



St. Benedict School

St. Benedict School *Family Handbook 2008-2009*

A LETTER FROM THE PRINCIPAL

Dear St. Benedict Families,

Founded in 1908, St. Benedict School in the heart of Wallingford and locally famous for the annual Wallingford Wurst Festival, proudly marks its 100 year anniversary. St. Benedict's will be reflecting and celebrating this noteworthy milestone with staff, students, alumni, and the community throughout the year, and looks forward to inspiring students for years to come. St. Benedict's attracts students from the nearby community, as well as, throughout greater Seattle and provides a rigorous, challenging and values-based education that nurtures every child's individual gifts.

Parents, administrators, faculty, staff, parishioners and our Pastor all play a significant role in creating a positive school environment where all children will flourish. Our community is called together to both educate and develop children in four areas: spiritually, intellectually, emotionally and physically. The Family Handbook is designed to communicate important information for you to assist us in accomplishing these goals.

As the primary educator in your child's life, please take a moment to read and discuss the contents of the student expectations together, before school begins. Your reinforcement of the reasons for high expectations for behavior and for achievement will make all the difference in a student's disposition toward school.

Statements made herein reflect Archdiocesan as well as St. Benedict School policy. Not all situations are described nor every question answered. Please do not hesitate to contact the school administrator if you have suggestions or questions. This year we have an updated parent volunteer hour policy and a new anti-bullying policy. Please sign and return the agreement form on the cover page by October 1, 2008.

Thank you for sharing your children with us during their elementary school years. They are truly a reflection of God's joy.

In God's Love,

Mrs. Maureen Blum
Principal

MISSION

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

PHILOSOPHY

St. Benedict School is an integral part of the St. Benedict Parish and 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 also affordable and accessible. Saint Benedict School educators and administrators 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.

DAILY SCHEDULE

8:15 – 8:30 a.m. Patrols on Duty
8:25 a.m. Students Go to Classrooms
8:30 a.m. School Begins – Tardy Bell
10:15 – 10:30 a.m. Recess – Grades 6 - 8
10:30 – 10:45 a.m. Recess – Grades K – 5
12:00-12:20 p.m. Lunch – Grades K-4
12:20 – 12:45 p.m. Recess – Grades K-4
12:00 – 12:20 p.m. Recess – Grades 5-8
12:20 – 12:45 p.m. Lunch – Grades 5-8
2:00 – 2:15 p.m. Recess – Grades K – 5
3:00 p.m. Dismissal **2:00 DISMISSAL on all Tuesdays**
3:00 – 3:10 p.m. Patrols on Duty. All students who are not picked up by 3:10 p.m. will be directed to the Extended Day room.

TARDINESS

Students are expected to arrive by 8:25 a.m. All tardies are recorded. Parents are notified if tardiness becomes excessive.

STAFF 2008- 2009

Pastor	Father Steve Sallis	632-0843	s.sallis@stbens.net
Principal	Mrs. Maureen Blum	633-3375	m.blum@stbens.net
Pre-School	Ms. Janet Delmore	633-0507 ext.111	j.delmore@stbens.net
Pre-Kind.	Mrs. Bonnie Beckwith	633-0507 ext.111	b.beckwith@stbens.net
Kindergarten	Ms. Mariko Trias	633-0507 ext.100	m.triaws@stbens.net
Grade 1	Ms. Cassie Kastens	633-0507 ext.101	c.kastens@stbens.net
Grade 2	Ms. Maureen Moreland	633-0507 ext.102	m.moreland@stbens.net
Grade 3	Mrs. Marlene Muller	633 0507 ext. 113	m.muller@stbens.net
	Ms. Erin Bartram	633-0507 ext.113	e.bartram@stbens.net
Grade 4	Ms. Elizabeth Purpur	633-0507 ext.104	b.purpur@stbens.net
Grade 5	Ms. Rosemary Kuschell	633-0507 ext.105	r.kuschell@stbens.net
Grade 6	Mr. William Gentzler	633-0507 ext.106	b.gentzler@stbens.net
Grade 7	Ms. Barbara Ruzzo	633-0507 ext.107	b.ruzzo@stbens.net
Grade 8	Ms. Allison Druffel	633-0507 ext.108	a.druffel@stbens.net
Art	Ms. Debbie Bellia	message at office	d.bellia@stbens.net
6-8 Spanish	Sra Kaiser	message at office	m.kaiser@stbens.net
Cust /Main	Mr. Tony Ancich	633-0507 ext. 114	
Drama	Mr. Michael Dunlop	message at office	
Ext. Coord.	Ms. Lisa Wescott	633-0507 ext.1	l.wescott@stbens.net
Library/Tech	Ms. Susan Lisi	633-0507 ext.110	s.lisi@stbens.net
Music/PE	Ms. Sue Rivord	message at office	s.rivord@stbens.net
Lrng Specialist	Mrs. Peggy White	message at office	p.white@stbens.net
Pre-S Asst.	Ms. Catherine Juel	633-0507 ext.111	c.juel@stbens.net
Pre-K Asst	Ms Joan Smith	633-0507 ext.111	j.smith@stbens.net
Secretary	Ms. Mary Ancich	633-3375	m.ancich@stbens.net

