALENDARS

The school year calendar is available as a Google Calendar on the school's website. Regular calendar updates are provided through the school's newsletter. The school calendar is subject to change, and notifications of those changes will be made through via our normal communication channels.

ATTENDANCE

Absences

SPCS hours are from 8:30 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 calling the school office (253) 272-2297 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 half of the school year, a parent conference may occur and an attendance contract may be established. If a student is absent 30 days or more in a school year, this will be grounds for retention, which will be handled by the principal in consultation with the student's teacher(s). Individual circumstances for the reason of the absence will be taken into consideration.

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

Tardiness

A student is considered tardy if he/she is not in his/her classroom by their designated start time. All students arriving after that time 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. Please notify both the main office and classroom teachers if you plan to pick up a child during school hours. If a child is gone from school for more than three hours, it is considered a one-half day absence.

Vacations

Daily attendance is an integral part of the educational experience at SPCS. 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; **however, because this falls outside of their assigned duties, teachers are not required to provide work in advance of a student absence. Furthermore, remote learning opportunities will not be extended to students who are on vacation.**

Inclement Weather

When inclement weather makes it necessary to have a delayed start or cancel classes, parents will receive notice via Alma's emergency notification system, SPCS website and social media sites. Please check for Alma notifications between the hours of 6:30 AM and 8:00 AM. Please do not send students to school or morning **Extended Care** until it is confirmed that the school is open.

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. Missed instructional time lost due to inclement weather and school cancellation will be made up at the discretion of the principal.

UNIFORMS

Policy

SPCS 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.

Where to Purchase

New uniforms are available through Global Schoolwear by Tommy Hilfiger (use code: STPA08) Used uniforms are available for purchase through SPPA. Please contact the school office to inquire.

Expectations

Parents are expected to help children keep the school uniform code. At SPCS 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 are less costly to families and more easily maintained.
6. They promote an attitude of moderation and modesty.
7. They allow students to focus on academics and not what others are wearing around them.

Student Uniform Rules :

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 and blouses must be worn under the school sweatshirt, sweater or vest and are to be tucked into their pants/skirts.
4. T-shirts worn under the uniform shirt or blouse must be plain white.
5. No sweatshirts, large shirts, sweaters, jackets (other than uniform logo wear) will be worn in the building during the school day.
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. All students must have a uniform sweater, vest, blazer, or sweatshirt and will wear "full uniform" (with sweater, sweatshirt, blazer, or vest) on specially designated days, like Grandparents' Day. Students always wear Full Uniform on Mass and school picture days.
   In the event the weather is very warm on a Mass day, the principal will communicate uniform accommodations.

