

# ST. THERESE CATHOLIC ACADEMY

## FAMILY HANDBOOK

**2022-2023**

900 35<sup>th</sup> Ave.      Seattle, WA      98122  
Phone: 206-324-0460      [www.stcaseattle.org](http://www.stcaseattle.org)

**Dear St. Therese Parents & Guardians,**

*“We can do all things through Christ who strengthens us.”  
- Philippians 4:13*

Welcome to St. Therese Catholic Academy (STCA)! Thank you for choosing St. Therese to be your family’s educational home. We appreciate your commitment to the values and philosophy of a Catholic school education. We look forward to partnering with you to ignite the faith, minds, and dreams of our students in order to help them become the children God created them to be.

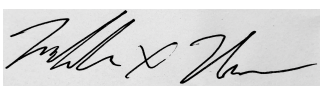
The following pages are meant to help communicate how we can best work together to have a school environment that is mission-driven, safe, organized, and respectful. The Family Handbook is prepared to help answer questions you will have throughout the year. Please read it carefully now, and refer to it as needed. It is expected that each person will make a sincere effort to comply with STCA’s policies, and that each family will support the distinct Catholic and unique cultural nature of our community.

Statements made herein reflect Archdiocesan as well as STCA school policy. This handbook may be amended at any time by the School Commission and/or Administration. Changes to the handbook will be communicated to families through our regular school communications, and major changes shared annually in September (Curriculum Night) and January (State of the School).

Not every question you have about our community will be answered here. Our administrators are available to answer questions and are eager to work with you to accomplish our mission. Do not hesitate to ask questions and make suggestions as they arise. You may access the handbook online at the school web site – [www.stcaseattle.org](http://www.stcaseattle.org).

Please sign and return the final page of this document to confirm your acknowledgment of and commitment to the policies outlined in this handbook.

Thank you, and God bless you and your family,

A handwritten signature in black ink, appearing to be "Michelle X. [unclear]", written on a light gray rectangular background.

## MISSION and VISION 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.

### STRATEGIC VISION FOR CATHOLIC SCHOOLS

**Strengthening Catholic Identity** – With Jesus as our foundation, Catholic schools in the 21<sup>st</sup> century build upon a tradition of strength and excellence to form students as missionary disciples who “go forth” with enthusiasm and vitality in order to love and serve.

**Advancing Academic Excellence** – Rigorous standards and support for curricula, instruction, and school leadership ensures that Catholic schools relentlessly pursue excellence to maximize student learning and growth.

**Expanding Access** – Catholic schools are welcoming communities of Gospel values. Access to a Catholic education is enhanced, especially among ethnically diverse populations, students with diversified learning needs, and families needing financial assistance.

**Enhancing Stewardship and Sustainability** – Through planning, governance, funding, and marketing, Catholic schools in the Archdiocese will become more effective stewards of their resources in order to achieve greater sustainability and maximize student learning.

## **Mission Statement of St. Therese Parish**

We are a welcoming, diverse Catholic faith community charged with spiritually guiding and strengthening our parishioners to know, love and serve God. Our Eucharistic celebration energizes our spirits for parishioner involvement, a strong commitment to social justice, and a Catholic school tradition guided by spiritual values and social equality. ***St. Therese is a spiritual home where together we: Worship with Joy, Work for Justice, and Grow in God's Love.***

## **Mission Statement of St. Therese Catholic Academy**

St. Therese Catholic Academy is a diverse, welcoming community that seeks to ignite the faith, minds, and dreams of our students and to prepare them to excel spiritually, academically, and socially in high school, college, and beyond.

## **Vision Statement of St. Therese Catholic Academy**

Forming servant-leaders for a diverse world.

## **SCHOOL PHILOSOPHY**

As a Catholic school, St. Therese hopes to influence students and families to be dynamic agents of change in society in the areas of social justice, human dignity, freedom, and peace. We hope to create an atmosphere that combines structure, technology, and creativity while fostering enthusiasm for lifelong learning. While parents have the primary responsibility for the formation of their children, our faculty and staff teach, model, and promote Gospel values. Together our school staff and parents provide an excellent education in a Catholic Christian community. We are committed to and guided by the following beliefs:

### **Providing an excellent Catholic School education based on:**

- Gospel values, including the understanding that we are all God's children.
- Partnering with parents to educate their children.
- A lasting commitment to learning through religious, academic, technological, and co-curricular activities.

### **In order to maintain an excellent Catholic education we commit to:**

- Offering a rich and diverse school community by welcoming all children and families who value a Catholic education from all religious backgrounds.
- Providing assistance for families with financial needs.
- Offering mission-drive, data-informed, and student-centered curriculum and instruction utilizing technology and based on individual needs and learning styles.

### **Empowering our children for leadership and service to the Church and society through:**

- Active parent involvement and participation in the lives of our children.
- Encouraging and providing opportunities for our students to reach out to join and serve the larger community through service-learning initiatives.
- Demonstrating respect for self, respect for others, and respect for all God's creation.

## CORE VALUES

*All individuals associated with St. Therese Catholic Academy are committed to these values that influence the learning environment, achievement, and behavior of all students and adults.*

1. **Faith** - We work toward building a stronger relationship with God daily and are respectful of and informed about the Catholic faith that is at the heart of all things at STCA.
2. **Respect** - We model Christian values and self-discipline in all settings and adhere to the Golden Rule and treat others the way they wish to be treated.
3. **Responsibility** - We hold our students to high academic and behavioral expectations and our adults to model the highest professional standards.
4. **Perseverance** - We commit to do whatever it takes to prepare each student to succeed spiritually, academically and socially in high school, college, and beyond.
5. **Compassion** - We show kindness to one another and see Christ in all those we meet. We believe that everyone and everything is a gift from God and it is our duty to recognize and alleviate suffering wherever we encounter it.

## ROOT BELIEFS

*Identity statements and actions that form the culture of St. Therese Catholic Academy.*

1. **We are a diverse community.**
2. **We are called to act with justice.**
3. **“We can do all things through Christ who strengthens us.”**
4. **Excellence happens on purpose.**
5. **We lead by example.**

*The above identity markers from our mission statement to our root beliefs guide and govern all that we do as a school community. We believe that these markers define who we are, what we do, how we do it. We further believe that these markers apply to administration, faculty, staff, parents and students alike.*

# STUDENT LEARNING EXPECTATIONS (SLEs)

*Our SLEs are skills, values, and competencies that St. Therese Catholic Academy students work toward, gain, and develop by graduation.*

**A St. Therese Catholic Academy student is a:**



## **Faith-Filled Servant-Leader who:**

- Knows and understands Catholic teachings and prayers
- Recognizes and respects that God is in all things and people
- Welcomes and serves everyone as Jesus did, especially the poor and marginalized
- Makes good moral decisions that value social justice and the common good
- Participates in the sacramental life of the Catholic Church



## **Responsible Lifelong Learner who:**

- Thinks critically and creatively to solve problems
- Listens actively and communicates clearly when speaking and writing, in person and online
- Practices self-motivation to set and achieve goals
- Exhibits perseverance in the face of challenges
- Shares their knowledge to help and inspire others



## **Respectful and Compassionate Community Member who:**

- Displays courtesy, hospitality, and self-discipline in their words and actions
- Practices stewardship of God's creation with their time, talent, and treasures
- Respects the ideas and opinions of their diverse community
- Speaks truth with love and resolves conflicts peacefully and justly
- Acknowledges and appreciates the uniqueness and dignity of all people

*The above SLEs form the foundation of our academic program and our school culture. Like our identity markers listed above, we believe that these expectations apply to administration, faculty, staff, parents, and students alike.*

## **NON-DISCRIMINATION STATEMENT**

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

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

## **SCHOOL ACCREDITATION**

The Western Association of Schools and Colleges and Western Catholic Educational Association accredited St. Therese Catholic Academy School.

As an elementary school fully accredited by the State of Washington and the Superintendent of Public Instruction, St. Therese Catholic Academy School follows all of the rules and regulations governing approval of private schools as required by Washington State Law: (RCW 28A, 02.201 and RCW 28A, 04.120 (4) and WAC 180-90-110 to 160). St. Therese Catholic Academy School is a member of the National Catholic Education Association (NCEA) and the Washington Federation of Independent Schools (WFIS).

## **PARENTS' ROLE IN EDUCATION**

We at St. Therese Catholic Academy consider it a privilege to work with parents in the education of their children because we believe parents are the primary educators of their children. Therefore, it is your right and your duty to become the primary role model for the development of your child's life - spiritually, physically, mentally, emotionally and psychologically. Your choice of St. Therese Catholic Academy involves a commitment and exhibits a concern for helping your child to recognize God as the greatest good in their life. Good example is the strongest teacher. Your personal relationship with God, with others, and with the Church community will affect the way your child relates to God and others. Values taught in school will not take root in your child unless they are nurtured by the lived example of Christian values and by a personal relationship with God in their family life.

Once you have chosen to enter into a partnership with us at St. Therese Catholic Academy we trust you will be loyal to this commitment. During these formative years (Preschool - 8<sup>th</sup> grade), your child needs constant support from both parents and teachers in order to develop their moral, intellectual, social, cultural and physical abilities. Neither parents nor teachers can afford

to doubt the sincerity of the efforts of their educational partner in the quest of challenging, yet nourishing, the student to reach their potential. It is vital that both parents and teachers remember that allowing oneself to be caught between the student and the other partner will never have positive results. To divide authority between school and home or within the home will only teach disrespect of all authority.

If there is an incident at school, parents must make investigation of the complete story your first step. Evidence of mutual respect between parents and teachers will model good mature behavior and relationships. Students are naturally eager to grow and learn. However, sometimes in the process of maturation new interests may cause them to lose focus. As this natural process occurs, the student needs both understanding and discipline. At times, your child may perceive discipline as restrictive. However, it is boundaries and limits, which provide a young person with both guidance and security.

It is essential that a child take responsibility for grades they have earned and be accountable for homework, long-term assignments, major tests, service projects, and all other assignments. This responsibility also extends to times of absence.

Together, let us begin this year with a commitment to partnership as we support one another in helping your child to become the best person they are capable of becoming.

## **PARENTS AS PARTNERS**

As partners in the educational process at St. Therese Catholic Academy, we ask parents:

- To set rules, expectations, and limits so that your child is ready to succeed at school
- To actively participate in school activities
- To notify the school with a written note when the student has been absent or tardy
- To notify the school office of any changes of address or important phone numbers
- To meet all financial obligations to the school
- To inform the school of any special situations regarding the student's well-being, safety, and/or health
- To complete and return to school any requested information promptly
- To read school updates and newsletters and to show interest in the student's total education
- To support the religious and educational goals of the school
- To support and cooperate with the discipline policy of the school
- To treat teachers with respect and courtesy in discussing student relations and issues
- To refrain from participating in or spreading gossip or hearsay that negatively impacts our school
- To communicate concerns to administration with respect and courtesy
- To advocate for and speak positively about our school in the wider community

Failure to partner in the ways stated above may result in the termination of enrollment from St. Therese.