Procedure for Contacting Teachers

Call the school office and leave a message for the teacher to return your call with the school secretary or on the teacher's voice mail. A note to the teacher to request a callback is also appropriate. Parents/Guardians are encouraged to use the Conference Request forms available in the school office. Please allow 2 school days for staff to return messages. Teachers are not to be expected to access e-mails and voice mails during the teaching day (8:30-3:00)

SCHOOL COMMISSION

Charlene Aguilar (2011)
Mike Carlin (2011)
Connie Fraser (2010)
Matt LaMotte (2010)
Carolyn Mallahan (2010)
Paul Rosa (2008)
Marta Scatena (2008)
Suzanne Schulte (2009)
Greg Schuler (2011)
Non-voting ex-officio members:
Father Steve Sallis
Maureen Blum
Jeff Dome - Parent Club Representative

PARENT CLUB

The Parent Club meets monthly in the school. The purpose of the Parent Club is to promote child welfare and to serve as a means of communication between the school, school commission, and parents of the students. The Parent Club implements and sponsors activities supporting the well being of the students and the betterment of the school community.

OFFICERS 2008- 2009

- President – Jeff Dome
- Past-President/Event Coordinator – Randy Bremgartner
- VP/Volunteer Coordinator – Suzanne Premo
- Treasurer – Margaret Mansker
- Secretary – Susie Sandberg
- Room Parent Coordinator – Kelly Rosa
- Scrip Chair – AnnaLiza Valdez (Margaret Mansker will represent for Parent Club as needed)
- Auction – Suzanne Schulte or Kristen Carlson
- Wurst Festival – Contact Carolyn Mallahan or Randy Bremgartner

SCHOOL WIDE LEARNING EXPECTATIONS

Active Catholics/Christians who:

- 1. Demonstrate a knowledge of God and Catholic Doctrine*
- 2. Express an awareness of social justice through service & stewardship*
- 3. Participate in communal liturgical celebrations*

Life-Long Learners who:

- 1. Demonstrate mastery of basic academic subjects as defined by Archdiocesan Curriculum Guidelines*
- 2. Develop skills for self-directed learning*
- 3. Use critical thinking and problem-solving skills techniques effectively*
- 4. Demonstrate an ability to work collaboratively*
- 5. Use technology, research skills, and human resources to obtain information*
- 6. Develop skills in fine arts*

Effective communicators who:

- 1. Skillfully articulate thoughts and ideas orally and through writing in a clear, concise and creative manner.*
- 2. Practice critical listening skills*

Self-aware individuals who:

- 1. Set goals, persist in tasks and evaluate progress.*
- 2. Assess own strengths and areas for improvement*

Active citizens of the world community who:

- 1. Are aware of current events and world affairs and their effect*
- 2. Are physically healthy and active*
- 2. Are respectful of other's opinions, beliefs, rights and cultures*
- 3. Respect self and other's property*

Updated April, 2008

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 the Connections does not arrive home, please contact the school office. The envelope should be returned by the following Monday. If you have something you wish included in the newsletter, please email it to the connection editor at lisa_owens@rosettabio.com by 9:00 a.m. each Wednesday.

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 will need to notify the school each year if there is information they do not wish to release.

SNOW DAYS & EMERGENCY SCHOOL CLOSURE

School is in operation for normal school hours times unless an official announcement on the radio and/or TV states differently. Please listen to your radio and/or TV (KOMO - 1000/Channel 4, KING 1090/Channel 5, or KIRO -710/Channel 7) for reports during inclement weather of school closure specifically for St. Benedict School. On extremely snowy/icy days we may start an hour or two late. When the school schedule is changed or school is canceled, the media will be notified, staff will be notified via a phone tree, room parent leaders will be informed and a parent phone tree will be activated as well. On most days that school is closed, the Extended Day Program is also closed.