Dress Code

Clothing and Accessories

	Color(s)	Notes
Sweaters	Dark green	Preferred uniform provider only. Long sleeve, V-neck pullover, or cardigan All sweaters must be worn with collared shirts beneath.
Uniform Sweatshirts	Dark green	Long sleeves, crew neck*, preferred uniform provider only All sweatshirts must be worn with collared shirts beneath
Vests	Dark green	V-neck knit or fleece with school logo, preferred uniform provider only All vests must be worn with collared shirts beneath.
Shirts	Solid white or dark green polo	Must have collars (turtlenecks allowed) May have school logo if purchased through the preferred uniform provider, tucked in at all times
Pants	Solid navy blue	Chino or cord, uniform-style dress slacks, worn at waist, hem at top of shoe. No cargo pants. No wide-legged or baggy pants. No leggings worn without skirt or jumper on top.
Blazers	Solid navy blue	Optional. Available through Global Schoolwear
Shorts	Solid navy blue	Chino style, top of knee length, fitted, worn at waist.
Jumpers	Kirk plaid	ELC-5 girls, preferred uniform provider only, no shorter than 2 inches above the knee. Longer-length options are available at Global Schoolwear. Please wear shorts under jumpers - not be visible below the hem.
Skirts	Kirk plaid	ELC-8 Girls, preferred uniform provider only, worn at waist, no shorter than 2 inches above the knee. Longer-length options for skirts and skorts are available at Global Schoolwear. Shorts must be worn under skirts but must not be visible below the hem.
Skorts	Navy blue or Kirk plaid	ELC-8 girls, preferred uniform provider only. No shorter than 2 inches above the knee. Global Schoolwear
Undershirts	Solid white	Tucked in, not visible
Belts	Navy, brown, or black--solid	Optional
Shoes	Matching	Heels <1", non-skid, sturdy, fully-enclosed. No platform-style shoes allowed.. No sandals, Crocs, Birkenstock-type shoe, Uggs, slip-ons or slippery-soled party shoes. No flip flops. No shoes with thick black soles as they mark up the floors. Must have tennis shoes for PE days.
Socks	Matching	All students are required to wear a matching set of socks.
Leggings	**Solid** black, white, navy, or dark green	Under uniform skirts only, socks must also be worn. No flare leggings.
Outerwear	Weather appropriate	No depiction of politics, violence, gangs, rocks groups, tobacco, alcohol, etc., allowed. Not to be worn in classrooms.
Spirit Wear	Available from Puget Sound Screen Printing	On Wednesdays only (unless there is a Mass Wednesday, in which case full uniform). Note: Ordering windows for Spirit Wear will be posted in the Blarney Stone and our social media sites.
Scout Uniforms		May be worn on meeting days.

Appearance (miscellaneous)

Makeup	Middle School female students may wear make-up if it is simple, subtle, and appropriate. Make-up should look natural and not be noticeable; if it is noticeable and draws attention, then it is too much for school. No eyeliner, no colored lipstick, no colored chapstick, or any shade of lip gloss. Make-up is not to be applied during the school day. Pimple patches that match the student's skin tone are permitted. Nothing distracting.
Nail Polish	Cleanly maintained, not distracting, muted colors allowed. ***NO acrylic or press-on nails due to safety.***
Hair	Hair is to be naturally-colored, clean, well-maintained, and appropriate for the school environment. Exceptions are granted for cultural or religious customs provided they do not create a safety concern or substantially disrupt the learning environment. Hair accessories should be safe and should not interfere with learning or distract others. For safety and learning purposes, students are expected to keep their hair secured or styled so that it does not obstruct their vision during the school day or while participating in school activities. If a student's hairstyle or accessories present a safety concern or become substantially disruptive to the learning environment, the homeroom teacher will work with the student and contact parents or guardians to find an appropriate solution.
Jewelry	Simple, not distracting, dangling or overly large, or of a color or style that does not complement the uniform. **Guidelines: post earrings should be the size of a dime or smaller**. ***No dangling earrings due to safety.*** **One necklace and one bracelet on each wrist are permitted.** No jewelry should be worn which would impact the students' safety. Wristbands that promote a charity or health awareness are fine as long as they are appropriate and do not distract from the learning environment.
Piercing	No facial or visible body piercing allowed.
Tattoos	No visible tattoos allowed, temporary or permanent.

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.

Free Dress Days	• Observe modesty • Hoods, hats, or head coverings cannot be worn in buildings (unless administration-approved exemption due to health or religious customs) • Clothing should be free of inappropriate images or language ○ Imprints on clothing may not refer to politics, tobacco, alcohol, drugs, profanity, anything in poor or questionable taste, or ideologies that could be perceived as divisive • No undersized, oversized, or unkempt clothing; no jeans with holes • No tank tops (unless worn as undergarments) • No bare midriffs (tops should be long enough to tuck into bottoms) • Undergarments should not be visible • Skirts, dresses, and shorts must be uniform length • Closed-toed shoes only • Leggings are allowed • Crocs and other clog-type shoes are allowed (unless it is a PE day)

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 month.

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, SPCS 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 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 administrative offices while a student is enrolled at SPCS 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 SPCS 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 SPCS 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, SPCS 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 SPCS 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 agreement is the person who will be held financially responsible for all obligations. Any modifications to the tuition agreement must be made in writing and have the approval of the principal.

