

**ST. MICHAEL'S ACADEMY**  
**STUDENT HANDBOOK**

8500 NORTH ST. MICHAEL'S ROAD  
SPOKANE, WA 99217

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## EDUCATIONAL PHILOSOPHY

### **MISSION STATEMENT**

St. Michael's Academy educates its students to become industrious, moral and intellectual leaders who enhance society by the example of their Catholic lives.

Founded on Christian ethical principles, instruction emphasizes fundamental academic skills and perpetuates the legacy of western tradition.

Recognizing the uniqueness of each individual, the academy challenges its students to perfect their characters, cultivate their talents and pursue their full potential.

St. Michael's Academy's emphasis is pre-eminently spiritual, assisting students to cooperate with Divine Grace, and become true and perfect Christians, effecting transformation into Christ.

### **GOAL STATEMENT**

St. Michael's Academy is a place where parents and students must be committed to Catholic education and must become involved in the process of forming Christians. The academy is a dynamic school that is about the ever-challenging and eternal business of knowing, loving, and serving God.

The specific goals of St. Michael's Academy are:

- first and foremost, to gain a deep understanding of and commitment to the Roman Catholic Faith;
- second, to learn and appreciate the traditions and values of a Catholic culture and the means whereby these may be preserved in the modern world;
- third, to develop solid academic skills in the areas of reading, writing, arithmetic, speaking and critical thinking;
- fourth, to gain an appreciation of the fine arts;
- finally, to develop motor coordination skills.

## ADMISSIONS & ATTENDANCE

### **ADMISSIONS**

Only those children will be admitted to kindergarten who have reached their fifth birthday by August 31<sup>st</sup>, and to the first grade who have reached their sixth birthday by the same date.

Any students admitted will be expected to observe the following conditions:

- That they participate in all religion classes, fulfilling all required work.
- That they follow the school schedule, including Holy Mass and other religious functions.

St. Michael's Academy is not a school for all students. The principal will interview parents seeking enrollment for their children and students in 7-12 grade.

Any student seeking admission to St. Michael's Academy may be required to take a placement test.

Children qualified for special education needs in any category, including learning disabilities, speech and/or language impairments, mental illness/retardation, behavior disorder, visual/hearing/ physical and/or other health impairments, will be admitted only at the discretion of the administration. At any time the administration may revoke admittance for students considered inappropriate for the setting.

Furthermore, children who are experiencing difficulty in learning will be admitted on probation; parents will be expected to cooperate in remedying the difficulty according to the Academy's policy and at the direction of the administration. If the requirements are not fulfilled, the child will be dismissed.

Children already admitted who are experiencing difficulty in learning will also be subject to the above probation and/or dismissal.

### **ATTENDANCE**

In order to solidify a student's standing and academic record at St. Michael's, parents are asked to support the Academy's attendance and tardy policy.

Prompt and regular attendance is a basic requirement of education. The school will record and consequence tardiness and absences.

In accordance with State Law (WAC 180-40-010), an excuse from a parent or guardian is required for all absences and tardies.

Excused absences entail: sickness, Doctor/dentist visit with Doctor note.

If a Student is absent or tardy, the following is an acceptable procedure to follow:

- 1) A parent/legal guardian must call the Registrar's office by 9:00 am at (509) 467-0986 x100 to explain the reason for the absence. Telephone calls from students are not acceptable.
- 2) St. Michael's Academy is required to keep on file a note signed by a parent/legal guardian for every student absence and/or tardy. Upon return to school after an absence, a student must report to the Registrar's office with a written note from a parent/legal guardian. The excuse must contain date(s) of absence or tardy, and must state the reason for the absence and/or tardy. Any absence or tardy not cleared within two school days of the student's return remains an unexcused absence or tardy.
- 3) Detention may be earned & recorded if the absence is unexcused or if notification does not follow the above requirements.

Students will be expected to make up all assignments missed (as designated by their teachers) due to absence.

If a student has to leave school prior to the end of the day, he/she shall bring a written request from home stating the reason, signed by the parent or guardian; he shall notify the principal and check out with registrar.

