

St. Benedict Catholic School Family Handbook 2019-2020



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A LETTER FROM THE PRINCIPAL

Dear St. Benedict Catholic School Families,

The Family Handbook is designed to communicate important information regarding the workings of St. Benedict Catholic School. Statements made herein reflect Archdiocesan as well as St. Benedict Catholic School policy. Not all situations are described nor every question answered. As a result, St Benedict Catholic School reserves the right to amend the handbook at any time. Any changes that were made over the summer have been highlighted in this edition. If changes are made during the school year these will be communicated to parents and students in a timely fashion.

Parents- We ask you, the primary educator in your child's life, to read and discuss the contents of this handbook with your child. Your reinforcement of the guidelines set out in the handbook and modeling of appropriate behavior positively influences your child's disposition towards school.

Students- The guidelines and information contained in this handbook are just as vital to you as to your parents! It is important that you read carefully and understand the rules and policies included here. They are designed to create a safe, fun, and welcoming school where we can all learn together. By following the rules in the handbook you help to make St. Benedict a better place!

After you have read through the St. Benedict Catholic School Family Handbook, please download the required signature page and return it, signed, to the office. All families must have their signature page on file by September 20, 2019.

If you have any questions about the handbook, please contact me prior to the September deadline.

Brian Anderson, Principal
St. Benedict Catholic School

MISSION

St. Benedict Catholic School nurtures the individual, fosters intellectual curiosity, encourages spiritual and personal growth, supports loving relationships, and promotes caring service to the community.

PHILOSOPHY

St. Benedict Catholic School is an integral part of St. Benedict Parish and the greater Wallingford community. With the guidance and support of the Parish, St. Benedict School is committed to providing its students with an outstanding value-based education that is affordable and accessible. The educators and administrators at St. Benedict Catholic School work to meet the needs of all children. Faculty and administration recognize the parent responsibility as the primary educator for their children. Through the collective efforts of our staff, parents, and parish community our children develop a strong sense of purpose and gospel values within a challenging and contemporary curriculum.

HISTORY

The St. Benedict Parish was formed in 1904 by Benedictine priests. The parish was formally established by the Archdiocese in 1906. The original St. Benedict Church and school building were constructed in 1907.

The first classes at St. Benedict School began in September of 1908, staffed by two nuns of the Dominican Sisters of Edmonds, Washington. In 1909, the Benedictine priests relinquished the responsibility for the parish. In 1910, Fr. Eugene A. Dorgan, OMI, a Missionary Oblate of Mary Immaculate, became the pastor. The parish remained in Oblate hands until 2002 when the Archdiocese of Seattle assumed responsibility for St. Benedict Parish after the Oblates left.

The current school building, built in 1924, has a long history of educating children who live in the Wallingford neighborhood and beyond.

St. Benedict Catholic School

A St. Benedict Catholic School student is an intellectually curious individual who:

1. Uses technology as a tool to enhance their learning
2. Solves problems using critical thinking and creative approaches
3. Incorporates fine arts into their learning
4. Shows a readiness for future academic success

A St. Benedict Catholic School student is a faith-filled person who:

1. Understands the history, beliefs, and traditions of the Catholic Church
2. Participates in prayer and liturgical experiences
3. Treats others with compassion, acceptance, and respect
4. Demonstrates an understanding of Catholic Social Teaching

A St. Benedict Catholic School student is a caring community member who:

1. Listens to and respects the views of others
2. Demonstrates the knowledge and the skills to maintain a healthy lifestyle
3. Resolves conflicts peacefully
4. Works independently and collaboratively with peers and teachers
5. Serves others

2019-2020 STAFF LIST

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School Commission

Kathryn Hutter	(YR 1)
Todd Madison	(YR 1)
Pamela Nagasawa	(YR 1)
Jenifer Adams	(YR 2)
Gary DosSantos	(YR 2)
Ellie Miller (Parish)	(YR 2)
Thuy Vu	(YR 3)
Derek Hermsen	(YR 3)
Parish (Vacant)	

Ex-officio members:

Fr. Brian Dolejsi
Marti Lundberg
Jeff Brooks

Parents' Club Officers

President – Jeff Brooks
Vice-President – Jennifer Beach
Treasurer- Christina Walters
Events Coordinator-Ashley Hermsen
Wurst Festival- Brian Beach
Volunteer Coordinator- Tiffany Barnes
Room Parent Coord.- Andrea DosSantos
SCRIP Program- Elizabeth McDowell
Movie Night- Shannon Benbow
Auction Coordinator-Jamie Lin-Yu and
Kayla Nestor

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Academic Information

REPORT CARDS

St. Benedict School issues trimester report cards. Progress reports are sent home to Kindergarten – 3rd Grade students mid-trimester. These are an estimation of a student's progress to date.

Students in grades K-5 are evaluated using the following scale:

- 4 - Above Standard
- 3 - Meeting Standard
- 2 - Approaching Standard
- 1 - Below Standard

A standard left blank means that standard has not yet been assessed.

It is important to note that these standards do NOT necessarily correlate to traditional academic grades (as seen below). This means that a "4" is NOT the same as an "A". For many standards it is NOT even possible to achieve a "4". (For example: If a standard states that a student should "know the alphabet sequence" there is no way to earn a "4" since there is no way to know more than 26 letters!)

Students in the St. Benedict Middle School will receive traditional letter grades. These letter grades equate to the following percentile values.

A: 93-100%	C: 73-76%
A-: 90-92%	C-: 70-72%
B+: 87-89%	D+: 67-69%
B: 83-86%	D: 60-66%
B-: 80-82%	F: below 60%
C+: 77-79%	

All trimester grades are counted toward a student's GPA. For purposes of computing a student's GPA, grades are weighted according to the frequency of instruction during the week.

Honor Roll

The St. Benedict Catholic School Honor Roll is a special distinction that may be earned by Middle School students. It is not a right based solely on academic performance; it is an honor awarded to a student based on his or her academic performance, work habits, and behavior. Honor Roll membership is recognized for each trimester.

Academic Requirements:

Honor Roll recipients must have accrued a 3.50 or higher GPA for the trimester.

Honor Roll recipients must have earned no grade lower than a C+ in any subject during the trimester.