PARENT-TEACHER CONFERENCES

Parent-Teacher Conferences are scheduled in the fall during the month of October. If at any other time, parents are concerned about a specific problem or feel they need to talk to a child's teacher, they may request a conference by calling the teacher at school for an appointment.

PARENT-TEACHER RELATIONS

Parents of school age children delegate a share of their authority to teachers. It is therefore important that there be unity of purpose and practice between parents and teachers. Serious harm may be done to a child, a class, a teacher, and to the school's reputation in general if rumors are circulated and acted upon without proper investigation. For this reason, parents are urged to bring their concerns regarding school-oriented incidents to the teacher first by taking the following steps:

1. Listen to what the student has to say.
2. Speak directly to the teacher about your concern.
3. Put your concern in writing to the teacher.
4. Speak directly to the principal.
5. Put your concern in writing to the principal.

If students are to reach their full potential, a spirit of cooperation between the school and the home must exist.

PARENT VOLUNTEER CONTRIBUTION PROGRAM

Parents at St. Benedict School are expected to contribute their time and energy to the school in a variety of ways. Parent and community participation enable the school to enhance opportunities for students and faculty. It also strengthens the community relationship between school families, staff, and Parish.

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, Washington Mutual Bank, and U.S. Bank.

FUNDRAISING

The purpose of fundraising has two parts: to keep tuition affordable at St. Benedict School and, to help students learn the value of making a personal contribution to the school with their family's participation. The annual goal for fundraising will be based on approximately 10% of the annual operating budget, determined by the principal, pastor, and Finance Committee. The goal is approved by the St. Benedict School Commission and Parish Council. There are four major fundraising efforts. They are conducted under the authority of the Parent Club. They are the Wurst Festival, the Auction, the Magazine/Giftwrap Sale and Development. Pre-School and Pre-Kindergarten parents are invited to support St. Benedict School fundraisers through time and talent. They are not required to volunteer to be part of the school community.

Scrip & eScrip

The following programs describe two easy ways to contribute to the school at no extra cost:

Scrip

Scrip is a gift card or gift certificate for businesses frequented by St. Benedict School parents and parishioners. Scrip is purchased by St. Benedict School at a discount and sold at face value as a means for fundraising. The school gets a percentage of the scrip value ranging from 3% to 25% depending on the vendor. The gift cards and gift certificates are used like cash to purchase anything from groceries, clothing, books, toys, and gas to dining and home improvement goods. **Every purchase you make will benefit the school at no extra cost to you.**

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 

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**

VOLUNTEER COMMITMENT HOURS – Families of Grades K-8

St. Benedict families 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.

20 hours per family are directed to the Wurst Festival in September

20 hours per family are directed to other fundraising activities, classroom assistance, coaching or other school related events which includes an expectation that all families will contribute a few hours to the auction in the spring.

In addition to providing volunteer hours to the auction, each family needs to donate 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.

The value of each hour of volunteer time is \$20 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 either with the on-line or with the form that is sent home in the Thursday envelope each month.

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 in grades kindergarten through five.

The Extended Day program runs in the morning from 6:30 - 8:25 a.m. In the afternoon it is open from 3:00 – 6:00 p.m. and Tuesdays 2 pm – 6pm. The program is in operation on all school days and some days when school is closed. It is closed on holidays and snow days. Extended Day will be provided on the occasional half days that may occur during the year from 12:00 – 6:00 p.m.

Extended Day is provided during vacations and after school is out depending upon family need and staff availability. The Extended Day program is housed on the first floor. The Extended Day program offers students a wide variety of activities in a relaxed setting. The children participate in homework completion, organized games, art activities, and supervised outdoor activities.

Please refer to fee chart for monthly rates. Late pick-up fee is \$1.00 per minute after 6:00p.m..

HOMEWORK POLICY

Homework shall be assigned on a regular basis in relation to the age, maturity, and needs of the students. Homework practice and good study habits contribute to a student's success at school. When a student refuses to submit assignments, his/her parents will be notified.

The following schedule illustrates the average amount of time to be spent on assigned homework according to grade level per school night:

PRIMARY Grades K - 3: 20 - 30 minutes
INTERMEDIATE: Grades 4 - 5: 40 - 50 minutes
JUNIOR HIGH: Grades 6 - 8: 60 - 90 minutes

If a student consistently spends more quality study time than indicated above the teacher should be notified. If a student is consistently spending less time on homework, it should be determined if he/she is doing the quality of work that is consistent with his/her ability. Grades 7 and 8 may have homework on weekends. This is practical preparation for high-school where weekend homework is the norm.