# ADMISSIONS, ENROLLMENT, AND FINANCIAL POLICIES

## ADMISSIONS POLICY

1. St. Therese Catholic School exists primarily to educate those parish children whose families are committed to the Catholic faith and Catholic education. Further, the child must meet the acceptable academic standards for each grade level as determined by the principal, student support team, and teacher. For students transferring to St. Therese Catholic Academy in grades 1 through 8, report cards, teacher recommendations, and standardized test results are reviewed in the process of making the academic standards assessment. New students are also required to complete a STCA assessment and shadow day if application occurs during the school year.
2. A child must be 3 years of age on or before August 31 for entrance into Preschool (P3) and should be 4 years of age on or before August 31 for entrance into our P4 Preschool cohort.
3. A child should be 5 years of age on or before August 31 for entrance into Kindergarten.
4. A child should be 6 years of age on or before August 31 for entrance into 1st grade.
5. All new applicants shall be interviewed and/or evaluated by the principal/teacher prior to their acceptance into the school. Admission is also contingent upon receipt and review of prior school records. We operate under the notion that we accept *families*, not just students.
6. Determination of active participation in the parish is based on the following criteria:
  - a) History of regular/weekly attendance at Sunday Mass. Examples of measurement include physical presence at Mass and other parish celebrations and use of tithing envelopes. Regardless of the amount you contribute, the presence of your tithing envelope may be used as an indication of your participation in Sunday Mass.
  - b) History of financial support to the parish. Parish registration card and sacrificial giving card must be on file at the parish office for a *minimum of 3 months*.
  - c) Involvement in other aspects of parish and school life. Examples of measurement include: volunteer work for school/parish functions, working on fundraising committees, serving on boards, and volunteering for outreach programs.
7. Once a student is accepted in the school and is in good standing, they shall retain their eligibility for continued enrollment. As openings occur for each grade level, applications and registrations will be considered on the following priority basis:
  - a. Children of St. Therese parishioners who have siblings presently enrolled in the school and who are current in tuition and fees (this includes incoming siblings for Kindergarten).
  - b. Children of non-parishioners who have siblings presently enrolled in the school and who are current in tuition and fees (this includes incoming siblings for Kindergarten).

- c. Children of parishioners who are registered in and supportive of St. Therese Parish.
- d. \*Children of families who are registered in other Catholic parishes with first preference given to registered Catholic families.
- e. Children of non-parishioner families.

\*Families registered in Catholic parishes outside of St. Therese or other Rainbow parishes will be accepted at the non-parish tuition rate.

8. Final registration and enrollment status is based upon completion of registration forms and payment of fees.
9. Upon registration, a current parenting plan must be presented if a family has a court issued document.
  - In the case of child custody disputes the following Archdiocesan guidelines will be used: “Procedures: Ensuring Our Children’s Welfare and Safety”.
    - It is required that the custodial parent provide the Principal with an official, updated copy of the court-ordered parenting plan.
    - If a school has on record a court order indicating that one parent has limited visitation rights or no visitation rights, and such parent makes application to volunteer in the school, the Principal need not accept the volunteer services of that parent.
    - If the Principal determines that such parent is volunteering in order to increase contact with the child, the Principal will notify the custodial parent and have them settle the issue.
    - The school may release a child to a non-custodial parent after school hours or allow said parent to visit a child outside the school hours, unless officially informed in writing that a parent is not permitted to have unqualified access to the child.
    - Archdiocese Policy and Procedure Manual Student Guidelines 4.14 p.10
10. New students admitted in grades K through 8 may be accepted on a semester-long probationary basis dependent upon their ability to maintain the academic and behavioral standards of St. Therese Catholic Academy. If necessary, this trial period may be extended. Families ordinarily receive a letter stating the end or extension of the probationary period.

## REGISTRATION

Registration is held each year in February and March. Notification of the time will be given in the Parish bulletin and via the school newsletter to parents with children enrolled in the school. Failure to return your registration paperwork and fee on time may result in a family losing their child’s place in a given class.

Registration is complete when the school has received:

- The family registration packet (online)
- Registration fee

- Section 504/Individualized Education Plan (IEP), if applicable

**All financial responsibilities for the prior year must be current before a student can be registered for the following school year.**

Report cards, diplomas, records and transcripts will be withheld until all tuition and fees are paid. In the case of emergencies or financial delinquencies, student class placement will be saved if the family has made arrangements in agreement with the Principal. Negligence in the agreed-upon timeline nullifies holding the place in the particular class.

In addition, families of new students must provide:

- Immunization forms (WAC 180-38-045)
- Release of records form (transcripts, testing)
- Family snapshot form
- Copy of Birth Certificate
- Copy of Baptismal Certificate (if Catholic)

## **TUITION + FEE RATES**

1. The principal, in consultation with the school commission, is responsible for setting the non-refundable registration fee and tuition rates annually.
2. In-parish rate of tuition applies only to families considered to be active parishioners at St. Therese or other Rainbow parishes.
3. Non-parishioner rate of tuition applies to families and individuals who do not meet the criteria of being a parishioner (whether Catholic or non-Catholic).

## **2022-2023 PRESCHOOL AND PRE-K TUITION**

- **Preschool = Age 3 before September 1, Pre-K = Age 4 before September 1**
- **3 day option available for Preschool only; Tuesday-Thursday**
- **PLEASE NOTE THIS IS THE TUITION RATE FOR THE 8:25AM-12:25PM DAILY PROGRAM**
  - **KIDS' CLUB (12:25-3:30PM) AND EXTENDED CARE ARE BILLED SEPARATELY.**

<b>P3 Preschool (In-Parish, 3 Days)</b>	<b>P3 Preschool (Out of Parish, 5 Days)</b>	<b>P3 Preschool (In-parish, 5 days)</b>	<b>P3 Preschool (Out of Parish, 5 days)</b>	<b>P4 Pre-K (In Parish)</b>	<b>P4 Pre-K (Out of Parish)</b>
\$5,489	\$6,239	\$7,319	\$8,319	\$7,319	\$8,319

*\*In-Parish tuition is the amount charged for parishioners of the Rainbow Parishes: St. Therese, St. James Cathedral, Immaculate Conception, Our Lady of Mt. Virgin, St. Mary, St. Patrick, St. Peter, St. Joseph, St. Paul, St. Edward, St. George, Vietnamese Martyrs, and St. John Vianney.*

## 2022-2023 KINDERGARTEN-8TH GRADE TUITION

In Parish (1 Child)	Out of Parish (1 child)	In Parish (2 Children)	Out of Parish (2 Children)	In Parish (3 Children)	Out of Parish (3 Children)
\$8,709	\$9,909	\$15,676	\$17,836	\$20,901	\$23,781

*\*In-Parish tuition is the amount charged for parishioners of the Rainbow Parishes: St. Therese, St. James Cathedral, Immaculate Conception, Our Lady of Mt. Virgin, St. Mary, St. Patrick, St. Peter, St. Joseph, St. Paul, St. Edward, St. George, Vietnamese Martyrs, and St. John Vianney.*

### ADDITIONAL FEES

#### Registration Fee (1 per family)

- > \$200 Priority (Before 3/1/2023)
- > \$300 New Family (3/2– 6/12/2023)
- > \$350 Late (4/15/2023 through summer)

#### Technology Fee (1 per child)

- > \$55 Kindergarten-5th Grade
- > \$70 6th-8th Grade
- > N/A Preschool

### QUALIFICATION AS A PARISHIONER

New families who do not presently qualify for the parishioner tuition rate will qualify for the parishioner tuition rate if they have a current “Sacrificial Giving” pledge card on file and meet one of the following criteria:

1. Provide a written statement from their current pastor about worship and parish giving commitment that is satisfactory, and
2. The family has been registered in the Parish for 3 months and meets the criteria to determine parishioner status.

If the family satisfies the conditions set forth in section #1 above, they shall immediately qualify for the parishioner tuition rate. If the family satisfies the conditions in section #2, they shall qualify for the parishioner tuition rate on the first day of the forth month in which these conditions are satisfied. The family is responsible to notify the school office regarding the new tuition status. It is not the school’s responsibility to track this, nor will the tuition be readjusted retroactively if they are late in informing the school the 3 months has past.

### FINANCIAL RESPONSIBILITIES

Tuition for the school year may be paid at registration or before August 1 in a lump sum (2% discount) or divided over 12 or 10 equal monthly installments throughout the school year. The monthly tuition payments default on the 5th or the 20th of the month per your tuition contract. The first tuition payment for the school year is due in July. All tuition payments for a given school year are due by June 30 of that school year. ALL TUITION PAYMENTS AND FINANCIAL

OBLIGATIONS ARE BILLED AND COLLECTED VIA FACTS. **If FACTS payment plan is not created by the first day of school, your student will not be admitted until the payment plan is created.**

**Registration for Enrollment Fee:** A fee is due at the time of registration. This fee is for registration purposes and is not refundable. Late registrants (AFTER 3/1/2023) are required to pay an increased registration fee. One-time and payment plan options are available.

**Payment of Tuition:** A signed tuition agreement must be received by the school at the time of registration. **As a reminder, a student will not be allowed to begin attending classes unless tuition payments are current, as of the first day of school, in accordance with the payment plan stipulated under Tuition Payment Options on the tuition agreement .** Tuition may be paid over 12 or 10 months by automatic withdrawal or it may be paid in full through FACTS. Monthly tuition payments that arrive late or are paid outside of FACTS will be assessed a \$25 fee unless communication has taken place and an alternate payment has been approved. If a family is not current with their required tuition payments, they are required to make arrangements with the principal to become current. If there is no satisfactory resolution, the family will be asked to withdraw their child(ren) from the school. The first month's tuition payment will begin in July or August 2022. If your payment has not arrived by August 31, 2022, you will have relinquished your child's place on the roster until payment is received.

**Withdrawal:** St. Therese Catholic School must be given 30 days written notice prior to withdrawal of a student(s). Tuition for the withdrawing student is due for the 30 day period following written notice of withdrawal, with the amount due to be determined by the school. For example, if notice is given December 1 that your student's last day will be December 8, you will owe tuition through January 1.