PHONES AND ELECTRONIC DEVICES

Cell Phones

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

1. Any cell phone use, including text messaging and the use of smart watches, during the school day, including after school and at Extended Care is prohibited and will result in disciplinary action.
2. The use of cell phones and/or cameras to take pictures in restrooms, classrooms, playground, and other school/parish facilities at any time is prohibited and will result in disciplinary action.
3. Any cell phone use, including text messaging, or use of cameras during a test shall be considered and treated as cheating.
4. No harassment or threatening of individuals via cell phones is permitted. If the school is notified of inappropriate cell phone us occurring outside of the school day, the parents/guardians will be notified.
5. Cell phones may not be used for playing games, accessing the Internet or email, gambling, or making purchases of any kind.
6. If a parent needs to contact a student during the school day, such communication shall be through the school's office via phone call or email.

Office Phone Use

The school telephone is available for business use only during school hours. 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, tablets, electronic games, and other hand-held games or music devices.

The use of any technology-oriented device in school must have an educational focus and purpose. If a particular electronic communication device is to be used for educational purposes (i.e. iPad or Kindle), the school administration and/or teacher will provide parameters for its use. The school retains the right to confiscate these devices if they interfere with the learning environment. The use of camera features on any electronic or communication device to take unauthorized pictures and/or videos at any time is prohibited.

The use of any electronic communication device during a test shall be considered 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 SPCS. Correspondence from the school is delivered to families in several ways including but not limited to email, telephone, and the weekly school newsletter. Important information such as weekly school and classroom newsletters, yearly and monthly calendars, school and parish flyers, and SPCS items, athletics forms, and other materials may be sent via email to every family each week on Wednesdays via The Blarney Stone. In order to be well-informed of academic and community news, it is essential that each family take time to open and read the school emails and newsletters when they arrive.

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 at a mutually agreeable time, 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 SPCS, 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 SPCS 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 have this information published must notify the school in writing no later than the third week of each school year. It is to be understood by families requesting this omission that they will still be contacted by phone or mail by school staff and volunteers authorized to do so. The directory is updated annually in late September and sent to families electronically. The SPCS directory is intended solely for the use of SPCS families and employees to strengthen their mutual support and the education of SPCS students, and any other use of the information in this directory is strictly forbidden.

Emails

SPCS provides students with email accounts for the purpose of school-related communication. These accounts should be used with care. Students are not allowed to send personal information; they should not attempt to open files or follow links from unknown or untrusted origin; they should use appropriate language; and they should communicate with other students and/or the teacher for educational purposes only.

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

Social Media

Engagement in social networking and online blogs or postings shall result in disciplinary actions, including expulsion, if the content of the student or parent'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. SPCS students and their parents must adhere to and sign the SPCS Student Computer and Internet Agreement.

Using the school's name, logo, or other brand identifiers without permission or inappropriately on social media platforms is strictly prohibited. Students and families who create fake social media accounts that impersonate the school or use the school's name or logo misleadingly or inappropriately will face disciplinary action.

Such actions are considered a severe violation of the school's code of conduct and can lead to suspension or expulsion. In addition, students who engage in such behavior may also face legal consequences.

We urge all students and families to use social media responsibly and respectfully, and to avoid using the school's name or logo in any way that may cause harm to the school's reputation or others. If you encounter any such accounts, please report them to the school administration immediately.

HEALTH CARE

Communicable or Contagious Disease

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.

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 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.

Health Room

The Get Better Quick room is located in the school's main office. This room is staffed by school staff and volunteers, who will check children's temperatures, treat minor injuries, conduct health and vision screenings, and maintain student health records. All medications will be kept in the office.