Students who arrive late must bring a note signed by parent/guardian explaining the reason of the tardiness, and report to the registrar's office (K-12).

Students (gr. 7-12) will incur academic consequences and may receive disciplinary consequences for unexcused or chronic attendance (absence) and tardiness problems as follows:

- 3 non-consecutive absences - student cannot achieve higher than "B+" in any subject for that grading period.
- 4 non-consecutive absences - student cannot achieve higher than "C+" in any subject for that grading period.
- 6 non-consecutive absences - student cannot achieve higher than "D+" in any subject for that grading period.
- 8 non-consecutive absences - failure for that grading period.

An illness or serious circumstance requiring an absence of several days or weeks, if uninterrupted, will be treated as one (1) absence for the purpose of this attendance policy.

Absence or tardiness, which occurs as a result of participation in school-sponsored or related activities, are excluded from consideration in this attendance policy. Any student missing thirty (30) days or more during one school year will be retained at his present grade level unless he has a doctor's certificate explaining the cause of absence.

## **TARDINESS**

Students are required to be present at roll call when the school day begins and on time for each class period during the day. A student is considered tardy if he/she arrives at the designated area after the school bell rings or the time appointed for the school day or class to begin.

Students are expected to present a note stating the reason for tardiness. Reasons for tardiness will be marked excused or unexcused at the discretion of the Administration and staff.

Late arrivals or early dismissals will be counted towards attendance/absence as follows:

Absent for 4 or fewer periods = ½ day absent

Absent for more than 4 periods = full day absent

## **PLANNED ABSENCE**

Whenever possible, parents should avoid making personal plans that will result in missed class time. In order to avoid disrupting the schedule of the class or of the school, retarding the child's academic progress, and sending conflicting messages to the children regarding the importance of academics and their duty of state, families are expected to plan vacations around the school schedule. Planned absences require the notification of the principal. The student is also required to complete an Extended Absence Form (EAF) from the Registrar's Office, at least 3 school days prior to the absence.

## **TRUANCY**

A student absent without the knowledge and consent of his parent or absent from school without the knowledge and consent of the school is truant. Truancy shall be cause for disciplinary action, suspension or expulsion.

## **WITHDRAWAL FROM SCHOOL**

Students withdrawing from school must have this confirmed (in writing or in person) by their parents/guardians. After obtaining a withdrawal form from the registrar, the student must obtain all the necessary signatures to show that all obligations on books, equipment and fines have been met and then return the form to the registrar. Withdrawal grades, end-of-year report cards, transcripts and diplomas will be withheld for those students who have not returned books or have any kind of debt to the school.

Stability and consistency are huge factors in the success of a child's education; therefore, students seeking admission after the 2<sup>nd</sup> withdrawal from the Academy will not be allowed to enroll.

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## ACADEMIC INFORMATION

### ORGANIZATION

The school year is divided into four quarters. Report cards are issued quarterly.

Parental conferences with K-8 homeroom teachers are scheduled at the end of first semester. Additional conferences may be requested with the teachers as needed.

### HOMEWORK POLICY

Homework is assigned every night and should take high school students an average of two and a half hours to complete, and grade school students one hour to complete (not including studying for tests and long-range projects).

Students are expected to observe the following guidelines when completing homework assignments:

- All assignments are to be completed on time.

- Students are responsible to make up homework missed due to absence.

- Students will turn in work that is neatly done.

- In exceptional cases, if there is a legitimate reason why a student is not able to finish homework, the parent must send a note on the day the homework is due.

- Without a valid excuse students in grades 1-8 who do not turn in completed homework at the date/time assigned will be held *after school that day until the work is complete*. If necessary, a ride home will be provided.

- Students in grades 9-12 will receive a zero for homework turned in late without a valid explanation.

- For research projects assigned, high school students shall follow MLA format. Guidelines can be found online at: <http://www.mla.org/>

### ACADEMIC HONESTY POLICY

Honesty is part of the character code of St. Michael's Academy. Academic honesty includes doing one's own work and attributing the proper credit when citing the work or ideas of another.