Behavioral Expectations:

Honor Roll recipients must have earned a minimum of Satisfactory (S) in all Behaviors that Promote Learning on their report card.

PROMOTION POLICY

Students are promoted in June. Promotion to the next level is based on the student having fulfilled the requirements of the current grade level. Any student may be required to repeat the work of a grade, when, in the judgment of the principal and teacher, it would be to the child's educational advantage to repeat rather than be promoted to the next grade. Parents will be advised of the possibility of retention at least three months prior to the end of the school year. If a student is promoted contrary to the recommendation of the school professionals, signed documentation will be kept on file in the student's records.

The following guidelines are in effect for students in grades 6-8:

1. A student receiving grades of "A", "B", "C", and no more than two "D" grades in the major academic areas will be promoted to the next grade.
2. A student receiving a grade of "F" in a major academic area in the first two trimesters must demonstrate marked improvement in the last trimester to be eligible for a final passing grade.
3. A student receiving a grade of "F" in two or more major academic areas in the last trimester may not be promoted to the next grade until documented evidence of satisfactory completion of a course of study in subject(s) is presented to the principal. Summer school and/or professional tutoring are examples of acceptable courses of remedial study.

HOMEWORK POLICY

Homework will be assigned on a regular basis in relation to the age, maturity, and needs of the students. The following schedule illustrates the *average* amount of time a student should be expected to spend on homework assignments each night.

PRIMARY Grades K – 3: 10 - 30 minutes
 INTERMEDIATE: Grades 4 – 5: 40 - 50 minutes
 MIDDLE SCHOOL: Grades 6 - 8: 60 - 90 minutes
 (6th, 7th, and 8th grade students may also have homework on the weekends.)

If homework cannot be completed on a particular occasion or within a reasonable amount of time, the Parent or Guardian is asked to write a note to the teacher explaining the circumstances, and arrange to have the homework completed as soon as possible.

If a student consistently spends more or less time on homework than indicated above, parents should notify the teacher. If conditions warrant it, accommodations may be made by the classroom teacher to assist individual students and adapt homework to their specific circumstances.

Students are responsible for making up assignments missed through absence. If a student is ill and will miss 3 or more days, the parent must contact the classroom teacher to arrange for assignments to be sent home. Families who must schedule trips during school days should contact the classroom teacher well in advance of the absence. A teacher may be able to provide student work prior to a scheduled absence. However, no teacher is required to provide advanced assignments for a student who is absent due to vacation.

STUDENTS WITH SPECIAL NEEDS

St. Benedict Catholic School enrolls students with varied special needs including but not limited to those with mobility challenges, hearing deficits, diagnosed learning disabilities, and those students who need additional academic challenges. It is essential that any testing, Individual Education Plan, or other pertinent information is current, and on file in the school office.

The staff of St. Benedict Catholic School will work to the best of their ability to ensure that all students are welcome and able to learn within our community. It is important to acknowledge that St. Benedict Catholic School may not be the right fit for all students with exceptionalities. This determination will be made by the school staff, in collaboration with parents and, if necessary, other specialists.

If your child is struggling at school and needs additional special attention, it is imperative that any concerns be shared with his or her classroom teacher. In conjunction with the Learning Specialist, teachers, and principal the staff can help determine the best course of action based on individual circumstances.

If it is determined to be appropriate, the school staff can assist parents in pursuing additional testing through the Seattle Public School or with a private provider.

Student Behavior Information

STUDENT RIGHTS:

As full members of the St. Benedict Catholic School community, students have the right to:

- Be treated with respect by the staff, students, and volunteers working in the school,
- Learn in a safe, Christian environment,
- Understand the rules and the possible consequences of violating those rules,
- Be heard when they have concerns, questions, and appropriate comments.

STUDENT RESPONSIBILITIES

As full members of the St. Benedict Catholic School community, students are asked to:

- Act respectfully toward themselves and toward the people and things around them,
- Cooperate with other students, staff, and adults,
- Behave in a manner that reflects Christian values,
- Follow the classroom and school rules.

GENERAL BEHAVIOR:

Students at St. Benedict Catholic School are responsible for their behavior both on and off campus. Students should be aware that their behavior outside of school hours affects our school and community. Your time outside of the classroom, including time on social media, at school dances, or during sports is included in these policies.

While in the school buildings students are asked to:

Walk quietly in the hallways,
 Respect personal space, keeping their bodies, their hands and their feet to themselves,
 Refrain from chewing gum and eat only in specified areas,
 Leave the school building by 3:10 p.m.; after 3:30 students should not re-enter the school unless they are participating in school sponsored activities.

During lunch time students are asked to:

Talk politely in an appropriate, indoor tone of voice,
 Clean up after eating and before leaving the cafeteria,
 Follow the directions of the lunchroom supervisor(s).

On the playground students are asked to:

Cooperate with and include other students in games/activities,
 Find positive ways or seek assistance to resolve conflicts on the playground,
 Line up promptly when the bell rings,
 Stay within the fenced playground.

DISCIPLINE POLICY:

In keeping with our mission statement, the staff at St. Benedict Catholic School realizes that each student is an individual whose personal growth differs from his or her classmates. Treating students as individuals means that we cannot have a "one size fits all" approach to managing student behavior. Because of this, individual situations may warrant different consequences for each student involved.

When assessing the school's reaction to individual student behavior the staff will take into account a number of factors, including but not limited to:

Intent: Was the violation malicious or accidental?

Damage: Who or what was hurt by the student's decision?

History: Was this a single incident or is it a pattern of behavior?

DISCIPLINE GUIDELINES:

In keeping with our discipline policy, the guidelines below are not intended to be an exhaustive list of offenses and consequences. It is intended as a basic guide and a starting point for discussion of consequences.

Minor Offense Examples: put downs; tardy after recess; poor church behavior; impoliteness; disruptive behavior; talking back; out of uniform; failure to return a Parent Communication Form.

Possible consequences may include but are not limited to: verbal reminder; classroom time-out; class meeting; note/phone call to parent; missed recess time, laps at recess, written apologies, additional written work, loss of centers/free time,

Serious Offense

Examples: disregard to safety of self or others; profanity/swearing; vandalism; leaving school grounds; repeated inappropriate conduct, plagiarism, cheating, bullying.