**Summer Withdrawal:** The school tuition year begins on July 1, 2022; therefore, the last day to withdraw without owing tuition or fees additional to those paid at registration is June 1, 2022. Registration fees paid at registration are deposited upon receipt and are not refundable. If you withdraw for any reason after July 1, you will be responsible for the tuition for the 30-day period following withdrawal. For example, if notice is given on July 1 that your student will not be attending St. Therese Catholic Academy, you will owe tuition through August 1, even if your child has not attended classes (1/12 of total tuition).

**Late Payments:** If no payment is received by the last day of the month, a reminder notice will be sent to the parent/guardian to acknowledge that their tuition payments are not up to date. Payment needs to be made at this time or the parent/guardian needs to notify the principal regarding when tuition will be brought current. At this time the Principal and parent/guardian may arrange an approved written payment plan and/or the child will be asked to remain home until an agreement is reached.

**If the parent/guardian does not contact the Principal or Pastor OR an equitable solution cannot be arranged, the student(s) enrollment is jeopardized. The student(s) will be asked to remain home from school until payment is received and the account is made**

**current. If this occurs more than twice in a given school year, the family may be asked to withdraw from school until tuition payments are up to date or a plan is agreed upon. This is up to the Principal's discretion.**

In the case of delinquent accounts resulting in withdrawals, all student report cards and transcripts/records will be withheld until the account is made current. Any amount remaining on the unpaid tuition and fees, including late fees will be turned over to a collection agency for collection 30 days after withdrawal if a payment plan is not in place. Legal documents such as IEPs or medical records will never be withheld in these situations.

## **FINANCIAL ASSISTANCE**

A limited amount of financial assistance is available for families who are unable to meet the full cost of tuition and fees. Those seeking financial assistance must apply first to the Fulcrum Foundation through St. Therese the winter before the next school year. **Financial assistance applications for St. Therese tuition assistance will only be considered from returning families if their current tuition payments are up-to-date and their application is received by April 1 of a given school year.**

The following criteria must be met in order to be eligible to receive financial assistance:

1. Parents/guardians must first apply for aid through the Fulcrum Foundation (*October-December for the following school year*) and then from the St. Therese Tuition Assistance pool (*by April 15*)
2. The application for tuition assistance is considered complete when the applicant's most recent income tax return is on file.
3. The principal along with a consulting team will consider applications for tuition assistance.
4. The applicant must notify the principal in writing as soon as any financial change occurs.

The Catholic Schools Office sends notifications for Fulcrum Scholarships in March. St. Therese scholarships notifications are sent by May 1 for the upcoming school year.

## **RE-ENROLLMENT & COMMITMENT TO MISSION**

Every family will go through the re-enrollment registration process annually. It is important that we discern and honor our commitments to our community as parents, guardians, staff members, and students. When actions and behaviors are not reflecting a clear commitment to the school's mission and vision, a conversation and/or decision on continued enrollment in our community may be initiated by the pastor and/or principal. Unfulfilled financial obligations will impact re-enrollment.

# GENERAL POLICIES

## A. ATTENDANCE

### 1. Absences

**It is necessary for students to be actively participating in class activities and discussions for maximum learning to occur. Absences negatively impact student learning. Parents and students are expected to make every effort to ensure punctual and consistent attendance at school.**

An absence can be categorized as excused or unexcused. An absence due to an educational commitment, long-term personal illness or injury, a funeral, or a special circumstance recognized by the STCA administration is considered an excused absence. All other absences are considered unexcused (see Family Vacations below).

Teachers will work with parents to help children complete missed work and provide extra help for the child to learn concepts covered during the time missed for an excused absence. Classroom teachers will explain to parents and students the procedure for obtaining and completing missed class work and homework due to an excused absence. Due to varied expectations in the different grade levels, each teacher will communicate classroom procedures for make-up work; including times he/she is available to meet with students and or parents to discuss missed work.

Missed class work and homework, due to an unexcused absence, is considered late. In such a case, parents and students must assume the responsibility of completing and turning in missed work. Be aware that this may require a commitment of extra time spent studying and practicing curriculum content (see Family Vacations below).

Excessive absences, even if excused, may cause a student's grade to drop. Any student who misses ten days of school during one trimester may be subject to disciplinary action deemed appropriate by the principal. This may include, but is not limited to, required tutoring, summer school or possible retention. When a student misses more than one and a half hours (90 minutes) during the beginning, middle or end of a school day, he/she will be considered absent for a half day.

### 2. Family Vacations

Parents are asked to avoid deviating from the school calendar or daily instructional schedule for the convenience of family vacations. Unscheduled days off from school for family vacations cause students to miss valuable instruction for which teachers are not required to provide a special studies program.

**Teachers will not normally give out work in advance due to a vacation.** Parents and

students will need to assume responsibility for completing all missed class work and homework. Parents and students will need to devote additional time to ensure that students understand the content taught during the absence due to a vacation. In most cases, **absences due to family vacations are not considered excused**.

Parents should make every effort not to plan appointments or vacations during the time students are taking the standardized tests. Test dates will be published in the family newsletter and school calendar early in the fall.

### **3. Procedure for Absences**

When a student is absent from school **the parent/guardian should call the school office (206) 324-0460 by 9 AM each day of the absence**. If the office does not receive a call, a parent/guardian will be contacted after 9am. This policy is for the protection of the St. Therese Catholic Academy students.

A written statement giving reasons for the absence **must** be brought to the school office upon the student's return. These letters will be retained in the office for one year. If a written excuse is not presented, the absence will be considered unexcused. Should absence for any reason other than illness seem imperative, parents are requested to consult with the Principal/teacher and present a written reason for the absence.

**\*\* Students should be fever-free/vomit-free for 24 hours before returning to school. \*\***

An early dismissal must be arranged in writing through a note to the school office. We believe that a family that prays together stays together, and it is essential that each child be present for our prayer at the beginning of the school day and our prayer at the end of the school day. When a student must be excused early, parents are required to come to the office to pick up their child and sign them out.

If the child returns to school during the same school day, they must be signed back into school in the office. ***Parents should not report to the child's classroom.***

If a child becomes sick while at school demonstrating signs of a fever or vomiting, they will be sent home with an approved parent/guardian for their own and the other children's welfare.

### **4. Tardiness**

Students who miss between 1 and 120 minutes of the beginning, middle or end of the school day due to late arrival, early dismissal or any other reason will be considered tardy. Tardy instances related to personal illness or injury, medical/dental appointment or family-related functions



(funerals, weddings, etc.) are considered excused. The report card will note the number of days tardy each trimester and for the school year. Five days tardy will be considered the equivalent to one day absent for our records.

**It is the school's belief that teaching children to be prompt is an important part of developing a sense of personal responsibility. It is important that both Parent and Child accept responsibility for arriving at school in plenty of time, so that the students are ready to begin the day.**

**Late arrivals disrupt class and lose valuable instructional time. If the student arrives at school after the start of assembly at 8:25 AM, they will be considered tardy.** If students arrive after the morning assembly, the student must go to the office and present a written note from his/her Parent/Guardian stating the reason for being late or have the adult sign them in. The student will be given a TARDY slip and is expected to proceed promptly to class and give their teacher the tardy slip. The office manager will document the tardy. A tardy is documented as .2/days absent, thus meaning that 5 tardies would be the equivalent of 1 day absent. **It is imperative that all of our children are here for all of our instructional time to ensure optimal learning for all.**

If a student has 5 days tardy within one trimester, the principal/associate principal will make a phone call to the family to discuss the trend. If a student reaches 7 days tardy in a trimester, the principal/associate principal will hold a mandatory conference with the student and parent(s) to resolve the problem. Disciplinary action, including referral to the Community Engagement Board or court, may be taken if the problem is not resolved.

## **B. SCHOOL-HOME COMMUNICATION**

To promote and achieve effective communication from school reaching your home in a timely manner, St. Therese Catholic Academy utilizes weekly updates (3 Big Things/Weekly Memo) via email (print on occasion) from the school office. Important documents and time-sensitive school-related memos may be sent home on Mondays with the eldest student in each family in a school-provided communication folder. Classroom teachers will communicate with parents and guardians when returned, graded work requires parent signature to acknowledge receipt.

**If you do not have an e-mail address or would prefer to receive the weekly update emails in print, please send a note to the school office indicating this. Similarly, if you are not receiving the weekly emails, please contact the school office to be sure we have your most up-to-date email on file.**

Weekly newsletters from your students' teachers will also be sent home via email each week, with print options available upon request.

## C. CONFERENCES

St. Therese Catholic Academy operates on a semester basis. Parent/teacher/student conferences are scheduled during each semester. These conferences are required of all families in the fall and spring and for new families and others as needed in the winter. We encourage open, on-going communication between school and home at all times. If parents have a concern, they should contact the teacher involved for a conference at any time during the school year. When concerns are not resolved between the parent and teacher, school administration may become involved to try to help find a resolution. **Failure to report to a scheduled conference without advanced communication with a teacher will result in a \$25 fee collected via FACTS. These fees will go toward the Teacher Excellence Fund.**

## D. INSURANCE

The school does not carry accident/medical insurance for students. The school is not liable in any way for personal injuries to the student while on school property, or during other activities under school authorization.

## E. UNIFORM POLICY

**St. Therese Catholic Academy has an official school uniform, consistent with our intent to maintain an atmosphere that is conducive to learning and reflective of our Catholic identity.** The students' dress and appearance should always reflect neatness, cleanliness and modesty. Parents are expected to understand, support and enforce the uniform policy and should help their children make good choices about appropriate attire. This policy reinforces our school's core value of responsibility. Please make sure your child has at least the basic dress uniform prior to the first day of school.

### Where to acquire uniform items:

**Vendor:** Lands' End

**Lands' End Preferred School Number:** 900169475

Some uniform pieces are available only at Lands' End

(<http://www.landsend.com/pp/SchoolSearch.html?action=landing&selectedSchoolNum=900169475>, 1.800.963.4816).

Navy and khaki pants, polo shirts, and shorts may be purchased elsewhere *as long as they conform in style and color*. Please contact the school office for guidance if you are unsure if a particular clothing item qualifies as uniform. Please remember to label all of your child's clothing with their name, especially sweatshirts and sweaters. In emergencies, when it is not

possible for a student to come in uniform, a parent must send a note with a valid reason to the school office.

Below is a complete list of requirements and choices for uniform items, along with a description.