### EXTRA-CURRICULAR ACTIVITIES

Students and parents must remember that academics are the student's first and foremost priority. Parents must exercise great caution in allowing extra-curricular activities to infringe upon the time students require for study.

Students involved in extra-curricular activities must maintain a "C" average in every subject. Failure to meet these requirements will result in probationary status. Students who earn a "D" in any subject may not play in games, but may attend practices and may attend and watch games.

## **GRADES AND G.P.A.**

Grade ranges and grade points awarded:

100-96	A	4.00 pts.
95-94	A-	3.75 pts.
93-92	B+	3.50 pts.
91-88	B	3.00 pts.
87-86	B-	2.75 pts.
85-84	C+	2.50 pts.
83-79	C	2.00 pts.
78-77	C-	1.75 pts.
76-75	D+	1.50 pts.
74-72	D	1.00 pts.
71-70	D-	0.75 pts.
69-0	F	0.00 pts.

## **GRADUATION REQUIREMENTS**

Theology	4 credits
English	4 credits
Social Studies	4.5 credits
Math	3 credits
Science	3 credits
Social Science	2 credits
Foreign Language	2 credits
Phys. Ed.	2 credits
Fine Arts	2 credits
Occupational Ed.	2 credits

\*1 cr. = min. 150 instructional hrs. (1 yr.)

## **RETENTION POLICY**

Students in gr. 1-6 who receive 4 quarter F's or 3 F's in core subjects will be retained at the current grade level.

Students in grades 7-8 who receive 3 semester F's in any subject will be retained at the current grade level.

Students in grades 9-12 who receive any semester F must make up the required credits in order to graduate.

Academic grade level for 9-12 students is determined by credits earned. Students who are more than 2 credits behind will be considered members of the lower class. (2 credits must be made up within the summer and/or academic year to maintain grade level.)

## **HONORS AND AWARDS**

Honor Roll (Gr. 7-12)

1st Honors: 3.80—4.00 G.P.A.

2nd Honors: 3.50—3.79 G.P.A.

3rd Honors: 3.20—3.49 G.P.A.

The Honor Roll will be presented each semester.

Even if the grade point average is maintained, the highest honor available to anyone who receives one "C" is Third Honors.

National Honor Society (Gr. 10-12)

St. Michael's Academy students may apply for membership to the National Honor Society if, after 2 semesters, he/she has a minimum cumulative 3.5 GPA.

### G.O.A.L. Program

The GOAL Program (Great Opportunities for Assistance and Leadership) will help foster responsibility to and pride in both school and community. Each student in grades 6-8 is required to perform 20 hours of service, and each student in grades 9-12 is required to perform 30 hours. High School Honor Society students must complete 40 hours of service each GOAL year (June 1-May 31). At least half of these hours must be done at Mt. St. Michael's; the other half may be done at school-approved organizations in the community.

GOAL hours must be turned in within a reasonable amount of time. GOAL hours submitted are subject to verification, and are accepted at the discretion of the Goal Supervisor.

### DRESS CODE

Students must be modestly attired at all times both at school and at school activities.

Every student must arrive at the Academy campus already dressed in his/her proper uniform, which shall be neat and presentable; i.e. shirts & blouses tucked in and buttoned. Ties (tied properly around the neck) shall be worn during the entire time that the students are on campus and at all designated functions.

A note is required each day the student is out of uniform. If for any reason a student cannot be in complete uniform, he/she shall wear loose-fitting black dress slacks (gentlemen) or black skirt (ladies) and a white shirt or blouse.

Coats or jackets worn over the school uniform (in the classroom or chapel) should button or zip up the front. They may not be pullovers or have hoods, and may only be solid navy or black in color.

No Logos.

One wristband may be worn, APPROVED BY PRINCIPAL (7th-12th).

### P.E. Uniform

All students in grades 7-12 will wear a uniform for PE class. The uniform t-shirt and shorts should be purchased from the Uniform Store before Labor Day. During the colder months, navy blue warm ups are allowed. No logos, images, or hoodies are permitted.