Possible consequences may include but are not limited to: an office visit; loss of privileges (free dress, assemblies, family activities, field trips, dances); behavior contract; detention, service back to school; parent conference; lunch time away from classmates.

Major Offense

A student reaches this level automatically by committing one of the offenses listed in the examples, or by committing a formally documented recurring offense from the previous level two times.

Examples: physical fighting; sexual harassment; major property damage; stealing, bullying.

Possible consequences may include but are not limited to: sent directly to the principal; conference with parents; implementation of a behavior contract, suspension; expulsion; any other consequences deemed appropriate by the principal.

Acts of misbehavior that are recognized as legal offenses or that gravely endanger self and the school community including but not limited to: possession, use, or transporting of weapons, drugs, alcohol and a pattern of serious physical violence will be dealt with directly by the principal or his/her delegate. In most cases parents will be called immediately and expulsion procedures will begin.

Suspension and Expulsion

In case of major offenses, or repeated minor or serious violations, the principal may employ suspension (in-school or out) or, expulsion from school. In-school suspension removes the child from the classroom to another designated room for up to three days. Out-of-school suspension removes the student from school for five days or less.

1. The parent is informed, as soon as possible, of the removal and the reason for the action.
2. The parent, principal, and teacher(s) may arrange for a conference, and the student may be asked to be included.
3. If a solution seems possible, the student may resume attendance on probation or on a contract. In addition, the student is responsible for completing academic work which was assigned during suspension.

The principal is the final recourse in all disciplinary situations, and may waive any disciplinary rule at her/his discretion.

MIDDLE SCHOOL DISCIPLINE POLICIES:

Each year the Middle School staff, in collaboration with the principal, publish Middle School Policy Guidelines for their students. These guidelines align with the *Discipline Policies* and *Discipline Guidelines* outlined here but provide additional details and information regarding policies unique to Middle School students.

BULLYING POLICY

St. Benedict Catholic School seeks to create an environment of learning, compassion and safety by educating parents, teachers, staff and students concerning respect. All members of the St. Benedict community are expected to discourage, prevent, intervene, report and otherwise appropriately address bullying behaviors.

Bullying is defined as an abuse of power by an individual (or group) who deliberately targets others for repeated physical or psychological abuse. Examples of bullying behaviors include, but are not limited to, a pattern of intimidation, threats, menacing, taunts, teasing, the spreading of rumors, and other psychological abuse; and/or physical contact aimed at either provoking a defensive or aggressive response, or -- in the extreme -- causing injury. Bullying can also include a pattern of deliberate isolation or exclusion of another with the intent to be hurtful.

Communication of Behavioral Concerns

In most circumstances discipline of students will be the responsibility of individual staff members who, in consultation with the student's homeroom teacher, will be responsible for the application of consequences and the reporting of behavior to the student's family.

When a student has been disciplined at school the staff members involved will work to communicate the incident to parents by the end of the day. If this is not possible parents should expect to receive some communication from the school staff within 24 hours of the incident.

One method of communication may be a *Parent Communication Form*. These are intended as a means to inform parents of incidents that occur at school and give the school a means to track behavior. It is important for parents to understand that they are the start of the communication process. If parents have additional comments, questions, or concerns it is their responsibility to reach out to the staff member(s) involved to continue the discussion.

When a student exhibits repeated problematic behavior (behaviors that continue multiple times over a week or become an on-going source of conflict), or when actions can be characterized as "serious" or "major offenses", the principal will be made aware of the situation and the student's behavior will be recorded on a *Parent Communication Form*.

If behavioral concerns continue or remain a persistent problem parents may meet with the teacher or principal to discuss a solution.









St. Benedict Catholic School

Parent Communication Form: Grade K - 4

Student Name: _____ Grade: _____

Students are responsible for returning this signed slip to their homeroom teacher the day after it is issued. Parents who have additional concerns or clarifications are asked to contact the staff member who issued the discipline notice.

Today, you had difficulty meeting the following school expectation(s):

	Behavior Expectations:	✓	Comments:
	Keeping hands and body to self	<input type="checkbox"/>	
	Demonstrating respect	<input type="checkbox"/>	
	Following directions	<input type="checkbox"/>	
	Using time appropriately	<input type="checkbox"/>	
	Being responsible for assignments and materials	<input type="checkbox"/>	
	Wearing appropriate uniform	<input type="checkbox"/>	



St. Benedict Catholic School

Parent Communication Form: Grade 5 - 8

Students are responsible for returning this signed slip to their homeroom teacher the day after it is issued. Parents who have additional concerns or clarifications are asked to contact the staff member who issued the discipline notice.

Student Name: _____ Grade: _____

✓	Staff Concern:	Details:
<input type="checkbox"/>	Inappropriate use of class time	
<input type="checkbox"/>	Disrespectful of others	
<input type="checkbox"/>	Disrespectful of school property	
<input type="checkbox"/>	In building/hall without a pass	
<input type="checkbox"/>	Noisy in hallway	
<input type="checkbox"/>	Uniform violation	
<input type="checkbox"/>	Chewing gum	
<input type="checkbox"/>	Unsafe behavior	
<input type="checkbox"/>	Other:	

DRESS CODE GUIDELINES

During the school day, students in Kindergarten through 8th grade are asked to wear the St. Benedict Catholic School Uniform (see below). Parents are expected to understand, support and enforce the uniform policy and should help students make good choices about appropriate attire. The uniform is a symbol of a student's pride, and a symbol of pride in the school.

Students may wear Free Dress on designated days during the school year (typically the last Friday of the month) and to celebrate their birthday.

While in uniform or during free dress days, the students' dress and appearance should always reflect neatness, cleanliness, modesty, and good taste.

Free Dress Day Guidelines: During free dress days students must wear clothing that allow for safe play and is consistent with our intent to maintain an atmosphere that is distraction free and conducive to learning.

- Sleeping attire nor underwear/boxers are appropriate as outer wear,
- The "Additional uniform guidelines for students" (listed below) apply with the exception boots are allowed on Free Dress Days.