If homework cannot be completed on a particular occasion, 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. A student who chooses not to complete a homework assignment and has no written excuse by the time the assignment is due will accept the consequence of that choice.

After-school detention may be required if homework completion becomes a problem. Students are expected to be responsible for making up assignment 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. Parents can do their part by:

- Providing suitable study conditions
- Encouraging their student
- Expressing an interest in the student's work
- Insisting that poorly done work be redone
- Cooperating with the school's homework policy
- Requiring a nightly study time, even if assigned work is 'done'
- Helping the student plan long term assignments

MILK PURCHASES

Milk may be purchased daily during lunch for \$.25 per ½ pint. Milk may be pre-purchased for \$40.00 for the school year.

REPORT CARDS

St. Benedict School uses trimester report cards. Progress reports will be sent home mid-trimester. These are an estimation of a student's progress to date. When a student is not achieving to anticipated capacity, the parents will be notified in an effort to help the child overcome his/her challenges.

Grades K-3 are evaluated with symbols. Grades 4 and above receive trimester letter grades (A, B, C etc.). These are the numerical values for the following letter grades:

A	4.00	100%	-	96%
A-	3.70	95%	-	93%
B+	3.30	92%	-	90%
B	3.00	89%	-	86%
B-	2.70	85%	-	83%
C+	2.30	82%	-	80%
C	2.00	79%	-	76%
C-	1.70	75%	-	73%
D+	1.30	72%	-	70%
D	1.00	69%	-	66%
D-	.70	65%	-	63%
F	0	62%	-	or below

I - incomplete - must be converted by the following trimester

HONOR ROLL

The purpose of the Honor Roll is to encourage our sixth through eighth grade students to work above and beyond expectations for achievement and to develop academic and Christian social qualities as a discipline for life-long learning. To determine honors status, academic subject grades are weighted by the frequency of instructional periods in each subject per week. We recognize our students who have worked exceptionally hard and made exceptional academic progress each grading trimester. The criteria for placement on the Honor Roll include the following grades in core subjects:

High Honors: 4.00 - 3.70 GPA (A)

No grades lower than C+

No minuses in Christian Social Qualities or Study Habit

Honors: 3.69 - 3.30 GPA (A-)

No grades lower than C+

No minuses in Christian Social Qualities or Study Habits

STUDENT AND SCHOOL RELATIONSHIP

A distinctly Catholic school has an atmosphere of care and respect among students and staff.

Christian justice and mercy temper disciplinary procedures that protect the rights of all students and teachers. Pupils must observe good order, be diligent in study, respectful to teachers and classmates, be clean and neat in person and attire, and obey the regulations of the school. Pupils are responsible to the school staff for their behavior in school, at school-sponsored activities, and while going to and from school. (Archdiocesan Policy #1419)

COMMUNITY: Students, faculty and parents at St. Benedict School participate in a community with roots and reputation in the neighborhood, church, and Seattle communities. Each of us is expected to act in a way that demonstrates our respect for ourselves, other people, and St. Benedict School. We are proud of who we are and what St. Benedict School stands for in this community.

AGREEMENT: Registration at St. Benedict 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 student with a view toward determining continued participation in St. Benedict School.

STUDENT RIGHTS: Students have the right to expect to be treated with respect by the staff and volunteers working in the school. Students have a right to learn in class. Students have the right to safety. Students have the right to be heard when there are needs, concerns or when various views are presented.

TEACHER, ADMINISTRATOR AND PARENT RIGHTS: Teachers, administrators and parents have the right to be respected in how they are treated, spoken to, and referred to by all. Teachers, administrators and parents have the right to be heard. Teachers, administrators and parents have the right to be contacted about students when there are issues that impact their relationship with the children. Teachers, administrators and parents have the right to reinforce rules, policies, and procedures that enhance their work with the children.

STUDENT RESPONSIBILITIES: Students have the responsibility to treat others with consideration and respect. Students have the responsibility to complete school assignments to the best of their ability. Students have the responsibility to contribute to a positive and safe learning environment. Students have the responsibility to follow rules that insure a school climate where everyone has an opportunity to learn.

TEACHER, ADMINSTRATOR AND PARENT RESPONSIBILITIES: Teachers, administrators and parents have the responsibility to contribute to a positive school climate through respectful and considerate conversations, actions and references. Teachers, administrators and parents benefit from keeping lines of communication open. In situations where opinions differ, it is reasonable for people to take time to consider one another's points of view, then return to resolve or manage any conflict. All parties are expected to abide by and support the rules, procedures and policies of St. Benedict School and the Archdiocese of Seattle.