### Gentlemen

Hair shall be conservatively cut, neatly trimmed, and natural in color. It shall not extend over the ears or collar and no side burns below the middle of the ear.

Students for whom shaving has become a necessity should shave on a daily basis so as to appear clean-shaven in the classroom at all times.

Earrings and pierced ears are not permitted.

No visible jewelry, except for class rings, will be allowed.



**Complete School Uniform:**

White dress shirt (no rolling of long sleeves)  
 Uniform navy tie  
 Uniform navy sweater (K-12) & vest (7-12)  
 Uniform gray slacks  
 Belt (except elastic-waist pants)  
 Black or Navy socks (no ankle socks)  
 Black polishable dress shoes  
 Proper gym attire (7-12)

**Formal Non-Uniform Code:**

Suit or dress shirt with tie  
 Sweater/sports jacket  
 Dress slacks  
 Socks  
 Dress shoes (no tennis shoes or casual boots)  
 NO LOGOS

**Informal Non-Uniform Code:**

Shirts (tucked in and free of inappropriate insignia—NO LOGOS)  
 Pants (neat; no holes or frayed edges)  
 No blue-jeans or T-shirts  
 Socks  
 Shoes (clean and neat)

**Travel Code:**

**For long distance travel on the bus, or particular activities such as skating, loose-fitting warm up pants and jeans (without holes or frayed edges) are allowed.**

**Ladies:****Complete School Uniform:**

Uniform white blouse (no rolling of long sleeves)  
 Uniform plaid jumper (K-6); skirt (7-12)  
 Uniform navy cardigan sweater (K-6)  
 Uniform navy pullover sweater or vest (7-12)  
 Uniform navy socks  
 Uniform navy beret  
 Proper gym attire (7-12)  
 Black, polishable, feminine dress shoes (heels not to exceed 2 inches)  
 NO boots

**Formal Non-Uniform Code:**

Does not include denim or t-shirts. Nylons or stockings are required.  
 See Marylike Standards below

**Travel Code:**

**For long distance travel on the bus, or particular activities such as skating, loose-fitting warm up pants and jeans (without holes or frayed edges) are allowed.**

**Footwear:**

Feminine footwear must be worn.  
 No athletic shoes or flip-flops, casual boots or sandals that do not strap around the ankle.

**Jewelry:**

A minimum use of jewelry is permitted for 9-12 grades only.  
 One pair of delicate earrings is allowed. All hair and make-up rules apply.

**Informal Non-Uniform Code: *Marylike Standard of Modesty in Dress***

Clothing should conceal rather than reveal the figure of the wearer; they do not unduly emphasize parts of the body.  
 Sleeves extending at least to the elbows  
*(NOTE: Because of market conditions, quarter-length sleeves are temporarily tolerated with ecclesiastical approval.)*  
 Skirts should reach below the knees even when sitting.  
 Full coverage for the bodice, chest, shoulders and back; except for a cut-out about the neck not exceeding two inches below the neckline in front and in the back, and a corresponding two inches on the shoulders.  
 Modest coverage excludes transparent fabrics (laces, nets, organdy, nylons, flesh-colored etc.) unless sufficient backing is added.

## STUDENT DECORUM

### **TOWARDS GOD**

Students shall keep a proper reverence during Mass, by kneeling up and using a missal. While in chapel, students shall maintain a spirit of piety and reverential silence.

### **TOWARDS SUPERIORS**

Students shall respect and obey parents and teachers at all times. Students shall stand whenever a teacher, priest, religious or guest enters the classroom. The students shall greet them with the appropriate salutation ("Praised be Jesus and Mary, Good morning," etc.) followed by the appropriate title (Father, Sister, Sir, Ma'am). The students shall use the same greeting upon meeting a priest, religious or any other adult in any area of the property.

### **TOWARDS PEERS**

Students shall treat one another with Christian charity at all times. In their interactions with one another they shall include others rather than exclude them.

Students shall not date. This includes but is not limited to exclusive friendships, frequent personal attention toward the same individual and frequent one-on-one boy/girl association(s).