Additional uniform guidelines for students:

- ~ Shorts, Skorts, Skirts should be no shorter than 3" above the knee.
- ~ Students wearing Skirts or Jumpers are expected to wear additional clothing under these items: leggings, tights, shorts, playground pants, etc.
- ~ Practical shoes are required. Shoes with laces must be tied. Open-toed or backless shoes, flip-flops, sandals, boots, Crocs, water shoes are not allowed.

- ~ Students must wear white, navy, or black socks (that are visible), tights, or leggings.
- ~ Students may not wear hats or hoods in the school building.
- ~ Students may not wear colored and layered clothing that contrasts or shows beneath their uniform.
- ~ Shirts must be tucked in when students are in the school or church buildings.
- ~ Students are not allowed to wear make-up, fingernail polish, or unnatural hair colors.
- ~ Students may wear earrings as long as they do not hang below the ear lobe.

Our uniform policy is enforced by all school personnel. Parents/Guardians will be notified about uniform infractions through Parent Information Slips. Multiple infractions will be handled under regular discipline rules. A continued failure to adhere to the uniform policy may result in non-admittance to class, referral to the principal, and/or a call to the parent or guardian. The principal and/or his designee will make all final determinations regarding the uniform code.

SCHOOL UNIFORM GUIDELINES



6th Grade - 8th Grade Boys	6th Grade - 8th Grade Girls
Khaki twill pants*	Khaki twill pants*
Khaki twill walking shorts*	Khaki twill walking shorts or skort*
	Woodland plaid skirt



White polo	White polo
White turtleneck	White turtleneck



Navy St. Benedict sweatshirt	Navy St. Benedict sweatshirt (available in the office)
Navy cardigan*	Navy cardigan*
St. Benedict hooded sweatshirt	St. Benedict hooded sweatshirt (available by special order through the office)



Kindergarten - 5th Grade Boys	Kindergarten - 5th Grade Girls
Navy twill pants*	Navy twill pants*
Navy twill walking shorts*	Navy twill walking shorts or skort*
	Woodland plaid skirt
	Woodland plaid jumper



White polo	White polo
White turtleneck	White turtleneck



Red St. Benedict sweatshirt	Red St. Benedict sweatshirt (available in the office)
Navy cardigan*	Navy cardigan*
St. Benedict hooded sweatshirt	St. Benedict hooded sweatshirt (available by special order through the office)

* Items may be purchased at other vendors but style, fabric, and color of items must visually match those of Dennis Uniforms.

Admission, Registration, Tuition

ADMISSION PROCESS

St. Benedict Catholic School admits students on an ongoing basis throughout the school year. Parents wishing to enroll their children typically proceed through the follow steps: 1) Complete a “Prosepective Student Information Form”, 2) Meet with the principal or Development Director to tour the school, 3) Fill out a “Student Application”, submit their application fee, and return the “Teacher Recommendation Form”, 4) Schedule a student interview (and any testing that may be requested) with the principal.

ADMISSION PRIORITY

If the number of students enrolling for a particular grade is greater than the available seats in that class, St. Benedict Catholic School will give priority enrollment to students using the following guidelines. (This priority will be granted until February 1. After that date students will be enrolled on a first come, first serve basis.)

1. Current St. Benedict Catholic School students and their siblings,
2. Students whose families are registered, active members of St. Benedict Parish,
3. Students whose families are registered, active members of Blessed Sacrament Parish (or the Newman Center at the University of Washington),
4. Students from other Catholic parishes,
5. All other students.

*For students registering for our Preschool, a preference may be given to families registering for the 5 day a week option.

*For students registering for our Prekindergarten, a preference may be given to Preschool students who attended St. Benedict Catholic School’s 5 and 3 day-a-week options.

TRANSFER OF CURRENT STUDENTS

Notice of withdrawal of a student should be made by the parent in writing to the principal in advance of the withdrawal date. This enables the school to prepare necessary information and settle accounts. **No student records will be forwarded to another school until accounts have been settled.**

REGISTRATION

Children entering Preschool, Prekindergarten, and Kindergarten must be potty trained and be three years old (Preschool), four years old (Prekindergarten), or five years old (Kindergarten) by August 31st.

At the time of registration, all new students seeking admission to St. Benedict Catholic School are evaluated on the basis of test scores, report cards, teacher recommendations, and principal interview. These will be reviewed to determine whether the program at St. Benedict School will meet the educational needs of the individual student. In order to ensure the success of new students enrolling at St. Benedict Catholic School, new students may be placed on probation for a trimester or longer. During that period the student must demonstrate self-discipline and diligence in his/her studies.

Registration at St. Benedict Catholic School constitutes an agreement on the part of the parent and student to abide by the academic, procedural and behavioral requirements of the school. St. Benedict School has the right, therefore, to review the progress of each family with a view toward determining continued participation in St. Benedict School. Any student or family who, by their words, actions or attitudes violates school policy may be asked to remove themselves from the St. Benedict Catholic School Community.

REGISTRATION FEES

Registration fees are paid on a yearly basis. For new families registering at St. Benedict School, registration fee and the first month’s tuition are due at the time of registration.

Students currently in kindergarten through grade seven must be re-registered for the following school year with the non-refundable registration fee of \$225 per student by March 31. St. Benedict Catholic School is not obligated to reserve a place for any student who is not registered by the appointed time. Similarly, St. Benedict School is not obligated to hold a place for any student who has outstanding debts of any kind (tuition, fees, fines, commitment hours, etc.) to the school.

The registration fee and first month's tuition are non-refundable for both new and returning families.

CLASS SIZE

St. Benedict Catholic School limits its classroom size to 16 students in Preschool, 20 students in Prekindergarten, and 25 students in grades Kindergarten to Eighth. It is within the discretion of the school administrator to increase the enrollment for each class.

TUITION

Tuition rates are reviewed annually by the administration and school commission. Each Spring, tuition rates for the coming school year will be published by the School Commission along with an explanation of those rates.

Each year the school presents the families with three different tuition options and asks that each family prayerfully reflect on these options and register using whichever is most appropriate for their family. For some families this will mean paying the actual cost of education, for others this will mean paying on the subsidized scale.