## **STCA Uniform Guide**

*Igniting faith, minds and dreams from head to toe!*

### **Preschool-5<sup>th</sup> Grade Full Uniform**

- All students are to wear white polo shirt with RED vests/sweaters with STCA logo
- Preschool-3<sup>rd</sup> Graders are to wear plaid jumpers or NAVY pants (shorts in summer only)
- 4<sup>th</sup>-5<sup>th</sup> Graders are to wear plaid skirts, jumpers or NAVY pants (shorts in summer only)

### **Middle School (6<sup>th</sup>-8<sup>th</sup> Grade) Full Uniform**

- All students are to wear white polo shirt with NAVY vests/sweaters with STCA logo
- KHAKI pants, (shorts in summer only), skirts, or skorts
- KHAKI Skirts, skorts, and shorts must be knee length or below

### **The Basics for All Students (from head to toe):**

- SHIRTS: White polo, blouse or oxford shirt with STCA logo on left chest (logo required if not worn with sweater/vest on Field Trips)
- Undershirts are recommended, must be solid colored in white, gray, or black (long sleeve is OK)
- All uniform shirts must be tucked in
- Assigned color SWEATER/VEST required
- Assigned color Pants/Shorts or Skirt/Jumper
- Belts required with ALL pants/shorts
- Skirts and Shorts should reach kneecap or below knee (think Bermuda shorts)
- Shorts, leggings, or tights should be worn with skirts - solid colors only, preferably red, white, black or gray
- SOCKS: Solid colors only, preferably white, black or gray
- SHOES: Must be suitable for play and PE - tennis shoes and closed toed shoes with straps are permissible. Must be solid colors matching school uniforms - black, red, blue, white.
- SHOES: Avoid boots, sandals, flip flops, slides, Crocs, heels (unless permitted on a spirit day or for an event).
- Rain boots can be worn to/from school but not throughout the day
- SHORTS permitted during Summer Uniform only
- Non-uniform sweaters/sweatshirts may be worn to/from school but not in classrooms
- SPIRIT WEAR t-shirts and sweatshirts with school brand are acceptable on designated spirit wear or theme dress days only. Spirit Wear does not substitute for the school uniform.

- HAIR STYLES will be celebrated, but should not distract from student learning. Eyes should be clearly visible and hair should be well-kept/maintained.
- Subtle jewelry permissible (ie. necklace, earrings, rings) with caution
- Make-up is allowable for students - it must be natural looking. (If it is noticeable or distracting, it is too much.)
- Nail polish is permitted, but *acrylic nails are highly discouraged* as they impede a student's ability to engage in a variety of learning activities

**Accessories:** St. Therese is not responsible for loss of accessories, and thus, students are discouraged from wearing valuable or deeply sentimental accessories to school to prevent loss or damage. Hats, hoods, and sunglasses must be removed before entering the school building. Tattooing, branding, and body piercing outside of ear piercings are not permitted. *Exceptions will be given upon discussion with administration.*

### Winter Uniform (November-March)

Winter uniform is required for *all students* between the months of November and March. St. Therese Catholic Academy **Winter Uniform consists of all uniform pieces listed above.** Shorts are NOT included in the winter uniform; all other pieces are required.

### Summer Uniform (April-October)

The full uniform, including sweaters, may be worn year-round, but students may wear a summer uniform between the months of April and October. The summer uniform adds the option to wear uniform shorts, and the school sweater may be substituted by simply a St. Therese logoed white polo.

## UNIFORM SHOES



## NON-UNIFORM SHOES



### ***Non-Uniform “Theme” Dress Days:***

At various times during the year students may be given a chance to dress according to a particular theme (e.g. red, white and blue for Veterans’ Day, or green for St. Patrick’s Day) for a particular cause. Certainly, it is not our expectation that students buy clothes to fit the exact theme; you should help your child approximate the theme. Students who choose not to participate in the theme day should wear their school uniforms. We will often ask for a donation for a particular cause to help us live out our mission as part of the celebration.

The St. Therese Catholic Academy Theme Day Dress Code described below is based on modesty, neatness, and cleanliness. Any exceptions to the regular dress code allowed on theme days will be identified via school communication prior to the theme day.

### ***Non-Uniform Dress Code Expectations:***

**Skirts:** Should be no shorter than two inches from the mid-knee.

**Dresses:** Must have sleeves, or worn with a sweater, collar must be within 3 inches of collar bone, and be no shorter than two inches from the mid-knee.

**Shirts:** Tops are to be in line with our shared Christian values

- Clothing may not refer to alcohol, alcohol-related establishments, weapons, tobacco, drugs, etc.
- Shirts with inappropriate words, slogans, or art, and ones that are oversized or too tight are never allowed.
- All shirts must have sleeves that cover the shoulders with collar length as mentioned above.
- All shirts, blouses, etc. should thoroughly cover the “midriff” section of their body completely to the waist. No skin or underwear is to show at the waist when sitting, standing, stretching or at play.
- Any tops that do not cover the waist or reveal your waist when arms are raised are not allowed. Undershirts are recommended.
- Shirts that are oversized, halter-tops, and spaghetti straps are not allowed.

**Pants/Shorts:** Bottoms are to be in line with our shared Christian values.

- Must be in good condition, hemmed and without holes
- All pants and shorts are to be worn at the normal waist.
- Jeans are permissible as long as there are no holes or graffiti.
- Leggings on their own are not permissible as pants
- Shorts must have an inseam of at least 7 inches.
- Any pants or shorts that look like Spandex, leather, or pleather are unacceptable.
- Cutoffs are unacceptable even when rolled
- Excessively baggy pants are unacceptable.
- Pants must not sag and underwear must never show.

### **Failure to adhere to the uniform policy:**

St. Therese Catholic Academy is a diverse and welcoming community. We intend to celebrate our students' freedom of expression while promoting our Christian values. The intention behind our uniform is rooted in our Catholic identity as well as fostering academic success for our students. This is accomplished through parent partnership and cooperation between school and home. You can expect the school commission, the administration, and the staff to support your child in following the dress code. **Any student not adhering to the STCA Uniform Guide will receive the following intervention:**

- Awareness of dress code violation
- Provided opportunity to change clothes either from own possession or provided by the school uniform closet
- Communication with parents regarding the violation
- Student is returned to class and are expected to be in correct uniform by the next day

It is the responsibility of the parent to address adherence to the dress code at home. If additional help is needed to meet expectations, a call to the office is warranted. While we understand that occasional apparel mishaps occur, habitual dress code violations will result in a parent conference with the administration to remedy the ongoing situation.

*All situations and grievances can be discussed with the administration.*

## **F. BEHAVIORAL EXPECTATIONS**

### **Student Behavior Guidelines**

It is each student's responsibility to understand and follow school rules and expectations. It is the parents' responsibility to go over these rules with their children. It is the responsibility of all faculty and staff to enforce these rules fairly and consistently. While taking into consideration the following items, on occasions where harm has occurred, impact of actions is the focus of our reflection and guiding principle for restoring right relationship, above intent.

- Students will take full advantage of all learning opportunities provided to them. St. Therese expects all students to:
  - come to class on time
  - come prepared with appropriate materials
  - complete and submit assignments on time
  - give every task their best effort
  - make moral choices that enhance their learning
- Students will treat others with respect and kindness.
- Students will behave in a manner that is not disruptive to the learning environment.
- Students will respect the security of others and deal with disagreements in an appropriate manner. This includes avoiding behavior and language, spoken or written, that may cause conflict or create unsafe situations for others.
- While participating in school liturgies and/or prayer services students will:
  - show reverence and respect in God's house
  - avoid unnecessary talking or noise
  - actively contribute to the service
- While in any school office, students will conduct themselves in a courteous and respectful manner at all times. Except in cases of emergency, students will present an admit slip when visiting any office.
- While on the playground, students will play in a manner that is safe for others by being courteous and respectful, playing in designated areas, and cooperating at all times with supervising staff.
- While in the lunchroom, students will be polite to each other, listen and obey lunchroom supervisors. They will remain seated while eating, have quiet conversations with neighbors, and avoid loud noises. They will keep tables, benches and floors clean.
- While on field trips, students will listen, cooperate and follow directions of all supervisory personnel - teachers, parents, bus drivers, etc.
- Students will show stewardship for the school building, campus, equipment and supplies and all other related school property.



## **Parent/Guardian Expectations**

Since the greatest influence, by far, on a child's thinking and behavior is their Parents/Guardians, the school depends heavily on the active support of guardians in attaining its discipline goals. It is the Parents'/Guardians' responsibility to encourage a positive attitude toward learning in their child, and to guide the child in becoming a responsible, caring human being. Parents/Guardians are asked to:

- Support the spiritual development of your child by attending Sunday Mass together weekly, or if non-Catholic, attending weekly services of your own faith.
- Foster in your child a Christ-like concern for all classmates; their feelings and reputations.
- Send your students to school on time and in proper attire.
- Uphold the rules and policies of the school.
- Support the authority of school personnel by not criticizing or questioning their judgment in the presence of children.
- Consult the Teacher or Vice Principal before forming a final opinion regarding any situation in which the student seems to be treated unfairly.
- Take personal responsibility for your child before and after school as well as at any and all school or social functions.
- Be available for conferences.
- Assist your child to establish a specified time and place to complete homework.
- Seek professional counseling and/or diagnostic evaluation when recommended by school personnel.
  - In extreme situations where a student consistently verbalizes or shows harm toward self or others, a meeting with administration must occur within a week. Administration and the family will co-create a support plan for the student, which must be followed with fidelity, or it may impact continued enrollment.

While disagreements in judgment and outcomes may occur, it is an expectation that all disagreements are rooted in respect and communicated in a way that values the dignity of all involved. Just like with students, our focus is on modeling how to repair right relationship through respectful dialogue that holds at its center the impact, versus intention, of actions.

## **Behavior Management**

St. Therese utilizes our available resources to manage and communicate both behaviors we want to promote and celebrate as well as behaviors that do not benefit student learning and community health. Classroom teacher and support staff will implement and maintain structures such as, but not limited to:

- Classroom agreements/constitutions established by teachers and students in tandem
- Behavior tracking via ClassDojo

- Incident reports (yellow slips)
- Goal setting and milestone achievement celebrations

St. Therese honors the uniqueness and dignity of each student, and acknowledges that success in living out our SLEs looks slightly different for each student, while simultaneously holding high expectations, academically, socially, and spiritually for all students. Student Support Plans, documented disabilities/learning accommodations, and holistic knowledge of all students influence a teacher's guidance of restorative practices. Classroom and individual growth will be celebrated in classrooms and school wide on a timely basis.

## G. DISCIPLINE POLICY

**Effective Discipline at St. Therese Catholic Academy presupposes a joint effort by both home and school.** St. Therese follows a discipline philosophy that is based on mutual rights and responsibilities, reinforcement of positive behavior, and discipline for inappropriate behavior.