There shall be no physical contact or displays of affection between young men and women on the academy grounds or at school-related functions.

### **RECREATION AND PHYSICAL EDUCATION**

In order to develop true Christian sportsmanship, disrespect of any nature (arguing, talking back, using vulgar language, swearing and cursing, un-Christ-like behavior, or fighting) will not be tolerated. Any student arguing, fighting or acting in a disrespectful or un-Christian manner may lose recreation privileges.

All students shall participate in recreation. Students are required to bring proper outer-wear for the cold months.

### **IN GENERAL**

All students shall behave in an orderly manner inside the school building - no eating or drinking outside of designated areas or times; Running, pushing, playing, shouting, singing, bouncing balls and other similar activities proper to outdoor atmosphere are not allowed in the hallways.

High school students are not normally required to keep strict silence or to walk in lines through the hallways. However, in respect for the educational environment and even more for the house of God, they shall, at all times keep conversation at a proper, indoor volume and walk quietly. Students will be reminded of this for minor violations, but repeated or excessive violations may result in detention.

When outside the classroom during school hours a hall pass is required of K-8 students. 9-12 students late to class must have a note of excuse.

Anyone who defaces, damages, or steals school property or another's personal property at school will be liable for damages as provided by law. They will also be subject to appropriate school disciplinary action including suspension and/or expulsion.

Obscene or vulgar language, writing, pictures, signs or acts will have consequences.

Students shall neither use nor possess tobacco, alcohol, or any controlled substance (without doctor's prescription) on school grounds or at any school-related function or event. Students present in these situations are subject to the same consequences.

A student shall not possess, handle or transfer any object that can be reasonably considered a weapon on the school grounds at any time whatever, off the school grounds at any school function or event, or while en route between home and school.

School rules and regulations shall be applied at school-sponsored, off-campus events. Disciplinary action in this area will be severe since the good name of the school is involved.

Usually the school does not involve itself in students' conduct apart from the school or school events. However, there may be an occasion when a student's conduct, even though separate from the school, will be of such a nature as to reflect on the school and will call into question continuance as a student in St. Michael's Academy.

Students shall not subject themselves to music, movies, videos, television programs, websites, chat rooms and/or **any other social media** that offend decency or Christian morals. Any media that is offensive, if brought to school, will be confiscated and/or destroyed.

St. Michael's Academy reserves the right to dismiss any student who fails to exhibit the cooperation, courtesy and Catholic morality promoted by the administration.

Students who, in the judgment of the school administration, evidence a belligerent attitude or obstinate refusal to abide by school rules, are subject to immediate suspension and/or expulsion.

## DISCIPLINE

It is impossible for learning to take place in a classroom unless good order is maintained. Students are reminded that they must adhere to a code of good behavior, not only for their own benefit, but for the benefit of others as well. Students are responsible for their own actions and are held accountable for all rules and responsibilities within this handbook. Students not adhering to any of the above will be subject to detention, referral, suspension, or expulsion.

### **DETENTION**

Students may be assigned a detention for incomplete homework, tardiness, or other classroom infractions as determined by the teacher. Detention will be held after school on assigned dates. Detentions are to be served within one week of the date incurred, unless express permission is given otherwise. Failure to serve detention within the appointed time will result in a referral.

### **REFERRALS**

When a student is referred to the principal as a disciplinary consequence of the violation of school disciplinary policy, the following disciplinary procedure shall be observed:  
(Consequences are at the discretion of the Administration.)

- 1st Referral/Offense: The principal will counsel and/or verbally reprimand the student. Parental notification is optional. Option to suspend for 1 day, depending on the gravity of the offense.
- 2nd Referral/Offense: Principal will counsel and/or verbally reprimand the student. Parental notification is mandatory. Suspension from school for 1-3 days.
- 3rd Referral/Offense: Principal will counsel and/or verbally reprimand the student. Parental conference is mandatory. Three school days suspension. *Student may not attend nor participate in any extra-curricular activities for 14 days.*
- 4th Referral/Offense: Principal will counsel and/or verbally reprimand the student. Parental conference is mandatory. 5 school days suspension. *Student may not attend nor participate in any extra-curricular activities for 14 days.* Student may not apply for admission to the Academy for the following school year without faculty approval.
- 5th Referral/Offense: Expulsion from St. Michael's Academy. See below regarding Suspension/Expulsion consequences.