Option 1- Actual Cost of Education: This rate is determined based on our actual operating costs compared to the number of students enrolled at the school. Traditionally the difference between what it cost to operate the school and what we charge for tuition is made up through donations and fundraisers. (When paying with this option St. Benedict Catholic School will consider any dollar amount over and above your required tuition rate a charitable donation.)

Option 2- Non Parish Tuition: This rate is open to all families but is the minimum rate for families who are not registered, active parishioners at St. Benedict Parish. (When paying with this option St. Benedict Catholic School will consider any dollar amount over and above your required tuition rate a charitable donation.)

Option 3- Parish Family Rate: A subsidized tuition rate is available for active parish families who are registered members of St. Benedict Parish. Those families wishing to receive the In-Parish rate must fill out the *Parish Subsidy Request Form*.

PARISH SUBSIDY

Review of eligibility for the Parish Family tuition rate will be conducted during the re-registration each spring. The Parish Office will conduct this review based on individual family's *Parish Subsidy Request Form*. The Parish Family rate is for families who are registered in the parish, attending Mass, and are regular participants in the Stewardship Program (with a pledge on file and fulfillment of that pledge) at St. Benedict Parish. Notification will be sent to any family with a change in status, which will determine the tuition for the next year.

TUITION ASSISTANCE

St. Benedict School is committed to providing affordable education to families by offering financial assistance through Archdiocesan tuition assistance and the school financial aid program. The Archdiocese of Seattle provides tuition assistance on a limited basis with verification of need. Application for Archdiocesan tuition assistance should be completed and submitted prior to applying for St. Benedict School scholarships.

Applications for the Archdiocesan scholarships are available online and must be submitted electronically in March for the following school year.

Parents in need of financial aid for tuition must contact the principal in the spring, prior to or at the time of registration for the following school year. A conference with the principal may be held to determine the degree of need. St. Benedict School scholarships will be granted on a financial need basis determined by the principal.

Scholarships are granted for only one school year period. All existing accounts at St. Benedict School must be current prior to the awarding of any additional scholarship monies.

TUITION PAYMENT

There are two options for tuition payment:

- Enrollment in the FACTS Tuition Services with monthly or quarterly payments.
- Payment in full prior to August 31ST

TUITION ARREARS POLICY

The school reserves the right to hold progress reports, report cards, and transcripts of those families who have failed to pay tuition, school fees, or other fines. In addition, the above documents may be held if a family fails to fulfill their volunteer hour commitments or auction procurement responsibilities. In the event that any family is behind in tuition payments, the FACTS Tuition Collection Program shall notify the family. The principal will be contacted to arrange a mutually agreeable payment schedule with the family involved to resolve the tuition arrears.

Health and Safety

INJURY- Students who are not to participate during recess and/or physical education must have a note from home or from a doctor.

IMMUNIZATIONS- In accordance with Washington State law St. Benedict Catholic School must keep a record of all students' immunizations. These records are checked annually to insure that all students are up-to-date on their required immunizations. Students who are not in compliance, or have not submitted an official exemption, will be asked to remain home until they are in compliance.

RECOMMENDATIONS OF SICKNESS- Please do not send your child to school if they are ill. Any students with a fever should be kept home until they have been without a fever for at least 24 hours. Sending a child to school who is ill can endanger the health of all the students and staff at school.

Some students have medical conditions which can become life threatening when exposed to measles, chicken pox/shingles, fifth's disease, rubella and hepatitis. Should your child be diagnosed with any of these, or another communicable disease, please call the office immediately.

RELEASE OF PUPILS DURING SCHOOL DAY

Any student who leaves the building after 8:30 AM and before 3:00 PM must be accompanied by the child's parent or by their delegate. Parents who pick their students up during the school day should come to the office (do not go directly to the classroom). While in the office they must sign their child out and the office will call the classroom and have the students come to the office to meet them.

SNOW DAYS & EMERGENCY SCHOOL CLOSURE

School is in operation for normal school hours unless an official announcement is made by radio, TV, or online. Please refer to KOMO, KING, or KIRO radio, TV, and/or websites for school closure reports during inclement weather. If you do not hear of a closure then presume the school is open. If the school remains open but your personal circumstances make it dangerous for you to attempt to attend school then remain home until you can safely attend school. On most days that school is closed, the Extended Day Program is also closed.

EMERGENCY DRILL PROCEDURES

In the event of an emergency, parents who happen to be at school are to follow directions of the staff and help children. When picking up your child(ren) please check your child out of office or, if school building is closed, at the check-out table at the front of the school. DO NOT remove children without checking them out with office staff. The school will try to answer the phone if possible and we will make every effort to put an announcement on the school website.

If there should be a need to evacuate the campus (i.e. in the event of a fire) arrangements have been made to move the students to Meridian School.

LICE

Any family with children who have been identified as having lice should contact the school office. Families must pursue treatment before returning their child(ren) to school.

When lice are identified in a student the office will check all the children in the affected classes and inform those parents. If any other students are found to have lice their parents will be notified and asked to pick up their child(ren) for treatment.

TRAFFIC SAFETY & STUDENT DROP-OFF & PICK-UP GUIDELINES

Drop off and pick up of students at St. Benedict Catholic School poses a significant safety challenge for our students, parents, and staff. Narrow streets, limited parking, and pressure to arrive on time at school and work can make this part of the day a challenge.

To keep all our students, parents, and staff safe we have adapted our drop off and pick up procedures and are asking all parents to be particularly attentive to these new guidelines. Whether parents choose to drop off/pick up and drive away or park and escort their child(ren) two primary rules should be followed:

1. **All car traffic should move in a clockwise direction around the school, allowing cars to pull up to the curb for a safe drop off and pick up of students.**
2. **All students should exit their cars on the curb side. DO NOT load or unload your child(ren) in the street.**

For parents dropping off/picking up your child(ren) and driving away from the school:

- The school side of N 48th street is designated as a loading and unloading zone.
- **NO PARKING is permitted along the school side of N 48th street.**
- When dropping off/picking up students on N 48th street, pull your car as far forward as possible before unloading/loading.
- When dropping off/picking up students on N 48th street, you are expected to stay with your car.
- Parents with students in 6th – 8th grade are asked to help alleviate congestion on N 48th street by dropping their child on N 49th street near the school's garage.