*At St. Therese Catholic Academy we believe:*

1. That *each student chooses* their behavior and *is* therefore responsible for their actions, whether verbal or physical.
2. That students must follow all school rules as directed by faculty and staff.
3. That students are expected to exhibit the Catholic/Christian values taught at St. Therese in their behaviors.
4. That students learn and grow from their mistakes with the support of their guardians and school staff.

## Restorative Justice Process

We are committed to preparing students to excel socially in our diverse community and world. To this end, we believe in and utilize a restorative justice approach to managing student behavior. This approach focuses on mediation and agreement rather than punishment. Students must accept responsibility for harm and make restitution with others when needed.

When students *choose* a behavior that is contrary to the school-wide behavior expectations, they will go through our Restorative Justice Process. We believe that processing behaviors is best done in the moment with the supervising adult. Administrators will be utilized for major behaviors and as needed.

For minor behaviors students will,

- a. Chat with an adult
- b. Reflect on their choices
- c. Make amends

When a major behavior choice is made students will

- d. All of steps a-c above
- e. Phone call to a parent
- f. Restorative action as an opportunity for growth.

In the event of an escalation of behaviors and/or repeated misbehaviors, a parent conference will be scheduled. We will partner to resolve the ongoing situation and support the student in their return to success in the classroom and community. If it is deemed necessary, a Student Behavior Agreement may be developed outlining conditions by which we will monitor student progress toward the desired outcome. A date will be set to evaluate the student's performance according to the terms of the agreement. *Failure to reach the goal of the agreement may result in the school exercising its right to dismiss the student from St. Therese.*

***When students choose to exhibit behaviors, including but not limited to those listed here, there may be: immediate removal from the class or playground to an administrator's office, a phone call to a parent/guardian, immediate or future suspension and removal from any extracurricular activity representing the school – including but not limited to field trips and athletic activities.***

- 1) Willful disobedience and/or disrespect of a teacher, other staff member, or of the rules of the school.
- 2) Use of profanity, vulgarity, or obscenity *on or off-campus as a student of STCA.*
- 3) Frequent unexcused absences or leaving school grounds *or a designated area as a student of STCA without permission.*
- 4) Stealing and/or damaging school or personal property.
- 5) Fighting, physical assault or the threat to commit such acts.
- 6) Repetitious disruptive behavior that, *in the opinion of the teacher*, destroys effective learning conditions in the classroom.
- 7) Harassment, intimidation, and bullying, including racial and sexual harassment.

**The following acts may result in immediate expulsion and/or notification of police authorities and parents.**

- 8) Illegal possession, use or sale of drugs or alcohol
- 9) Possession of weapons, or *use of an object* as a weapon that could cause bodily harm.

*This protocol is a product of administrator/teacher/parent discussion and observation. It will be carried out in order to create a safe, positive and nurturing environment for our students at STCA. In the event that clear and measurable progress, as determined by the Student Behavior Plan, is not demonstrated, administration and family will engage in conversation about continued enrollment at STCA.*

## ANTI-BULLYING POLICY

**Our school does not tolerate bullying in any form.**

St. Therese Catholic Academy strives to provide a safe environment for all individuals. All members of the school community are committed to striving for a physically and emotionally safe environment for work and play. We believe that safe, kind, respectful and responsible behaviors are essential to living a Christ-centered life in community and can be learned by all students. Parents, teachers and students working together will nurture these behaviors through modeling, instruction and appropriate consequences. We strive to value the rights of all people to learn without fear.

Bullying is defined as any repeated, intentional act by a more powerful person that causes others embarrassment, pain or discomfort.

- Bullying can take a number of forms, including physical, verbal and emotional.
- Bullying is an abuse of power.
- Bullying shows disrespect for the worth of others.
- Bullying can be perpetrated by individuals or groups.

Verbal or written threats made against the physical or emotional well-being of any individual are taken very seriously. **Students making such threats, whether seriously or in jest, in person or online, face detention, suspension, and/or expulsion .** Harassment of any type is not tolerated. The Vice Principal investigates all complaints of harassment. Students involved in harassing behavior face detention, suspension, and/or expulsion.

**The Vice Principal and, in cases of expulsion, the Principal is the final recourse in discipline situations and reserves the right to waive any and all regulations for just cause at their discretion. St. Therese Catholic Academy does all it can to ensure that every child is provided a safe, appropriate, and effective learning environment .**

### Off-Campus Behavior

The administration of St. Therese Catholic Academy reserves the right to discipline its students for off-campus behavior that is not in line with behavior expectations of its students during the course of the school day. This off campus behavior includes, but is not limited to cyber-bullying. Engagement in online social networks or blogs such as, but not limited to, Facebook®, Twitter®, Instagram®, Snapchat®, Snapchat®, Tik Tok® etc., may result in disciplinary actions if the content of the student includes defamatory comments regarding the school, the faculty, other students, or the parish.

### Student Behavior Agreement

A management plan is developed jointly by the student, teacher and parent consisting of expectations of performance and provisions for periodic evaluation by all parties. The agreement is positive, image-affirming and includes an expiration clause. In extreme cases the school retains the right to require third party professional intervention (counseling, etc.) as a provision of continued enrollment.

### **Work Detail**

Some infractions warrant assignment of a work detail (gum, vandalism, graffiti, etc.). These times are assigned by the supervising adult, monitored by the custodial staff, and parents are notified through the school office. Such times are usually not more than one hour in duration. Failure to show up for a work detail results in doubled time. Times assigned may be before or after school or on a weekend.

### **Suspension**

When a student's behavior at school becomes so disruptive to self and/or others that effective learning and community atmosphere are impossible, the student may be temporarily removed from the school. To be reinstated, the student and parents must meet with the administration and other involved persons to work out a solution for the particular difficulty. The student does not receive credit for homework, tests, etc. missed during suspension. Suspension means separation from all school activities.

### **In-School Suspension**

In cases where actions and advantages warrant, a student may be required to work off disciplinary hours during the school day.

### **Disciplinary Probation**

This consists of a formal behavior contract arrived at by the school administration, parents, and the student. When a student is placed on disciplinary probation, any infraction becomes more serious. A student on probation may be expelled for any negative-type choice.

### **Expulsion**

This is the permanent removal of a student from St. Therese Catholic Academy.

As our partner in this endeavor, we welcome open communication between parent and school in regards to concerns or questions about any behavior situations and the restorative process happening with your child.

## **H RECESS GUIDELINES**

At recess and during PE/play times, Allstars are expected to follow our Allstar Expectations. At recess, our students are called to be ...

### **SAFE**

- ★ Use kind words & keep your hands and body to yourself
- ★ Walk to and from the playfield with care when crossing the street
- ★ Wait at the Gate for supervisors

### **TOGETHER**

- ★ Ensure all students are welcome to participate in activities

### **ATTENTIVE**

- ★ Listen actively to others
- ★ Be aware of your surroundings

### **RESPECTFUL AND RESPONSIBLE**

- ★ Be Jesus for others: be helpful, be thoughtful, be patient
- ★ Use and care for materials in the correct manner

The following list are additional safety expectations for recess at St. Therese.

1. No food or drink is allowed on the playground. Accommodations can be made on a case-by-case basis.
2. Students must ask permission to use the restroom during recess and wait for an adult escort back to the building if on the field play area.
3. Children may retrieve a stray ball with permission and adult supervision.
4. Supervisors will be the only ones to approach strangers on the playfield.
5. All children must be signed out at the front office before being released from the playfield.
6. No iPods, cell phones, electronic games or devices are allowed on the playground during recess.

### **UNDER THE PAVILION:**

- Children are not to stand or jump from the pavilion fire circle.
- No throwing under the Pavilion. No hard balls or bats may be used.

### **PLAY STRUCTURE:**

- Rings and ladders are to be used hand-over-hand only. No sitting on the top of the ladder, swinging or hanging by legs, standing or jumping from the top bar.
- Students are to slide down the slide only.
- Bark throwing is not allowed. No bark is allowed out of the play structure area.
- Students are to walk while on the bark and around the play structure to prevent

accidental collisions.

- Bats and balls are not allowed on the play structure.

## **I. DUE PROCESS**

St. Therese Catholic Academy, as part of the Archdiocese of Seattle, is committed to encouraging an open and honest atmosphere in its relationship with students and parents of those students. Any problem, complaint, suggestion, grievance or question will be answered as quickly and satisfactorily as our resources permit. A Due Process procedure is helpful in those occasional situations when ordinary means of communication are not sufficient.

### **Informal grievance:**

For reconciliation between a parent and a teacher or employee of the school:

The aggrieved parent or guardian shall first talk directly and privately to the employee with whom he/she has a grievance. If she/he is still dissatisfied, he/she may then talk to the principal.

For reconciliation between a parent or guardian and the principal:

The aggrieved parent or guardian shall first talk directly and privately to the principal.

### **Formal Grievance:**

Documentation from this point on shall be kept by all parties for future reference. If the parent or guardian is still dissatisfied, she/he may send a formal letter to the principal stating the grievance. The principal shall respond by return letter within a reasonable time, usually considered to be no more than seven (7) working days. If the aggrieved party is still dissatisfied, he/she may seek recourse from the pastor.

### **Informal Pastoral Intervention:**

The parent or guardian shall first talk directly and privately with the pastor about her/his concern.

### **Formal Pastoral Intervention:**

If the parent or guardian is still dissatisfied, they may send a formal letter to the pastor stating the grievance. Within twenty-one (21) days of receiving the letter from the parent or guardian, the pastor will respond to the employee by return mail, review Archdiocesan and school policy, gather all relevant facts, and hold a formal hearing with the parent or guardian and other affected parties present to hear each other's position. The pastor, through a written letter, will notify the parent or guardian, the affected party or parties, and the principal of the decision on the matter.

If the parent or guardian is still dissatisfied, he/she may seek recourse from the Due Process of the Archdiocese. This is initiated by contacting the Personnel Consultant of the Catholic Schools Office.

## **J. DISASTER/CRISIS PLAN**

Administration, faculty and staff review the disaster plan annually to keep the plan up to date and keep participants informed regarding their respective roles in the plan. St. Therese Catholic Academy has a lockdown emergency procedure. All teachers and staff are aware of the procedure.

### **Fire and Earthquake:**

St. Therese Catholic Academy has procedures and uses periodic training and drills. In the event of such an emergency, circumstances permitting, the buildings will be evacuated and students will be moved to the field across the street for taking roll. Disaster preparedness kits are restocked for each school year and maintained on site (e.g. food, water, and other emergency supplies).

## **K. SAFE ENVIRONMENT TRAINING**

The Archdiocese requires Safe Environment training for all parish and school administration, faculty, staff and those volunteers who will supervise or support activities at which children are present. School administration will do its best to define and execute measures to affect such training. The training includes policies and procedures related to child supervision. A training schedule is published each fall.