### **EMERGENCY REMOVAL**

If the infraction is serious but details are unclear, the principal may place the student on emergency removal while the administration studies the situation. Within 24 hours it will be determined if disciplinary measures are necessary.

## S U S P E N S I O N

*A student given "suspension" may not attend school or any school-related functions or activities during the period of suspension.*

Students on suspension are responsible for contacting their teachers for assignments missed in virtue of suspension. Work shall be submitted on the day the student returns to school.

A suspension is automatically counted as a disciplinary referral.

Students shall be immediately suspended from school for the following infractions of academy policy, and while on suspension, can incur additional suspension by any commission of the following:

- Truancy or "cutting class"
- Use or the possession of tobacco products at any time on the academy grounds or at any school-related function or event
- The violation of the Alcohol and Controlled Substance Policy
- Possession of a pocket knife, squirt gun, paint ball guns or other look-alike weapons, on the academy grounds, at any school functions or school related events
- Use of vulgar or crude language
- Destruction of property valued at less than \$50.00
- Fighting or striking another student
- Belligerent attitude or obstinate refusal to abide by school rules
- Violation of rules governing the boarding facilities

## E X P U L S I O N

Students shall be expelled from the academy for the following infractions of academy policy:

- Incurring a 5th offense in the Referral System.
- The 1<sup>st</sup> or 2<sup>nd</sup> violation of the Alcohol and Controlled Substances Policy
- Use of language or gestures which are obscene
- Possession of or viewing books, magazines, pictures or other literature which are immoral or suggestive while on the academy grounds
- Destruction of property valued in excess of \$50.00
- Theft
- Violation of rules governing the boarding facilities
- Possession of a dangerous weapon (as defined by RCW 9.41.250 and RCW 9.41.280) on school grounds, at school functions or school related events.

*Students expelled from the academy may not attend school-related functions or events. Generally, students expelled from the academy may not be re-admitted for one calendar year. In exceptional cases, a student may be re-admitted by the administration.*

## POLICIES

### **ALCOHOL AND CONTROLLED SUBSTANCES**

Students shall not possess or consume alcohol or any controlled substances (without a doctor's prescription) on school grounds or any school-related function or event. Students in grades 7-12 are subject to a random testing for drug/alcohol use.

For the 1st offense, the student shall be expelled from the academy. Continued attendance requires successful completion of an approved substance abuse program within 90 days of suspension.

Students present, but not possessing or consuming alcohol/controlled substances shall be suspended for the first offense. For the 2nd offense, the student shall be expelled from the academy.

### **BULLYING**

Bullying (AKA harassment, intimidation) is any intentional written, verbal or physical act that:

- Physically harms a student or damages a student's property;
- Has the effect of substantially interfering with a student's education;
- Is so severe, persistent, pervasive that it creates an intimidating or threatening educational environment;
- Has the effect of substantially disrupting the orderly operation of the school;
- Is motivated by physical appearance, clothing or property, mental disability, individual idiosyncrasies, etc.

Bullying will result in a disciplinary action. False reporting or unwarranted retaliation for bullying, harassment or intimidation can also merit a disciplinary action.

### **FINES**

Fines will be levied for the following:

- Damaged/lost books: price of the book
- Uncovered books belonging to the school: \$1.00 (G.7-12); \$.25 (G.1-6)
- Damage to school property: equivalent to damage
- Gum: \$2.00 (G.7-12); \$1.00 (G.1-6)

## **WEAPON-FREE SCHOOL**

St. Michael's Academy is a weapons-free zone. It is a violation of Washington Law to possess a firearm or other dangerous weapon on school property or at school functions.