For parents who choose to park and escort their child(ren) to the playground:

- Please park legally and be mindful of our neighbors...do not block driveways, do not block crosswalks, and do not park in designated handicapped parking spaces for any amount of time.
- **Parking is NOT permitted on the school side of N 48th St. between Wallingford Ave. N and Densmore Ave. N. This street should only be used as a drop off/pick up location for parents not intending to park.**

Parents may use N 48th Street for short term parking (drop off or loading of goods) between 9:00 AM and 1:30 PM; drivers must be actively loading/unloading in this zone.

Staff supervision for students is provided before school from 8:15 – 8:25 a.m. on the playground near the play structure. Students should not arrive at school before 8:15 a.m. and should leave the school grounds by 3:10 p.m., unless they are enrolled in Extended Day or accompanied by an adult.

At the end of the day, students will be dismissed through the doors on N 49th St. (grades 6-8), Wallingford Ave. N (grades 3 -5), and N 48th St. (grades K-2).

Communication

The staff at St. Benedict Catholic School works closely with parents in order to best meet the needs of each individual child. It is likely that every family will at some point have a question, comment, or concern. We welcome and encourage your communication; our common goal is to help your child. By identifying your concerns and analyzing possible solutions together we can meet any challenge and move forward in a positive manner. When communicating with another member of the St. Benedict School Community you are asked to:

- Begin by making your comments, questions, or concerns, directly to the person who has responsibility for the situation. If the situation still remains unresolved please contact their direct superior. (If you are unsure to whom you should address a comment or concern, please see the principal for guidance.)
- Remember that even in cases where individuals have differing opinions, conversations should be positive, constructive, and must be marked with Christian charity.
- Discuss sensitive topics in private and directly with those involved. Individuals should not be forced to defend themselves at group meetings or in emails that are circulated among many recipients.
- Be particularly cautious when writing and/or replying to group emails. Email is a powerful tool but emails can easily be misconstrued when written in haste.
- Help create an atmosphere of open and respectful communication by challenging others to abide by the communication guidelines.

To communicate a concern regarding:

Contact:

Your child's grades, treatment, field trips, curriculum, homework behavior in class, discipline administered by a teacher...	The teacher
An office procedure, attendance, a school event, hot lunch/milk, school communication, general questions	The school office secretary
The school mission statement, general school policy, school expenditures/budget, school public relations	The School Commission Chairperson
Volunteer opportunities, hospitality and welcome events, Movie Night, new clubs or after school programs	The Parents' Club President
Grant writing, newsletters, website, marketing, corporate matching funds, the annual fund	The Development Director
Auction	The Auction Chairperson
CYO sports	CYO Athletic Director
Wallingford Wurst Festival	The Wurst Chairperson

Before and After School Care	The Extended Day Director
School improvement issues, curriculum ideas, setting up diagnostic testing, concerns or suggestions regarding the administration of the school, staffing concerns, financial aid, concerns unresolved by any of the above groups...	The Principal
Pastoral concerns, subsidy questions, sacramental questions, concerns with the principal, if you are unsatisfied with the way the principal has handled a particular situation.	The Pastor/Pastoral Coordinator

THURSDAY ENVELOPE & CONNECTIONS

The school newsletter "Connections" is sent home in an envelope every Thursday with the youngest child (or designee) in each family. This is one of our primary means of communication with parents. Please read it carefully. If "Connections" does not arrive home, please contact the school office. The envelope should be returned to school by the following Monday. If you have something you wish included in the newsletter, please email m.ancich@stbens.net by 3:00 p.m. each Tuesday.

PROCEDURE FOR CONTACTING TEACHERS

Consistent communication is essential so that the staff, students, and parents can work together. Parents and students are encouraged to contact the appropriate staff member if they have questions or concerns.

The best ways to contact a staff member include:

1. E-mail
2. Phone message
3. Written note

Teachers are not expected to access e-mails and/or voice mails while they are teaching students. Please allow two days for staff to respond to most communications. If a more serious concern arises that is best addressed at a face-to-face meeting, these should be scheduled by contacting the appropriate staff member through the channels listed above.

Faculty and staff are not available for meetings on Tuesday afternoons as this is staff meeting and in-service time.

General Information

ATTENDANCE

State Law requires that all students attend school punctually and regularly. Attendance at school is extremely important to the academic success of the student. All absences are recorded in the school office. Absences from school are excused for reasons of personal illness, death in the family, family emergency or health-related appointments, which cannot be scheduled outside school hours.

Parents are asked to notify the school office by 9:00 a.m. if their child(ren) will not be attending school. Please call the office or email (m.ancich@stbens.net) to notify the school.

Students attending appointments during school hours should provide a written note from the parents informing the office and the classroom teacher of the planned absence. Parents are required to sign out their child in the office before leaving campus during the school day. If the child returns to school during the same school day, he/she must be signed back into school in the office. Students who are away from school for an appointment lasting longer than 3 ½ hours will be counted as absent for ½ a day.

Families who must schedule trips during school days should contact the classroom teacher well in advance of the absence. In some cases teachers may be able to provide work in advance of an absence however, teachers are not required to give advance assignments for absences due to vacations.

BIRTHDAY OBSERVANCES

Students in Kindergarten through Grade 8 may come to school dressed out of uniform on their birthday or half-birthday. Students who come to school out of uniform must still comply with the Free Dress Guidelines.

CELLULAR PHONE POLICY

Students in grades K-5 are permitted to bring cellular phones to school but they must be turned off and kept in their backpack during school hours. Middle School students must comply with current middle school policy with regard to cell phone use.

Students wishing to contact their parents may only do so using the office phone.

Students not complying with the cellular phone policy risk confiscation of their cellular device.