Medication

SPCS may provide for the administration of oral medication, topical medication, eye drops, ear drops, or nasal spray to students who are in the custody of the school at the time of administration (RCW 28 A 210.260); however, SPCS 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 SPCS 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 this has been determined to be necessary by the school administration on a case-by-case basis. An emergency allergy self-injector (i.e., an Epipen) may only be administered after training by an appropriate medical professional, written, signed, current permission from parent or guardian, and identification of staff members who may administer the medication.
2. Students needing to use an inhaler may carry one on their person at all times once approved by school administration and documented in the student's medication file.

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

Counseling and Referrals

Students may be referred to our school counselor at the discretion of a teacher, administrator, or staff member. Parents/guardians will be notified if their student is referred for counseling.

Additionally, school support counseling is available through various local agencies such as Catholic Community Services. SPCS also partners with a third party, Care Solace, for access to a therapist. Please reach out to the principal for details.

If serious concerns exist, parents will be promptly notified whenever the concerns arise. Teachers will keep confidential information entrusted to them so long as no one's health or safety is at stake. Other family arrangements are welcomed and encouraged. If a situation warrants, school staff may suggest the help of one of these third-party services to shed additional light on some need or concern. Since we do not yet have the resources for on-site assistance, it is important that such a recommendation be acted upon as soon as possible. Our staff pledges its best effort to help you educate your child. Even then, our efforts, combined with yours, may not be enough. An outside professional, in dialog with you and the teacher, will usually net speedy results. If you have any questions at all about your child's progress or emotional well-being, give us a call sooner than later. Contact your child's teacher or administrator.

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.

REPORTING SUSPECTED SEXUAL OR PHYSICAL ABUSE OR NEGLECT

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.

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, SPCS 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 SPCS website, Alma emergency notifications, and other school-based channels, such as social media feeds. 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 prior to the first day of 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).

Fire Drills

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

Earthquakes

1. Instructions on what to do during an earthquake:
    a. Remain calm and think through the consequences of any action you take.
    b. If indoors, watch for falling plaster, bricks, light fixtures, and other objects. Watch out for high bookcases, shelves, and other furniture that might slide or topple.
    c. If in a **CLASSROOM** you should: Get under desks or tables and begin counting, "One Saint Patrick, Two Saint Patrick, etc. up to sixty. Face away from windows.
    d. **DROP-**crouch on knees, close to ground. **COVER**-Place head close to knees. **HOLD**-Clasp hands firmly behind the neck. Close eyes tightly.
    e. Remain in place until ordered to evacuate or until the **"ALL CLEAR"** signal is given.
    f. If in **GYM or ASSEMBLY** areas -- (Chairs and tables may be lacking and exterior walls and roofs could collapse.) You should normally exit such facilities as quickly as possible. You should move in an organized, supervised way to designated areas and follow subsequent directions.
    g. If in a **STAIRWAY**, during an earthquake – Interior stairways are generally structurally stable; therefore, if you are on interior stairs, you should move to the interior wall, kneel, and take a protective position as described in (C).
    h. If **OUTDOORS –** Move to designated areas, as far away as possible from buildings, poles, wires, and other elevated objects. It is advisable to lie down or crouch low to the ground. Stay there until the **"ALL CLEAR"** signal is given. A teacher or other adult employee will take charge.
2. Specific considerations in the case of earthquakes/emergencies:
    a. Teachers are expected to stay with their class and stay at school to assist in any way until the principal has given permission to leave the grounds.
    b. Downed power lines or objects touched by the downed power line/wires should never be touched. **All WIRES SHOULD BE TREATED AS LIVE.**
    c. If possible, any spilled medicines, drugs, chemicals and other potentially harmful material should be cleaned up immediately following appropriate safety guidelines.
    d. Do not eat or drink anything from open containers near shattered glass. Liquids may be strained through a clean handkerchief or cloth if danger of glass contamination exists.
    e. Parents should not telephone the school or attempt to enter the school building after an earthquake occurs. Parents should listen to the radio for information. Parents should understand that telephone calls could only hinder emergency relief. Parents will be notified of any injuries to students as soon as emergency needs have been

met. Parents may go to designated areas such as the church hall, adjacent to the school grounds, to meet their children.

f. Do not spread rumors. They often do great harm following emergencies.
g. Keep the streets clear for passage of emergency vehicles if necessary.
h. Be prepared for additional earthquake shocks called **"AFTERSHOCKS."** Although most of these are smaller than the main quake, some may be large enough to cause additional damage.
i. Respond to requests for help from police, fire fighters, civil defense, and relief organizations, but do not go into damaged areas unless your help has been requested.
j. Cooperate fully with Public Safety officials.