## **L. STUDENT RECORDS / PRIVACY POLICY**

St. Therese Catholic Academy adheres to the The Family Educational Rights and Privacy Act (FERPA), dated 12/9/08, regarding access to student records *For the 12/9/08 version of the rule, 20 U.S.C. § 1232g; 34 CFR Part 99*. All information relating to St. Therese Catholic Academy students is held in strict confidence and will not be released to any person other than parents. Parents may request to see their child(ren)'s files that are maintained and kept in the school office. For our records to be truly helpful, parents are asked to inform the school and parish of any change of address, phone numbers, at home and workplace, and marital status, etc. The school will release student information to non-custodial parents unless the court has ruled otherwise and a copy of the document stating that information is given to the school.

Records of students transferring to other schools will only be sent through the U.S. Mail. No records will be given to parents to transport to the new school.

Students requesting records/transcripts/recommendations give a five school-day advance notice to the school office. All forms should be submitted to the St. Therese School office for distribution. Completed forms will be sent via the U.S. Mail. Special handling will be required, and all postal fees will be paid by the parents.



**\*\* No records of students whose financial commitment is not up to date will be sent to transferring schools. \*\***

## M. DAILY PROCEDURES

### School Schedule Monday-Thursday

7:00 AM	Before School Care open
8:00 AM	Students begin to arrive on the school grounds. (Students should not arrive before this time unless they are in the <i>Before School Program</i> , or are specifically asked to do so by a teacher.)
8:25 AM	Morning assembly begins on playground/in gym (weather dependent)
8:35 AM	Morning Homeroom and academic program begins
12:25 PM	Preschool & Pre-K Dismiss
11:30 AM-12:15 PM	K-3 Lunch/Recess
12:20-1:05 PM	4-8 Lunch/Recess
3:25 PM	Afternoon Assembly
3:30 PM	K-8 Dismissal
3:45 PM	After School Care open
6:00 PM	After School Care closed

### School Schedule Fridays

7:00 AM	Before School Care open
8:00 AM	Students begin to arrive on the school grounds. (Students should not arrive before this time unless they are in the <i>Before School Program</i> , or are specifically asked to do so by a teacher.)
8:25 AM	Morning assembly begins on playground/in gym (weather dependent)
8:35 AM	Morning Homeroom and academic program begins
12:30 PM	All School Dismissal
12:45 PM	After School Care open
5:30 PM	After School Care closed

**All students will clear the campus within 15 minutes after scheduled dismissal or will be assigned to After School Care**

### Arrival and Dismissal of Students

There is no adult supervision provided on the school grounds in the morning before school or

after school unless the student is enrolled in the Extended Day program. For safety reasons, students found unsupervised on school grounds before 8:15 AM will be sent to the *Before School Program*. Students should arrive between 8:00 and 8:25 AM and leave the school grounds with a parent/guardian at dismissal at 3:30 PM. Students will be sent to the After School Program 15 minutes after dismissal unless they are involved in supervised work with a staff member.

***Students who walk, take the bus, or any alternative means of transportation must provide the school office with written permission from their parents to do so. Any student who does not have written permission confirmed by the school office will not be allowed to leave school and will be assigned to the After School Program and their families will be charged for the amount of time spent in that program until written permission is received.***

## **Traffic Safety – Drop Off and Pick Up Pattern**

St. Therese Catholic Academy works hard to protect the safety of our children and reduce congestion during the busy drop-off and pick-up times. It is imperative that we all follow the following traffic rules:

**Morning and Afternoon Drop-Off and Pick-Up** - Enter 35th Ave from Marion Street heading NORTH:

- 1) **“Drop and Go”** utilizes the lane closest to the curb on the east side of the street.  
Drivers are not to leave their car while in the Drop and Go lane. Students enter and exit the car on the CURB SIDE.
- 2) **“Park and Escort”**: Please DO NOT park on 35th Ave between Marion and Spring on the east side of the street. You can park on the WEST side of 35th Ave or on another street and use the crosswalks to and from the school to ensure the safety of all.

**Preschool & Pre-Kindergarten Drop-Off:** Parents walk the students onto the playground/into the gym for assembly each morning and pick-up their students at the location assigned by the Preschool Team.

**Late Drop-Off** – Students arriving after 8:30 a.m. should ring the bell at the black north door for entrance (with mosaic surrounding it). Parents should sign their children in when tardy. *Please see also attendance/tardy policy.*

**Early Pick-Up** – Parents picking up students early should park on the WEST side of 35<sup>th</sup> Ave.

## **Use Of School Grounds**

St. Therese Catholic Academy is not responsible for any accidents occurring on the grounds on

weekends, during vacation times, or before and after school.

## **Visitor/Volunteer Identification**

All parents, volunteers or other visitors who are visiting or working at school must report to the office. They must sign in, pick up AND wear a St. Therese Catholic Academy volunteer identification badge and then sign out when their volunteer activities have been completed. This includes parents who volunteer in the school on a regular basis and for any purpose. This policy is for everyone's safety and will be strictly enforced. No dogs are permitted on campus during school hours, drop-off or pick-up. There are students with allergies and some with a fear of dogs.

## **N. STUDENT HEALTH**

### **Health Protocols**

If a student has a simple scratch or scrape then administrative personnel, the teacher or volunteers may treat it (wash and cover). Rubber gloves are worn when treating a student with a wound that is bleeding. When a student is seriously injured or is too ill to remain in school, parents are phoned and it is the expectation that a guardian picks them up as soon as possible. If a student is unconscious and/or may have broken bones or internal injuries, the student will not be moved; 911 will be called, and the parent/guardian will be notified immediately.

All staff and playground personnel attend periodic in-services regarding first aid and safety precautions.

### **Immunizations**

Washington State Law (RCW 28A.210.160) requires that all children have a completed Certificate of Immunization Status on file at the school. Children entering Kindergarten or sixth grade must update their immunization status form in order to be in compliance with Washington State law. Students should receive their shots before starting school in September. Parents should consult with their family doctor to determine required and recommended immunizations.

The Archdiocese of Seattle, following the Catholic Church's support of immunization for the good of all, **no longer accepts religious, personal, or philosophical exemptions in our Catholic schools**. The Archdiocese developed a new policy that is consistent with the teachings of the Church and supports the vaccinations required by the State of Washington for school attendance.

### **Lice Policy**

It is necessary that efforts be made to effectively control head lice as soon as it becomes evident

that a student may be infested. In order to keep a simple case of pediculosis (head lice) from turning into a wide-spread problem, school personnel and medical personnel must work cooperatively with students and parents to initiate the steps necessary to treat and eliminate head lice. Classroom teachers should report all suspected infestations to the administration. Control depends on prompt detection followed by effective treatment. The procedures that must be followed when lice have been detected on a student and a treatment checklist for head lice are available in the school office.

## **COVID-19 Related Medical Policies**

Due to the evolving nature of the pandemic, we will follow current King County Department of Public Health and Washington State Department of Health recommendations, guidelines, and policies of the Archdiocese of Seattle as they relate to this current reality.

## **O. ACTIVITIES/ORGANIZATIONS**

### **Before And After School Care**

The St. Therese Catholic Academy Extended Day programs provide supervision, recreation and enrichment activities for students of our school. It serves families who desire before and/or after school care in a Christian environment. For more information about rates and services offered, parents may contact the Extended Day personnel through the school office.

### **Catholic Youth Organization (CYO)**

CYO provides a Christian-oriented view towards sports activities for parish and school children, grades K-8. For further information please contact the St. Therese Catholic Academy Athletics Director.

### **Field Trips**

During the year, teachers will plan field trips that support their educational goals. Parents are asked to note carefully all arrangements for field trips. Written permission is absolutely necessary for any student to participate in the field trip.

If a child fails to bring in the school-authorized signed permission slip, they must remain at school on the day of the field trip. Permission may not be given to the teacher or administrative assistant over the telephone. Each driver is responsible for the students assigned to their car. Students must leave and return in the same car. Drivers may not stop to purchase treats for the students in their car. Students should be in complete compliance with school uniform and other policies on field trips as they are representing STCA in the community.

Drivers must complete required forms as needed, which will be kept on file in the school office.

Each student must wear a seatbelt at all times. Some children also require a booster seat which must accompany the child to the field trip driver's automobile. See section entitled "Booster Seat Law" below.

#### **Booster Seat Law:**

The Washington State Patrol (WSP) includes on their website a summary of the law(s) regarding use of car seats and boosters. This information can be presently be found under the heading "*When should I use a booster seat?*" at <http://www.wsp.wa.gov/newsfaqs/faqs.htm#seatbelt>. The WSP website notes that more information regarding the seat belt laws can be found in [RCW 46.61.687](#) (effective June 1, 2007). Here are a few excerpts of what appeared at the WSP website as of August 5, 2007:

### **When should I use a booster seat?**

Washington law requires a child who is less than 8 years of age or 4'9" tall (whichever comes first) be properly restrained in a child booster seat when both lap and shoulder belts are available. The American Academy of Pediatrics recommends booster seats, used in conjunction with lap/shoulder belts, be used until the child is 8 years old unless the child is 4'9".

If you answer "NO" to any of the following questions, your child is safer in a booster seat:

1. Do the child's knees bend comfortably at the edge of the auto seat?
2. Does the child sit with hips all the way back against the auto seat?
3. Is the lap belt on the top part of the thighs?
4. Is the shoulder belt centered on the shoulder and chest?
5. Can the child stay seated like this for the whole trip?

### **Are children under the age of 13 required to ride in the back seat?**

Yes, the driver of a vehicle transporting a child who is under thirteen years old shall transport the child in the back seat positions in the vehicle where it is practical to do so. According to the American Academy of Pediatrics, children under 12 are safer in the back seat regardless of the presence of a passenger side air bag.

If a car does not have shoulder belts, do not use booster seats. Parents must provide the booster seat for their child on the day of the field trip. School buses, public buses and for-hire bus transportation companies are not required to provide booster chairs. Booster chairs should not be used on them unless the buses are equipped with shoulder restraint devices.

### **Field Trip Dress Code Expectations**

Exceptions to the uniform policy may be made for some field trips, depending on the nature of the trip (such as an out-of-doors activity like beach walks or agricultural visits). Students must wear uniforms on field trips to plays, museums and other indoor types of activities. The administration and parents must be informed in advance if an exception has been made and students are allowed privileged dress. Students must adhere to the policy for privileged dress days when wearing privileged dress on a field trip. Students may not bring any electronic devices on field trips. All rules printed in the handbooks or posted in the classrooms must be followed on field trips. The school does not carry liability insurance for injuries.