HIGH EXPECTATIONS FOR BEHAVIOR

Each student is expected to:
Respect oneself, the person and property of others.
Cooperate with teachers/adults.
Be honest and courteous.
Complete all school assignments on-time.
Respect school property.
Follow school rules and procedures.

Students at St. Benedict School have high expectations for positive behavior. For instance, St. Benedict students do not chew gum, create a disturbance inside or outside of the school building, eat food in undesignated areas, engage in verbal or physical fighting, use inappropriate or vulgar language, fail to complete school assignments or attend school out of uniform.

Students walk in the halls and classrooms. They keep their voices at an indoor, conversational level and they respect personal space, keeping their bodies, their hands and their feet to themselves.

Students speak respectfully, courteously and obediently to faculty, parents, adults and other students.

Students arrive at school on-time and remain in designated areas until 8:25 a.m. before entering their classrooms.

Students demonstrate honesty; they honor the Ten Commandments.

Students demonstrate the Beatitudes in their everyday actions.

Students develop inclusive relationships with classmates rather than forming cliques or in any way causing others to be excluded.

Students refrain from spreading gossip by keeping rumors to themselves and considering the impact their words might have on others.

Students develop an identity with the school and maintain conduct to protect the school building from vandalism.

Students maintain and promote a tradition of excellence in education to ensure a long-lasting, positive reputation for their school.

IN THE BUILDING:

Each student is expected to:
Come into the building no sooner than 8:25 A.M.,
Move quietly in the hallways.
Line up quietly according to classroom routines.

LUNCHTIME:

Each student is expected to:
Eat and talk politely in an appropriate, indoor tone of voice.
Clean up after eating.
Follow the routine for eating established by the lunchroom supervisor/s.

PLAYGROUND:

Each student is expected to:
Play in the area designated for his/her class.
Cooperate with and include all other classmates in games/activities.
Find positive ways or seek teacher assistance to resolve conflicts on the playground.
Return promptly when the bell rings.
Report any strangers to the nearest school adult.

GUIDELINES FOR DISCIPLINARY POLICY

Discipline is achieved in the classroom and throughout the school when students work cooperatively with the principal, the teachers, and their classmates toward an attainment of class and school objectives. All students will be informed of school and classroom rules and procedures. Students are responsible to themselves for following the clear procedures as guided by their teachers. Students are informed of the consequences for breaking classroom and school-wide rules. Disciplinary action will be directly related to the infraction of rules, procedures or expectations. Any disciplinary action involving the principal will be reported to the family by the student, with a follow-up call from the principal. When a student is detained at the end of a school day, he/she will phone home to explain the delay.

SUSPENSION

In the event of serious infractions of school rules, procedures and expectations, the student's family will be contacted immediately. A student who is suspended shall remain at home or school in a supervised environment for a short-term suspension period from one to ten days or in a long-term suspension period from ten days to the remainder of either the end of the trimester or the end of the school year. He/She will be allowed to make-up work missed and will not be academically penalized. Suspension would occur only after consultation between the student, teacher(s), principal, the pastor if necessary, and the parent(s) or guardian(s).

EXPULSION

In the event of a situation where several efforts have been made to resolve serious misbehavior and in the opinion of the school authorities, expulsion would occur when the student would not gain by continuing in the school and/or the student's continued presence would be detrimental to the good of the school community. Other reasons for suspension include: 1) repeat offences following suspension;

2) an action or actions that result in the student posing a clear and present danger to the safety and well-being of others.

Examples of actions that might result in suspension or expulsion are: cheating, conduct harmful to the school's reputation, forging signatures, forming cliques or excluding others, bullying, going off grounds, lying, repeated disrespectful or rude behavior, smoking, spreading rumors, stealing, vandalism, destroying another person's reputation, extortion of money from another student, harassment, lying or misleading adults in disciplinary matters, major vandalism or destruction, possession of handguns, rifles, shotguns, knives, possession or use of alcohol or drugs or related paraphernalia, behavior that harms the community, skipping school.

PROCEDURE FOR SUSPENSION OR EXPULSION:

1. Parents will be notified; a conference will be arranged at the earliest date possible.
2. Agreed upon terms will be specified for resolution of the situation.
3. The principal shall record all parts of the agreement in writing.
4. Suspension will depend on either the outcome of meeting and/ or inability to meet the terms of the agreement within a time frame.
5. In cases of expulsion, an appeal may be made to the pastor/administrator, who will consult with all concerned before rendering a decision.