Lockdown Shelter-in-Place

Lockdown/Shelter-in-Place is defined as a way to secure students and staff within the facility due to some emergency. Staff and students will practice lockdown/shelter-in-place procedures routinely so they can be prepared in the event of an emergency. Lockdown/shelter-in-place procedures are not meant to scare the community but to empower all members to use safety precautions at all times. RCW 28A.320.125

SAFETY AT SCHOOL

SPCS 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 SPCS.

Carpool Safety, Parking, and Traffic

Parental compliance with traffic procedures is vitally important in preventing accidents and injuries. Please review and adhere to them thoroughly. Your cooperation will help the process operate as smoothly as possible.

Drop Off Procedures (Begins at 8:10am)

- **ELC** students are to be walked in and must remain with parents until doors open at 8:25 AM. After school, students are to be picked up on G Street at their designated spots.
- **Grades K - 8** – dropoff student on G Street to enter through the main gym doors.
- **Grades 5-8** – Yakima is a 2-way street, pull over and let your student out curbside. Instruct your student to use the crosswalks. Students can walk down to the main entrance of the gym and wait in their designated areas.
- Always have your child(ren) use the crosswalks that are patrolled by assigned staff.

Pick Up Procedures

- *ELC--Pick up at assigned first floor doors*
- Grades 5-8 – *Pick up on Yakima Street*

For K-4 children:

- Gates open 10 minutes before dismissal time.

- Cars enter the playground from 12th street and move forward in two lines. If your youngest child is in kindergarten or first grade, please use the left (building-side) lane; if your youngest child is in 2nd-4th grade, please use the right lane.
- Please leave only 2-3 feet between your car and the car in front of you.
- Students will stay with the teacher until parents/guardians are present.
- **Stay in your car.**
- Exit only if necessary to collect your child/children, then return quickly to your vehicle.
- If one or more of your children are still in the building you may be asked to exit the pick-up area, circle the block and re-enter the pick-up area.
- Students may not play on the Big Toy or playground after school.

Parking Logistics and Best Practices

1. Please respect our neighbors and avoid parking in any way that blocks access to a driveway and/or alley.
2. **DO NOT park in red zones.**
3. Park at least 30 feet away from corners. Keep our line of sight clear and use crosswalks.

****Please see diagrams below for more details regarding our pick up and drop off procedures.**


Enter from Yakima on to 12th, exit on G. Red arrows are car routes
rop Off Map
Saint Patrick Catholic School
ELC Drop Off


4th-8th Pick Up
Enter from Yakima on to 12th, enter the playground area and exit on to 11th towards Yakima
Pick Up Map
Saint Patrick Catholic School
ELC Pickup

Bicycles/Skateboards/Scooters/Rollerblade Safety

For security and safety, we advise caution to those students who utilize these modes of transportation to and from school.

Bike and scooter parking is available on 12th Street just up the hill from the main school entrance. You must secure your bike/scooter with your own lock and the school is not responsible for stolen bikes or scooters..

Pedestrian Safety

Pedestrians must utilize the designated walking areas and cross at crosswalks.

Touching Safety

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. This is a mandated program from the Archdiocese.

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 cash to school unless necessary.

BEFORE CARE AND AFTER CARE

SPCS offers a before and after school program, referred to as Extended Care. This program is located in the gym and designated classrooms.