Field trips are designed to increase educational knowledge in experiential learning outside the schoolhouse. However, field trips also represent an opportunity to proudly represent and market our school in our broader community. If a student is unable to consistently uphold the Student Learning Expectations, the student may be excluded from participating.

## Parent Engagement

Research has shown a positive correlation between parental involvement in a school and the level of success their children attain in the education process. Many programs at St. Therese Catholic Academy would be seriously curtailed or totally eliminated without the volunteer services of the school families. **The purpose of our parent engagement is to promote a sense of community, sharing and caring by supporting the school's mission to provide quality Catholic education at an affordable price. All Parents/Guardians are expected to donate their time, talent, and treasures in pursuit of our shared mission.**

A small group of parent leaders/room parents may meet each month with the principal. The frequency of meetings will be adjusted based on the judgment of the parent leaders and principal. Dates and times for meetings will be published on the school calendar and announced in weekly communications.

## St. Therese Catholic Academy Service Hours Policy

St. Therese Catholic Academy is part of a very active parish community, and both the school and parish need volunteers to complete many tasks throughout the year. Background checks at St. Therese Catholic Academy are required to be on file for all volunteers. These must be on file in the Parish Office.

The Service Hours Program is an effort to:

- Build and foster community
- Keep tuition/fees as affordable as possible
- Encourage Parents/Guardians to become involved in their child's education

Parents/Guardians will be provided with a list of the majority of volunteer positions needed for the school year. This list is not exhaustive; other volunteer opportunities are available. It is hoped, however, that this list will maximize opportunities to become involved in activities in which families are interested and which accommodate their family schedule. The Parents Club Volunteer Coordinator is available to answer any inquiries about the Volunteer Hours Policy. All families are required to commit forty (40) hours of service for 2 parents/guardians, or twenty (20) hours for 1 parent/guardian, to the parish and/or school during the school year.

Volunteer hours are accumulated from July 1<sup>st</sup>, 2022 through June 30<sup>th</sup>, 2023. Parents/Guardians confirm their volunteer participation by using the Record of Commitment Hours provided by the school office. Volunteer hours will be tallied at the end of each trimester. Each trimester, families will receive a status report which reflects the number of volunteer hours that have been reported, as well as a statement of the family's financial responsibility for hours not fulfilled, or hours not reported. Parents/guardians who are unable to fulfill their volunteer hour commitment may be



billed at the rate of \$15/hr to a maximum of \$600.00.

## **School Commission**

The primary purpose of the School Commission is to advise and support the Pastor and the Principal in the formation of a strategic plan for St. Therese Catholic Academy. Membership consists of members of the school and/or parish community, as well as members from outside of the St. Therese Family dedicated to our mission, and they are appointed to the commission for three-year terms. One of these appointments is a liaison to the parent leadership group and another is a liaison to the pastoral council. New commission members are typically appointed yearly in the spring or as needed by the initiatives of the school.

School Commission responsibilities include:

- Support of the mission and philosophy statements of the school.
- Strategic planning, including long-range goals for the school
- Developing means to finance the school and its programs, discussing budget options, and agreeing upon a budget.
- Promoting positive communication about the school.
- Giving of their time, talents and treasures in proportion to their means.

Commission meetings are typically held monthly during the school year. In general, meetings are closed as confidential matters are discussed. Guests may be invited by members to attend a meeting to speak on a particular subject. Meeting guests may be asked by commission members to share their views on matters under discussion. Individuals wishing to bring a topic to the commission for discussion should contact the Principal and/or School Commission chairperson in advance of the next meeting to request it be added to the agenda for an upcoming meeting. See the back of this handbook for more information on our school commission.

**See the appendix to this handbook for current School Commission focus areas.**

## **Communications, Postings And Fundraising Authorization**

All communications that are sent to the school community must pass through the school office for administrative approval. This includes emails, letters and on campus postings. Email addresses that are made available in the school directory are to be utilized strictly for school-related business unless the sender has consent from the receiver for use on non-school-related email topics. Room Parents may develop and use email distribution lists for topics related to coordination of activities within the class for which they serve as Room Parent. Such inter-class communication, coordinated in conjunction with the teacher, does not need to be approved by the school office.

All communication must be kept positive and in the school's best interest at the discretion of the Principal, or a family's enrollment status at the school could be in jeopardy. Communications to and about the school via e-mail, social media, or any other platform should reflect our mission, values, and root beliefs. We expect all parents, students, and employees to honor these expectations as we are called to lead by example.

Authorization to conduct fundraising activity must be obtained in advance from the Principal. This will help to ensure that our community maintains focus on our principle school fundraisers: Annual Fund and Auction.

## **P. ACADEMICS**

### **Curriculum**

St. Therese Catholic Academy is committed to high academic standards, which include the responsibility to provide every student with a sound educational background and a firm foundation in faith and value formation. It is our hope to recognize and develop the uniqueness of each child by providing a program which includes classes in the following subjects: Religion, Social Studies, Language Arts, Reading, Science, Math, Physical Education, Music, Art and a variety of Middle School Electives. St. Therese Catholic Academy utilizes the textbook recommendations provided by the Archdiocese of Seattle. The faculty makes use of a wide variety of teaching materials and experiences in addition to the basic texts. Per our accreditation goals, we are undertaking a six-year process to revise and rewrite our school-wide curriculum aligned to Archdiocesan standards and informed by our Blended Learning program.

### **Grades And Report Cards**

**Online grades are available through the FACTS student information system at: (<https://logins2.renweb.com/logins/ParentsWeb-Login.aspx>). All parents/guardians have access to this portal with their email address provided to the school. If you need a password reset, please contact the school office.** Grading for students in Preschool-5<sup>th</sup> Grade is done utilizing a standards-based scale measuring progress toward standards. There is no online access to grades for these classes. Grades for students in 6th-8th Grade are transitioning in 2022-2023 to an exclusively standards-based scale for measuring progress. Parents and students in 6th-8th Grade can monitor grades and assignments online via FACTS.

Report cards are released twice each school year, generally two weeks after each semester. Report cards will be held if tuition is in arrears. In addition, mid-term progress reports are released during the 10<sup>th</sup> week of each semester. Conferences during the latter part of each semester will be scheduled to discuss the print reports in greater detail. Report cards and progress reports are

released digitally via FACTS and in print upon request.

The grading scale is a 1-4 mastery scale that roughly translates into the following percentage breakdown. Again, the focus of grades at this level is measuring progress toward standards.

4	Mastery
3	Proficient
2	Approaching Proficiency
1	Limited Proficiency

### Grading Expectations

- Student grades for assessments, homework, classwork, and other academic work should be **updated and entered into FACTS weekly - at a minimum**
  - Parents (4th Grade-8th Grade) should be notified which day grades will be published in FACTS from teachers
  - For K-3rd Grade classes, parents should be informed on how assessed work will be returned for their perusal (weekly basis or otherwise)
- K-8th Grade grades are all standards-based, utilizing the STCA Academic Standards
- All students should have a minimum of 3 full assessment grades, 3 mini/intermittent assessment grades, and weekly (12) homework grades at the end of each term in core content areas of Math and ELA. Religion, Science, and Social Studies should reflect similar proportions based on coverage plan for these content areas.

### Academic Probation

When grading based on standards, our focus is on growth toward rigorous standards. Students may receive a variety of interventions, accommodations, scaffolds, and supports in pursuit of achieving grade level standards. Students in grades 6th-8th Grade who fail to engage in active participation with regard to their Student Support Plan (if applicable) may be placed on academic probation. A conference with the parents will be held and an academic support plan established which could include any or all of the following:

1. A schedule for making up missed work
2. A plan for retaking tests
3. Arranging for outside tutoring

Every effort will be made by the school to help the child succeed. However, if at the end of the year, the academic support plan has not been maintained with fidelity by the student and family, the student may be retained, required to receive summer interventions, or asked to leave St. Therese Catholic Academy.

## Q. MISCELLANEOUS

### Emergency Weather Procedure

Announcements will be made on KOMO (1000 AM) and KIRO (710 AM) radio stations and KING (5), KOMO (4), and KIRO (7) television stations and their associated websites. An announcement will be posted on the school website ( [stcaseattle.org](http://stcaseattle.org)) that makes families aware of a change in the school schedule. This announcement will be made by 6:30 AM. Families with current, updated cell phone numbers will also receive a text alert announcing the change. Emergency schedules (unless otherwise noted on the school website) will mean that school opens at 10:00 AM.

Parents must complete an Emergency Form at the beginning of the school year. This form is kept on file in the school office. If it is necessary to close school prior to dismissal time, the administration or approved delegates will remain at the school until all children have left the campus.

### Office Telephone Use

The office telephone is available for use in emergency situations. A student must have staff authorization to make emergency telephone calls. Other phone calls made from the school will be facilitated by a staff member.

### Cell Phone Policy

**RESTRICTIONS ON USE OF CELL PHONES:** Use of cell phones is NOT permitted on school grounds by students at any time. Possession of cellular phones is NOT permitted in the school building at any time unless a student has submitted a written request from a parent/guardian to grant them permission to bring a cell phone to school. **Permission to bring cell phones to school will only be granted to students who walk, take a bus, or take alternative transportation other than parents/guardians. Students who receive permission to have cell phones/other electronic devices at school must turn them in to their homeroom teacher upon arrival each morning. Failure to do so may result in consequences outlined below. All communications during the school day can occur through our school phones. Thus, there is no need for students to carry cell phones on school grounds at any time.**

**CONSEQUENCES FOR CELL PHONE VIOLATIONS:** In the event of violation of this cell phone policy, the phone will be confiscated and turned over to administration. The phone **MUST** be retrieved by a parent/guardian and will not be released to the student . Repeated violations may result in more serious consequences being enforced, such as a ban of cell phone possession at school for the remainder of the year.