DAILY SCHEDULE (K-8)

8:15 – 8:30 a.m.	Patrols on Duty
8:25 a.m.	Classrooms Open
8:30 a.m.	Class Begins (Tardy Bell)
10:15 – 10:30 a.m.	Recess – Grades (5 – 8)
10:30 – 10:45 a.m.	Recess – Grades (K – 4)
12:00 - 12:20 p.m.	Lunch – Grades (K – 4)
12:00 – 12:20 p.m.	Recess – Grades (5 – 8)
12:20 – 12:40 p.m.	Recess – Grades (K – 4)
12:20 – 12:40 p.m.	Lunch – Grades (5 – 8)
2:00 p.m.	EARLY DISMISSAL (EVERY TUESDAY)
2:00 – 2:15 p.m.	Recess – Grades (K – 4)
3:00 p.m.	Dismissal (Monday, Wednesday, Thursday, Friday)
3:00 – 3:10 p.m.	Patrols on Duty

ENTERING SCHOOL

Please enter using 48th street door. Ring the doorbell to come in. Check in at the office. If you will be going beyond the office area sign into the visitor log and get a visitor pass.

EXTENDED DAY PROGRAM

St. Benedict School offers a safe, happy environment for children to relax, play, and do homework both before and after school. Enrichment opportunities are available for children to interact with each other and make new friends. The program is open for children age five and enrolled in Kindergarten through age 12. If there is enough interest, a program for 13 and 14 year olds may be available. Please contact the Extended Day Director or see the school website for more information.

LOCKERS

Each student in grades 6-8 is assigned a locker in which to store clothing and textbooks. In order to maintain a quiet atmosphere for class, students are allowed to go to their lockers only at specified times. These lockers are considered the sole property of the school and the school reserves the right to inspect these lockers and their content at any time.

LUNCH PROGRAM

Students may bring sack lunches to school or order through our "hot lunch" vendor Queen Anne Catering. Refrigeration is not available; please include an ice pack if you need one. Microwaves are not available for use. Children are seated at tables with a mix of grades and seating is changed on a regular basis.

Milk is available for purchase through the school office: Milk prices are \$60.00 (payable in September) for the year or 50 cents per carton.

MATCHING GIFTS

Many businesses match the financial gifts and/or volunteer hours of their employees. Please check with your employer's Human Resources Dept. to initiate the process. These businesses include but are not limited to: Microsoft, Boeing (and Boeing retirees), Safeco, Kimberly-Clark, Federated Stores, Wells Fargo Bank, and U.S. Bank.

MONEY SENT TO SCHOOL

Whenever money is sent to school with the children, please send it in a sealed envelope with the following information on the outside:

Name and grade of student
Amount enclosed in the envelope
Purpose for the money

NOTICE OF NON-DISCRIMINATORY POLICY

St. Benedict Catholic School admits students of any race, color, national and ethnic origin 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, color, national and ethnic origin in administration of its education policies, admissions policies, scholarship and loan programs, and athletic and other school administered programs.

OFFICE RECORDS

Parents/Guardians are requested to notify the School Office in writing of any change of address, home telephone numbers, cell phone numbers, business phone numbers, e-mail addresses and/or phone numbers of emergency contacts. This will guarantee that office records are accurate, complete, and up-to-date.

PARTY INVITATIONS

Invitations to personal parties distributed at school must be given to either all the boys, all the girls, or for the entire class. We realize it is often necessary to limit the number of children who can attend a party, but in the interest of all students, please find other ways of distributing the invitations if the entire class is not invited.

PHONE DIRECTORY

The Phone Directory is published at the beginning of each school year and includes family names, addresses, phone numbers, and email addresses. It also includes class lists and staff contact information. Directories may not be given to anyone outside the school community or be used for business reasons beyond St. Benedict School. The first directory is free, and additional directories are available for a nominal charge.

Parents need to notify the school each year if there is contact information they do not wish to have published in the phone directory.

REIMBURSEMENT FOR EXPENDITURES

Parents working on any committee or activity must receive approval from the Principal or Parents' Club for expenditures prior to spending any money. Requests for expenditures, which are not part of the approved budget, are considered on an individual basis. Reimbursements for expenditures not previously approved cannot be guaranteed. Reimbursement must be submitted to the school office in a timely fashion. Any reimbursement request that comes in later than 60 days after an activity is complete may not be processed.

RETURNED CHECKS

Those who have NSF checks will pay an NSF fee of \$30 for each NSF check.

SACRAMENT PREPARATION

Children baptized Catholic and in second grade, are eligible to prepare for celebrating the sacraments of Penance/Reconciliation and Eucharist. Preparation for the celebration of these two sacraments for the first time occurs through the parish outside of regular classroom instruction and includes parent participation. Those preparing for celebrating Eucharist for the first time also are prepared to celebrate the sacrament of Penance/Reconciliation as well. Instruction on the sacraments of Penance/Reconciliation and Eucharist is also a part of the Grade 2 religion classes.

Children who are baptized Catholic and are older than second grade who have not celebrated the sacraments of Penance/Reconciliation and Eucharist may also be prepared to celebrate these sacraments with their parents' permission. This preparation takes place through the Parish and is offered every year.

Children who are not baptized Catholic and are second graders or older and who wish to become Catholic, with their parents' permission, can also be prepared to become Catholic through the Sacraments of Baptism, Confirmation and Eucharist. This preparation also takes place through the Parish and is offered every year.

For further information on preparation for sacraments, please contact the, Pastoral Assistant for Faith Formation at the Parish Office.

SPECIAL FAMILY SITUATIONS: If your family has special circumstances please inform the office and the homeroom teacher. If you have a legal parenting plan please have a copy put in your child's file so the school staff can follow the guidelines.

TARDINESS

Students are expected to arrive by 8:25 a.m. Students must go directly to the office to get a tardy slip if they arrive after 8:30 a.m. Parents should write an excuse if the tardy is excused. Each tardy arrival is recorded. Parents are notified if tardiness becomes excessive.

TOYS AND PERSONAL ITEMS

Toys, electronic, and other personal belongings should not be brought to school unless for specific projects or presentations. The school is not responsible for items that may be damaged or stolen.

Students are permitted to bring electronic devices (such as Kindles, iPads, etc.) if the device is used for the sole purpose of reading a text or novel. All personal devices must have their Wi-Fi capabilities disabled and cannot be used to access the internet or school network. Students violating this policy may lose their ability to use such devices at school.