Should a course of action be needed due to unacceptable behavior, the class and school-wide discipline procedures will be followed. In certain circumstances, immediate suspension or expulsion may take place at the discretion of the principal.

Bullying Policy (adopted May, 2007)

As a matter of both school policy and religious obligation, it is recognized that bullying behavior is not tolerated at St. Benedict School. Students who are victimized by the abusive power exerted by bullies suffer serious harm to their self-esteem and their feeling of safety as they pursue their academic and social lives, often resulting in feelings of isolation and insecurity. In the extreme, a bully's victim can suffer serious physical and/or psychological injury. St. Benedict 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.

This section is intended to serve notice to students, their parents and all members of the St. Benedict community, that bullying conduct is an immediate cause for intervention consistent with the disciplinary policy outlined in the Family Handbook. In addition, we seek in this section to alert all concerned parties -- whether students engaged in bullying behaviors (and their parents or guardians); victims of bullying (and their parents or guardians); or witnesses to the victimization of another by a bully -- that bullying is a community concern requiring community-wide accountability and commitment to both its prevention, as well as prompt, appropriate and effective response if and when it occurs. The Archdiocesan Anti-Bully policy is available in the school office.

NOTICE OF NON-DISCRIMINATORY POLICY

St. Benedict 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.

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. Doctor, dentist, and any other appointments should be scheduled outside school hours whenever possible. Make-up work is the responsibility of the student and family. Families who must schedule trips during school days need to obtain school assignments as they are assigned. Teachers will not be available to create packets of homework prior to these absences.

Parents must notify the school office by 9:00 a.m. concerning any absences. A written note from the parent is required when the student returns from an absence. Students who are not to participate during recess and/or physical education must have a note from home or from a doctor.

REGISTRATION AND FEES

Registration fees are paid on a yearly basis. For new families registering at St. Benedict School, the registration and the first month's tuition are due at the time of registration. The registration fees are non-refundable. For returning families, the registration fee of \$100 per student is due March 31.

The class size per grade at St. Benedict will be limited to 25 students. It is within the discretion of the school administrator to increase the enrollment for each class by 10% with the understanding that if the Kindergarten class size exceeds 19, a minimum of a part-time teacher's aid will be hired to assist the Kindergarten teacher.

St. Benedict 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 or church.

TUITION

K-8	ONE CHILD	TWO CHILDREN	THREE CHILDREN
PARISH FAMILY*	\$4,419	\$7,064	\$ 9,541
OUT OF PARISH	\$5,768	\$11,536	\$17,304

Pre-School and Pre- Kindergarten

THREE DAY	FOUR DAYS	FIVE DAYS
\$2,704	\$3,476	\$4,275

*The In-Parish rate is for families who are registered in the parish, attending Mass, and are regular participants in the Sacrificial Giving Program of the St. Benedict Parish.

There are two options for tuition payment:

- Enrollment in the F.A.C.T.S. Tuition Services with monthly or quarterly payments.
- Payment in full prior to the first day of school.

Review of In-Parish Status will be conducted in March, prior to registration for the following year. The Parish Office will conduct this review. Notification will be sent to any family with a change in status, which will determine the tuition for the next year. Appeals must first be presented to the Principal, then to the Parish Office.

TUITION ARREARS POLICY

The school will hold report cards and transcripts at the end of each quarter for failure to pay tuition, fees, fines, or up-to-date Sacrificial Giving (for In-Parish tuition).

In the event that any family is behind in tuition payments, the F.A.C.T.S. 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. A revised tuition payment schedule shall also be executed with interest as specified in the F.A.C.T.S. Tuition Collection Program. If the family involved is subsequently behind in the scheduled payments, the family will be mailed notifications as agreed upon from F.A.C.T.S. Tuition stating the penalties and consequences of non-payment. The promissory note may be turned over to a collection agency for action. Any family whose financial status changes drastically during the year may be considered for financial aid.

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 and qualification for Archdiocesan tuition assistance should be completed and submitted prior to applying for St. Benedict School scholarships. Applications for the Archdiocesan scholarships may be obtained from the school office and are submitted 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. Application forms for St. Benedict School financial aid are available in the school office. 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. Scholarship monies may only be applied to tuition payments. 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. Financial assistance for tuition at the local school level is intended for parish members.

NEW STUDENTS

In order to ensure the success of new students enrolling at St. Benedict School, new students may be placed on probation for a month or more following a conference between the principal and the family. During that period the student must demonstrate self-discipline and diligence in his/her studies.