## TECHNOLOGY USE AGREEMENT

*Adapted from NCEA's From the Chalkboard to the Chatroom*

As a computer user, I agree to follow the rules and code of ethics in all of my work with computers while attending St. Therese Catholic Academy:

1. I recognize that all computer users have the same right to use the equipment; therefore, I will not use the computer resources for non-academic purposes. I will not waste or take supplies such as paper, printer cartridges, and discs that are provided by the school. When I am working with the computer, I will talk softly and work in ways that will not disturb other users. I will keep my computer work area clean and will not eat or drink when using a computer.
2. I recognize that software is protected by copyright laws; therefore, I will not make unauthorized copies of software and I will not give, lend, or sell copies of software to others. I understand that I will not be allowed to bring software applications, games, or CD-ROMs from home to be used on school equipment without proof of licensure and prior approval of appropriate school personnel.
3. I recognize that the work of all users is valuable; therefore, I will protect the privacy of others by not trying to learn their password; I will not copy, change, read, or use files from another user without prior permission from that user; I will not attempt to gain unauthorized access to system programs for computer equipment; I will not use computer systems to disturb or harass other computer users or use inappropriate language in my communications. I will honor my school's procedures for the storage of information. I realize that after prior notice has been given to me, files may be deleted from the system to protect the integrity of the network or because of space limitations on the computer's hard drive.
4. Each student who received Internet access will be instructed in the proper use of the network. The use of the Internet must be in support of education and research consistent with the educational objectives of the school. Students using network or computing resources must comply with the appropriate rules for that network or resource. As a user of a network, I will not use bulletin boards nor chat lines for personal use. In addition, I will not reveal my personal information, home address, or personal phone number or those of students, teachers, or other staff members. Transmission of any material in violation of any U.S. or state regulation is prohibited. This includes, but is not limited to: copyrighted material, threatening or obscene material, or material protected by trade secret. The use of school computers and networking resources for commercial activities is not permitted. Their use for product advertisement or political lobbying is also prohibited.
5. Parents must realize that their students may encounter material on a network/bulletin board that they do not consider appropriate (vulgar jokes, statements of belief that some might consider immoral, etc.) The student is responsible for not pursuing material that could be considered offensive.

6. The use of the computer is a privilege, not a right, and inappropriate use will result in the cancellation of these privileges. Vandalism or intentional modification of system settings will result in cancellation of privileges and/or school disciplinary action. The school reserves the right to seek financial restitution for any damage caused by a student or other user. The system administrators will deem what is inappropriate use, and their decision is final. The administration, faculty, and staff of the school may request that the system administrator deny, revoke, or suspend specific user privileges. Violations of the rules and code of ethics described above will be dealt with seriously.

## **STUDENT-SPECIFIC USE POLICY FOR ST. THERESE SCHOOL COMPUTERS**

1. General settings on the computer must remain the same. Do not change backgrounds, move icons, change the names of the icons, delete icons or mute the sound.
2. You may only access your own folder. A teacher will never give permission for you to open another students' folder. The teacher may at any time open any students' folder.
3. Be very judicious in your use of paper. Please conserve.
4. Always know which printer you are using before you launch a print job.
5. You may go to a web browser to type in what you need. Be sure to read the comments before you click to open the Website you are requesting.
6. READ all message boxes while on the Internet. Never randomly click yes/no/download, etc. Pay attention and know what you're clicking. When in doubt, always ask an adult.
7. Permission will never be given to open personal email accounts on school computers.....yahoo-mail, g-mail, hot-mail, etc.
8. The computers at St. Therese Catholic Academy are for **educational** purposes only. Games will never be accessed on school computers unless they are for educational purposes. If an activity does not relate to the curriculum, you may not open it. When in doubt, ask an adult.
9. Chatrooms, blogs, and social networking sites are forbidden on school computers.

***We are truly blessed to have the resources and opportunity to utilize a Blended Learning model of instruction here at St. Therese. However, for this teaching and learning technique to be beneficial to all of our students, we must commit to modeling and living our core values at all times, including while using computers and other technological resources.***

### **Our St. Therese Catholic Academy Core Values:**

#### **Faith:**

*The computers are here as tools for educational purposes. Therefore, we should not be perusing content or using programs that are not related to their assigned work. In all that we do we should strive to bring God glory (AMDG = for the greater glory of God).*

**Respect:**

*We respect all parts of our learning environment, including computers, headphones and all technological equipment.*

**Responsibility:**

*We are responsible - individually and collectively - for the upkeep of our computers. All equipment should be handled with care. We should always carry computers with two hands, open and close the computers gently, and only print with the direct permission of a teacher.*

**Perseverance:**

*The Blended Learning programs are designed to push us to meet our full potential. We demonstrate perseverance by striving to do our best on every assignment, maintaining our focus throughout all online lessons, and remaining patient when technology is not keeping up with us.*

**Compassion:**

*Each student has their own learning path and growth goals on our Blended Learning programs. We support one another in our academic growth and lift each other up to meet our goals by respecting each other's privacy and using words of encouragement.*

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***Students who fail to demonstrate our core values while using school computers or other equipment may lose the privilege to participate in Blended Learning activities and use STCA technology indefinitely. It is our expectation that students lead by example in modeling respect, responsibility, perseverance, and compassion as the faith-filled students that they are called to be.***

**The damaged computer fee is \$150 and the replacement computer fee is \$250 for 2022-23.**

**RIGHT TO AMEND**

St. Therese Catholic Academy reserves the right to amend this Handbook as needed. New policies of the Archdiocese of Seattle are adopted instantaneously, and updates published to the current version of our STCA Handbook will be communicated in September or January annually, unless otherwise specified.



# ST. THERESE CATHOLIC ACADEMY

*IGNITING FAITH, MINDS & DREAMS SINCE 1927*

## ACKNOWLEDGMENT FORM

I understand that I am responsible for reading the most current St. Therese Catholic Academy Family Handbook available on our website and agree to follow the policies and procedures as stated therein per my registration for enrollment commitment.

### Signature of parent(s) and/or guardian(s):

Parent 1 \_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_\_  
(Print Name)

Parent 2 \_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_\_  
(Print Name)

### Signature(s) of students:

X \_\_\_\_\_ Date: \_\_\_\_\_

X \_\_\_\_\_ Date: \_\_\_\_\_

X \_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_\_  
(Student Name(s))

*Return this back page to the school office by Monday, September 28, 2020.*



## **APPENDIX: School Commission: Role and Committees**

The School Commission is the advisory commission to help support the principal and pastor in guiding the long-term viability and vision for our school. Our School Commissioners give of their time, talent, and treasure to serve our community and children - they are not financially compensated for their service. Below is a role description

### **STCA School Commissioner 2022-23**

#### **Mission:**

St. Therese Catholic Academy (STCA) is a diverse, welcoming community that seeks to ignite the faith, minds and dreams of our students to prepare them to excel spiritually, academically and socially in high school, college and beyond.

#### **STCA School Commissioners:**

The School Commission is comprised of parents, parishioners and community members from diverse backgrounds who share a commitment to the purpose and values of STCA, Catholic schools and the Catholic Church. The Commission meets bi-monthly on the second Monday of the month. Individual committees meet in alternative months (or as needed).

#### **Commissioner Responsibilities:**

The primary purpose of the School Commission is to advise and support the principal as he/she forms policy and directs the ongoing development and programming of the school. This includes:

- Advising on policy and issues to ensure effective planning and development over time.
- Sharing professional and personal areas of expertise as needed as well as networking on behalf of the school.
- Contributing financially to the school as one of your primary philanthropic commitments.
- Advancing STCA's mission, vision and goals and actively representing STCA in the wider Seattle community.
- Working closely with the PTO to understand and address parents' needs and concerns.

#### **Personal Commitments:**

Individually, each Commissioner is expected to:

- Participate in at least five Commission meetings during the year (out of six)
- Serve on at least one committee, subcommittee or special advisory group
- Attend at least one STCA fundraising event (Annual Fund Kickoff in the Fall or Dinner & Auction on March 28, 2022)
- Make a personally meaningful financial contribution to STCA's Annual Fund (including Auction Fund-a-Need)
- Commit to spend approximately two hours per month for commission meetings and follow up work, committee work or other assignments.
- Attend 2 or more non-fundraising school events and bring a guest (potential new family/donor/friend) to one during the school year
- Promote the school to various groups whenever possible.

## 2022-23 School Commission Committees:

Committee	Purpose	Chair(s)	Members
Advancement	To support the financial base of STCA through the planning and implementation of admissions and fundraising strategies.	Malcolm Nelson	
Alumni	To maintain a bridge between the past, present, and future of STCA through communal engagement, fundraising, and outreach to alumni and families.	Chris Bown, Malcolm Nelson	
Curriculum & Instruction	To research, evaluate, and recommend relevant curriculum resources and best practices that support excellent teaching and learning for our diverse 21st century students.	Beonne Coleman, Kim Dawson, Madeleine Tomich	Leo Lazo, Casey Sommers
Facility & Grounds	To ensure that the building and grounds of St. Therese are safe, sustainable, and optimal for learning and growth in the present and future.	TBD	John Russell
Finance	To provide financial oversight and guidance (accounting, budgeting, best practices, innovative models) to the school to ensure short-term and long-term financial best practices and viability.	Sunni Codrington, Malcolm Nelson	Steve Dunphy, John Russell, Michael Maher
Health & Wellness	To support the physical, social, emotional and behavioral health and academic potential of the students, families and STCA community at large.	Happy Santos-Salinas	Matthew Simmons
Mission & Identity	To reflect on the mission and identity of the St. Therese community in order to continually reimagine what is needed and what is possible to build, maintain, and authentically serve a diverse community of students and families in light of current and impending realities.	Malcolm Nelson, Kenya Leger	Jen Tawatao
Technology	To evaluate, research, recommend, and support the effective integration of both established and emerging technologies into the learning environment.	Kim Sullivan	Jan O'Callahan
Parent Engagement/ Allstar Dads	To support and celebrate our school community and children by hosting events, coordinating rituals and traditions, and raising funds to secure and sustain our school's future (with a focus on enrichment ); To provide male leadership on and off campus as role models for our students (presence), supporters of our school (fundraising), and advocates for our children and community (events and experiences).	BJ Montoya	Hayden Wheeler

## 2022-2023 Committee Focus Areas

- **Advancement**
  - Annual Fund
  - Auction
  - Grants
  - Melonson Legacy Scholarship Fund
  - Teacher Excellence Fund
- **Alumni**
  - Alumni Engagement
  - Melonson Legacy Scholarship Fund
  - Events and Programming
- **Curriculum & Instruction**
  - Religious Instruction
  - ELA New Curriculum Implementation Progress
  - Blended Learning
- **Facilities & Grounds**
  - Handy Humans Team
  - Laudato Si
  - Campus Expansion - Early Childhood Center, Playground, Bathroom Remodel
- **Finance**
  - Monthly Review of School Finances
  - Short-term and Long-term Budgeting
- **Health & Wellness**
  - Mental Health Focuses
  - Continued COVID-19 Related Practices
  - Community Health Workshops and Clinics
- **Mission & Identity**
  - Partnership with Parents
  - Partnership with Parish
  - Strategic Planning and Future Initiatives
- **Parent Engagement**
  - Allstar Dads
  - Room Parents
  - PTO
- **Technology**
  - Safe Usage Policies
  - Technology Curriculum

Updated 08.11.2022 (MN & MT)