Volunteer Information

SAFE ENVIRONMENT TRAINING- All individuals who volunteer in the school must have an up-to-date background check on file. Those who have unsupervised contact with minors (including field trip chaperones and coaches) must complete Archdiocesan mandated background check and Safe Environment Training for volunteers.

VOLUNTEER COMMITMENT HOURS – Families of Preschool and Prekindergarten students are expected to contribute a minimum of 20 hours of volunteer time per family. Volunteer hours may also be contributed in the name of the family by friends and relatives who are high school age or older.

Please note that all families are required to bake for the Great Wallingford Wurst Festival but the baking hours are NOT part of volunteer hours.

The value of each hour of volunteer time is **\$30 per hour**. Families will be billed for hours that have not been fulfilled. It is the responsibility of each family to regularly report their volunteer hours to the Parent Club through their online management system.

VOLUNTEER COMMITMENT HOURS – Families of Grades K-8 students are expected to contribute a minimum of 40 hours of volunteer time per family. Volunteer hours may also be contributed in the name of the family by friends and relatives who are high school age or older.

Each family must direct 20 hours toward the Wurst Festival. (To make the Wurst Fest a success it requires 3000+ working hours each September. For this reason, required Wurst Fest hours must be contributed during the actual festival or in the week immediately preceding the festival.)

The remaining 20 hours per family can be directed to other fundraising activities, classroom assistance, coaching or other parish volunteer opportunities.

Please note that all families are required to bake for the Wurst Festival but the baking hours are NOT part of volunteer hours.

The value of each hour of volunteer time is **\$30 per hour**. Families will be billed for hours that have not been fulfilled. It is the responsibility of each family to regularly report their volunteer hours to the Parent Club through their online management system.

AUCTION COMMITMENT- Each family needs to donate or procure a new item or service to be sold at the auction that has a retail value of at least \$200. Items of lesser value may be grouped together to equal \$200. Families who do not fulfill this commitment will be billed \$200.

FIELDTRIP GUIDELINES-

Field trips are a privilege afforded to students; no student has an absolute right to a field trip. Students can be denied participation if they fail to meet academic or behavioral requirements upon recommendation by the teacher to the principal. All pupils participating must have written consent from parents and conduct themselves in a manner appropriate for any outing in the community.

1. Written Parent/Guardian permission is absolutely necessary for all students participating in the field trip. Students who do not return a signed Archdiocesan *Field Trip Parental/Guardian Consent Form and Liability Waiver* will not be allowed to go on the field trip (no exceptions). Phone calls will not be accepted in place of the written permission form.
2. Drivers must carry a copy of the signed Archdiocesan *Field Trip Parental/Guardian Consent Form and Liability Waiver* forms for each student in their carpool. This form is returned to the office when the students are checked back into school.
3. Under normal circumstances, carpools will be used for transportation and teachers will assign carpools.
4. No additional stops are allowed.
5. Drivers must accompany students into the building and personally check their group through the teacher.
6. Field Trip Drivers are required to have appropriate passenger restraint in accordance with Washington law for each Student transported. *As required by Washington state law, effective July 1, 2007, any child less than 8 years of age or 4' 9" tall traveling in a private vehicle must be restrained in an approved booster seat with a lap and shoulder belt. It is the responsibility of the driver to assure that all children under the age of sixteen are traveling in the proper restraint system.*

PARENTS' CLUB

The Parents' Club meets monthly in the school. Its purpose is to promote child well-being, provide hospitality, and to serve as a means of communication between the school, school commission, and parents of the students. The Parents' Club implements, and sponsors activities for the betterment of the school community.

ROOM PARENT ROLE The primary role of a room parent is *to provide support and assistance* to the teacher and *communicate* information to parents. Each room parent should talk with the teacher about how he/she would like to work with room parent(s) and parent volunteers.

Generally, room parents are responsible for:

- **Communication:** Helping to ensure clear, timely communication between the teacher and parents or the school and parents regarding activities, events, and announcements,
- **Class Parties:** Facilitating classroom parties that are pre-approved by the classroom teacher (generally: Halloween, Christmas, Valentines, last day of school),
- **Class Auction Project Coordinator:** Finding a volunteer to coordinate the classroom annual school auction project/item,
- **Volunteer Coordination:** Coordinating classroom volunteers for parties and teacher requests (field trip chaperones or drivers, classroom assistance, pizza Friday servers, etc),
- **Teacher Appreciation:** Planning, communicating, and executing teacher appreciation activities (birthday, Christmas, teacher appreciation luncheons, Catholic Schools Week, end of year gift),
- **Classroom Funds:** Overseeing appropriate expenditure of funds (Auction Project, Class Parties, and pre-approved items), by self or designee, reimbursement approval, and expenditure updates to parents.

SCHOOL COMMISSION

The responsibilities of the school commission, in cooperation with the pastor and principal, include recommending a mission statement, recommending policy, setting long range goals for the school, developing means to finance the school (including tuition structures, financial development, and fund-raising), promoting communication, and public relations.

SCRIP

Scrip is a gift card or gift certificate for businesses. It is purchased by St. Benedict School at a discount and sold at face value as a means of fundraising. The school gets a percentage of the scrip value ranging from 3% to 50% depending on the vendor. The gift cards and gift certificates are used like cash at the appropriate vendors. Each family is encouraged to participate in the program. Purchases can be made in several ways:

- at the scrip table outside the office on Wednesday and Friday mornings
- in the Vestibule at the Parish on the 1st and 3rd Sundays after the 10:00 AM Mass
- through the scrip poly-envelope included in your Thursday Envelope each week



eScrip is another simple and easy way to raise money for St. Benedict. eScrip contributes a percentage of your grocery loyalty card, credit card, and debit/ATM card purchases to our school. All you need to do is register one or more (or all!) of your cards with eScrip for use in the program at the secure eScrip website: <http://www.escrip.com/>. Contributions will automatically be deposited to the school's account for purchases made on registered cards.

Every purchase you make will benefit the school at no extra cost to you. Be sure to include the St. Benedict group number: 8566846

RIGHT TO AMEND: The school retains the right to alter or amend the St. Benedict Catholic School Parent/Student Handbook at any time. If changes are made they will be distributed to the community in a timely process.