TELEPHONE USE

The school telephone is reserved for official school business. Use of this phone by students is limited to emergencies and should only be done with permission of a teacher, the school secretary, or the principal.

SENDING MONEY 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*

Students should not bring valuables to school. If they do the school is not liable for loss or damage.

REIMBURSEMENT FOR EXPENDITURES

Parents working on any committee or activity must receive approval from the Principal or Parent 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.

TOYS

Toys, radios, 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. Items such as bats or baseballs should be left at home.

PARTY INVITATIONS

Invitations to personal parties distributed at school should be for the entire class. These can be a source of hurt feelings and unnecessary quarrels at school. 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.

PERSONAL ELECTRONIC DEVICE POLICY

Personal electronic devices such as cell phones, iPods, and MP3 players may be brought to school or school sponsored activities under the following conditions:

1. Personal electronics must be kept in the OFF position and must be left in backpacks and out of sight during school hours.
2. Personal electronics may not be used for picture taking.
3. No harassment or threatening of persons via electronics is permitted.
4. Personal electronics may not be used for games, internet or email access, text messaging, gambling or purchases.

Violations of any of the above rules may result in forfeiture of the privilege of bringing these devices to school.

FIELD TRIPS

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. The principal will have final authority. There is educational value in field trips and outside activities. In order to provide these valuable experiences in a cost-effective manner, parent drivers are often necessary.

Please let the homeroom teacher or principal know if a particular field trip causes a financial hardship. The following Field Trip Guidelines will be used:

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. Each child must have a *Student Emergency Information Form* on file in the school office. Money collected for field trips is non-refundable unless the trip is canceled.
3. 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.
4. Under normal circumstances, carpools will be used for transportation and teachers will assign carpools.
5. Field trip drivers must have a current *Field Trip Driver Information Form* on file in the school office. The school does not carry liability insurance for injuries to passengers or damage to the car. Drivers will be responsible to see that students assigned to their car leave and return, seat-belted or otherwise appropriately restrained, in the same car. Parents who drive on field trips are required to complete a Field Trip Driver Form that verifies they have \$100,000/\$300,000 personal liability coverage and to complete the Archdiocesan Volunteer Background Check form. The payment of any ticket received by the Field Trip Driver for violation of the law is the responsibility of the Driver.
6. No additional stops are allowed.

7. Drivers must accompany students into the building and personally check their group through the teacher.

8. Drivers must return all Archdiocesan *Field Trip Parental/Guardian Consent Form and Liability Waiver forms* to the office or the teacher.

9. 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 (whichever comes first) 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.***

RELEASE OF PUPILS DURING SCHOOL DAY

Archdiocesan policy states: "No teacher or principal shall release any pupil to any person who calls at the school to pick them up unless the release is to the child's parent or to their delegate, and is verified in writing." To comply with this policy, when picking up your child during the school day, please send a note to the teacher that morning and, upon arrival sign out in the school office.

UNIFORMS

Uniforms are worn except on free dress days, birthdays, or when the principal gives special permission. The uniform is a symbol of a student's pride in himself/herself and a symbol of pride in the school.

School shoes should be practical.

Rubber soled shoes are recommended for PE days.

Hats may not be worn in the building.

Make-up, fingernail polish, and unnatural hair colors are not allowed.

Earrings that hang below the ear lobe are not allowed.

Students may wear a St. Benedict medal or simple cross and chain.

Uniforms must be clean and appropriately sized.

Full Uniform with sweatshirt must be worn on School Mass Days

Hoodies may be worn on Fridays.

Uniforms may be purchased outside the Dennis Uniform Store but must be of similar style. All uniform items are required to be indistinguishable in both color and style from items available at the uniform store. Our uniform policy is enforced by all school personnel. 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.

Clothing Item	Grade	Color
Sweatshirts	K - 5	Red
(Available in the school office-\$15.00)	6 - 8	Navy
Pants	K - 5	Navy (twill)
	6 - 8	Khaki (twill)
Walking Shorts	K - 5	Navy (twill)
(No shorter than 3" above the knee.	6 - 8	Khaki (twill)
Shorts may be worn March 1 – Nov. 1.)		
Skorts	K – 5	Navy (twill)
(No shorter than 3" above the knee.)	6 – 8	Khaki (twill)
Polo Shirts	K - 8	White
Turtleneck Shirts	K - 8	White
Jumper	K - 5	Woodland Plaid
Skirts	K – 8	Woodland Plaid
(No shorter than 2" above the knee.)	6 - 8	Khaki or Woodland Plaid
Cardigan Sweater	K - 8	Navy

Rules and Code of Ethics for School Computer Users and Student/Parent Permission Form

It is the goal of St. Benedict School to encourage students to work independently and collaboratively using technology skills and resources. As a computer user, I agree to follow the rules and code of ethics below when working with a computer while attending St. Benedict School.