The primary focus of Extended Care is to provide onsite, quality, supervised care for SPCS. This is not a program intended for enrichment or extensive activities, but a place where students can be safely supervised.

Students are supervised by Extended Care Assistants that are employees of SPCS. Extended Care assistants have CPR and First Aid training, Safe Environment training and adhere to yearly updates, and have passed background checks. Extended Care assistants are under the supervision of the Extended Care Manager. Day-to-day management of Extended Care is the responsibility of the Extended Care Manager, who reports to the principal.

There is a separate charge for students attending the Extended Care program. Please see the school website for more details.

Policies and Procedures

Extended Care is open in the morning from 6:30 AM and in the afternoon from 3:00 PM until 6:00 PM, Monday through Friday.

- Parents must sign in their student in the morning session of Extended Care. At 8:10 AM, the Extended Care staff will dismiss the students to the school grounds for morning line-up.
- For the afternoon session, the Extended Care staff will sign in students. Parents must sign out their child when picking up for the afternoon session. Please park and come through the building to the Extended Care door.

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

A copy of the student's emergency form is kept on file at Extended Care. If you are sending someone new to pick up your student, please notify us in writing that morning.

Hours of Operation

Mornings – 6:30 AM – 8:10 AM
Afternoons – 3:00 PM – 6:00 PM
Early Dismissal Days – Not available

Extended Care is not open during conferences, early dismissal, and various other days unless otherwise noted. Extended Care is not open on federal holidays.

Fees

Extended Care fees get billed on a monthly basis and will be charged to a family's Finalsite account. All bills are due within 5 days of receipt. If your bill is not paid by the end of the month, your student may not attend the program until your account is paid in full. If the accounts are not current, report cards and records may be withheld.

LUNCH PROGRAM

SPCS will offer a hot lunch program for the 2026-2027 school year through Love My Lunch, an outside vendor.

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.

- Before school, the playground is a gathering area; no play activity is allowed.
- Obtain permission from a supervising teacher/recess monitor before leaving the playground.
- Play games in appropriately marked areas with/on appropriate equipment.
- Do not throw or kick rocks.
- Do not throw balls against the school building.
- Do not climb the hill.
- Inappropriate, vulgar, or profane language is not allowed on the playground.
- 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.
- No hardballs or bats at any time.
- No take-away games, pulling or tugging on others' clothing.
- Benches are used for sitting only.
- Use school-issued balls only.
- No heading the soccer ball.

The Big Toy

- The Big Toy is to be played on only at mid-morning, lunch and mid-afternoon recesses. It is not to be played on before school or while waiting for rides after school.
- Play on the toys you can reach. No boosting friends to reach the toy.
- Take turns and keep your hands to yourself.
- Jackets and sweatshirts are not to be tied on to the bars.
- Tag games are to be played only on the black top, not in the wood chip area.
- Slide down the slide only, feet first.
- Slide down both slides without stopping. No stopping in the tube or mid-slide.
- The top of the canopies and sitting on the top of the climbing bars is not allowed.
- Hands should be free of other toys on the Big Toy.
- Stay where adults can see you on the Big Toy. No hiding under slides or platforms.
- No climbing on the outside rails.
- Use two hands on the climbing bars.
- One person at a time on bridges and climbing nets.
- Do not throw or collect wood chips.

Soccer Court

All students in the court must be actively aware of and participating in the game. Adult game supervision may institute any rules necessary to ensure student safety and fair play.

RELEASE OF STUDENTS

Release of Students To Another Adult

If anyone other than a parent or guardian is sent to pick up students, SPCS 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. SPCS will check identification of anyone who is not the child's parent and who is picking up a child from school.

Release of Students To Police

Police and other government officials are required to directly deal with the principal in requesting an interview with a student. Generally, no police officer should be given access to a child without parental permission unless, (a) there is an arrest warrant, (b) the parent is the subject of an investigation of abuse or neglect, or (c) there is an ongoing situation that poses an immediate danger of causing significant harm.
If a police officer is given access to a student and no parent/guardian is available, the child should be accompanied by the Principal, Vice Principal, or Principal delegate. That individual is not there to assist the police, but to ensure that the child is comfortable.

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 **SPCS**. It is our hope that this will include: assisting with daily assignments for practice/drill sessions over material, reinforcing the school homework policy, actively participating in SPPA, 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.

In order to protect the learning environment, parents may not go to the classrooms to deliver items to the students. Please leave the items in the office and a staff member will deliver them to your child.

All visitors will enter the building through the front office door after ringing the doorbell. All doors are always locked and students/staff are encouraged to keep these doors closed at all times and not to open them to anyone.

Room Parents

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

- Arranging classroom parties in consultation with the classroom teacher.
- Acting as liaison between SPPA and school.
- Help secure the REACH classroom project coordinator, in conjunction with the classroom teacher. Under the direction of the teacher, the room parent will assist in or, with the teacher's understanding, delegate to a specific parent. In practice, some teachers are directly involved, while others appreciate the REACH parent taking over control. Please communicate with the classroom teacher early and often regarding this project.

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 will be served under the guidance of the teacher. Adhere to any and all allergy concerns in the class.

Party invitations may not be handed out at school or at carpool. Please send your invitations by mail or email. Please consult the parent directory for addresses and emails. The school office cannot provide any contact information and does not distribute invitations or thank you notes. We respect and understand the financial obligations of inviting every student; however, it can be hurtful when one or two children from a class are left out. If possible, do not pick up children from carpool for parties where the whole class is not included.
The principal or designee, 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 SPCS students are allowed at classroom parties. Siblings who do not attend the school may not join classroom parties. Exceptions may be made for infants who are confined to carrier packs at the discretion of the school.

SCHOOL PICTURES

Individual and class school pictures are taken in the fall in full uniform. Pictures are distributed via the classroom. Information concerning prices and packages is sent home before picture taking day. No parent is required to pay for pictures unless they choose to order them.

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 SPCS. 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.

HOMESCHOOLING

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

EXTRACURRICULAR ACTIVITIES

All extracurricular activities sponsored by the school or parish such as 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.

SPCS ATHLETICS

SPCS students may participate in the Athletic Programs our school offers in accordance with the league rules governing our Elementary School teams and the WIAA and league rules governing our Middle School (6th - 8th grades) teams.

SPCS Athletic Program mission reflects our Catholic values, “to provide opportunities for youth to develop strong moral character, self-worth, interpersonal competence, and a commitment to caring for others and their community through activities of a social, educational, and recreational nature based on Christian principles that reinforce societal values."

SPCS vision is to “ provide athletic opportunities that uphold our athletic mission, while enabling all students to participate and excel in a healthy competitive environment.”
SPCS is committed to the dignity and worth of each child it serves, regardless of physical talents, mental strength, or emotional health, and hopes that the same respect for life will become a part of his or her value system. A desired outcome is that each child knows that they are wanted and loved.

Elementary Students and Parishioners from ELC through 5th grade may participate in SPCS Athletic programs. Sports currently include cross country, volleyball, basketball, and track & field.
Middle School Students from 6th grade - 8th grade only may participate in WIAA sanctioned SPCS Middle School Athletic programs. Sports currently include cross country, volleyball, basketball, and track & field.

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

SAINT PATRICK PARENT ASSOCIATION

The Saint Patrick Parent Association (SPPA) is responsible for maintaining good communication between the home and the school, for providing a vehicle through which parents can provide service to the school i.e. volunteering and fund-raising, and for offering a mechanism for parent education. All school parents automatically belong to the SPPA. Please watch The Blarney Stone for meeting times and SPPA event notices.

SCHOOL COMMISSION

The School Commission is an advisory body 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 an advisory body to the principal and the pastoral leader in the formulation of local policies affecting the parish school. 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. The School Commission meets on a monthly basis. To add an item to the agenda for a School Commission meeting, please submit a request to the School Commission President.