I I recognize that all computer users have the same right to use the equipment; therefore,

I will use the computer resources for assigned academic purposes only;

I will respect equipment and supplies provided by the school;

I will respect the rights of others to work.

II I understand that the school does not make any warranties of any kind, whether expressed or implied, for the service it is providing; therefore,

I will be responsible for evaluating the information gained through the Internet for its reliability and accuracy;

I will be responsible for reporting to the person in charge, any websites that may violate school policy and/or this policy;

I will not access email accounts, chat rooms, or make other, unauthorized direct electronic communications of any kind using school computers;

I will not order or purchase or attempt to purchase any item or goods for sale from Internet vendors.

III I recognize that not all information found on the Internet is correct, ethical, or appropriate for school use; therefore,

I will respect and comply with the school's authority on the monitoring of Internet use;

I will respect the authority of those in charge who are monitoring the selection and use of Internet sites and defer to their decision regarding whether any particular site is inappropriate and should not be accessed;

I understand that no filtering system is capable of blocking 100% of the inappropriate material found on the Internet and just because the filtering system does not prevent me from accessing a particular site, this does not automatically guarantee this site is appropriate for me to visit.

IV I recognize that software is protected by copyright laws; therefore,

I will not make unauthorized copies of software found on school computers by copying them onto my own medium or onto other computers through electronic mail or bulletin boards;

I will not give, lend, or sell copies of software to others unless I have written permission from the copyright owner or the original software is clearly identified as shareware or in the public domain. I will not upload copies of any software I own onto any St. Benedict School computer without the express permission of St. Benedict School administration or faculty.

V I recognize that the work of all users is valuable; therefore,

I will protect and respect the privacy of others;

I will not copy, change, read, or use files in another's software, without that user's prior permission;

I will not attempt to gain unauthorized access to the system programs, computer equipment, or school servers;

I will not use computer systems to disturb, harass or bully other computer users;

I will not download information onto the hard drives of any school computers for permanent storage. (I will download information with permission of the instructor onto diskettes or other mediums when planning to store information.)

VI I recognize that included in the definition of vandalism is any malicious attempt to harm or destroy data of another user, the Internet, the school network or Internet service provider, which also includes, but is not limited to, the uploading or creation of computer viruses, and/or "spam" email.

VII I understand that network storage areas may be treated like school lockers. Network administrators and/or teachers may review files and communications to maintain system integrity and insure that users are using the system responsibly. Users should not expect that files stored on the school network will always be private.

I will follow the code of ethics given in this document. Access to St. Benedict School computers and resources is a privilege, not a right. Violations of the rules and code of ethics described above will be dealt with seriously; therefore, I understand that violators will lose computer privileges and may be subject to other disciplinary actions.

St. Benedict School

User Agreement and Student/Parent Permission Form

PLEASE SIGN AND RETURN TO SCHOOL BY DATE _____

Student User Agreement As a user of the St. Benedict School computer network, I hereby agree to comply with the statements and expectations outlined in this document and to honor all school rules and restrictions.

Student Signature _____ Date _____

Parent/Guardian Permission: As the parent or legal guardian of the minor student signing above, I grant permission for my child to access networked computer services such as electronic mail and the Internet. I understand that individuals and families may be held responsible for violations. I understand that students' computer use is reasonably monitored at school and I accept responsibility for guidance of Internet use -setting and conveying standards for my child to follow when selecting, sharing or exploring information and media. This permission is granted for an indefinite period of time unless otherwise requested.

Parent Signature _____ Date _____

Publishing to the World Wide Web Your child's work may be considered for publication on the World Wide Web, specifically on the St. Benedict School's web site. Such publishing requires parent/guardian permission (see below). The work will appear with a copyright notice prohibiting the copying of such work without express written permission. In the event anyone requests such permission, those requests will be forwarded to the student's parent/guardian.

Unidentified photos of students may be published on the St. Benedict School web site, illustrating student projects and achievements. If you do not want your child's photo to be published on the school web site, please indicate this below.

I grant permission for the above named student to: (initial appropriate items)

_____ have his/her materials published on the school web site

_____ have his/her unidentified photo published on the school web site

These permissions are granted for an indefinite period of time, unless otherwise requested.

Parent Signature _____ Date _____