Dangerous weapons are defined by Washington State Law:

"Any instrument or weapon of the kind usually known as sling shot, sand club, metal knuckles, spring blade knife, any knife the blade of which is automatically released by a sprung mechanism or other mechanical device, any knife having a blade which opens, or falls, or is ejected into position by the force of gravity, or by an outward, downward, or centrifugal thrust or movement; who shall furtively carry with intent to conceal any dagger, dirk, pistol or other dangerous weapon; or shall use any contrivance or device for suppressing the noise of any firearm." (RCW 9.41.280)

"Any firearm; any device commonly known as 'nun-chu-ka' sticks consisting of two or more lengths of wood, metal, plastic, or similar substance connected with wire, rope or other means; or any device commonly known as 'throwing stars,' which are multi-pointed, metal objects designed to embed upon impact from any aspect; or any air gun, including any air pistol or air rifle to propel a BB pellet, or other projectile by discharge of compressed air, carbon dioxide or other gas." (RCW 9.41.280)

Firearms or Dangerous Weapons: Any student who brings a firearm or other dangerous weapon (as defined by RCW 9.41.250 or RCW 9.41.280) to school or to a school-related activity shall be expelled from the academy for not less than one year.

Any student who brings a firearm or other dangerous weapon to school or school related functions shall be referred to the criminal justice or juvenile justice system.

The parent/guardian of any student who brings a firearm or other dangerous weapons to school or school related functions shall be immediately notified by the academy.

The administrator of the academy shall have the authority to modify this expulsion requirement on a case-by-case basis.

Look Alike Weapons: Any person who brings a pocketknife, squirt gun, paintball gun or any other look-alike weapon to school or to any school related function shall be referred to the principal for disciplinary action, and parents shall be notified.

## **MEDICAL PROCEDURES**

The school is permitted to administer limited types of medication only on condition that certain Washington State requirements and specific written protocols are met. These must be met on an individual basis working directly through the school registered nurse or school secretary before any type of medication or pain reliever can be administered. Students who feel that they are unable to continue in class will be asked to call parents.

Health information and emergency medical forms are required of each student. It is the responsibility of the student and/or parent/guardian to provide the school office with current information regarding doctors, phone contact, etc. as long as the student is enrolled.

Any accident on school property shall be reported immediately to the principal and an accident form filled out (including date, nature of accident, witnesses, action taken and any pertinent information).

## **SEARCH AND SEIZURE**

For purposes of general health and safety or other probable cause, searches of student property may be conducted at any time by appropriate school authority. The following rules shall apply to the search of the student's person, the student's possessions, and of the school property assigned to students (locker, desk, etc.) and the seizure of items in their possession:

- Search of an area assigned to a student shall be in the presence of at least one witness.
- Illegal items or other possessions reasonably determined to be a threat to the health and safety of others may be seized by the school administration.
- Items, which are used to disrupt or interfere with the educational process, may be removed from student possession.

## **TRANSPORTATION**

In accordance with State Law (RCW 28.67.100 and WAC 180-40-040), school authorities are empowered to supervise and control private transportation of students on the way to and from school.

- Drivers shall observe posted speed limits.
- Loud or raucous music (i.e.: if it can be heard outside the car and bothers others) shall not be played on the academy grounds.
- Failure to comply with these rules may result in loss of driving privileges.

## **VISITORS**

As a rule, only enrolled students are allowed on campus during school hours. Visitors, including observing parents are required to check in with the principal and get a visitor's pass from the registrar's office.

## **VALUABLES/PERSONAL BELONGINGS**

Students, not the school, are responsible for valuables brought to school. Students are cautioned not to bring large amounts of money to school. Students are not allowed to bring radios, CD players, iPods or other media devices to school.

Cell phones and electronic devices are proven sources of distraction to students and the educational process. For this reason, they will not be allowed in a student's possession during school hours. This includes purses, back packs and lockers. Those students who have personal cell phones or other electronic devices (i.e. I-pod, mp3 player, tablet) may choose to leave them either in their car or at home. If bringing a cell phone or other device into the building, students shall leave it with the school/parish secretary during the day, and pick it up after dismissal. A student with a cell phone or other device in his/her possession during the day will have it removed from his/her possession and given to the secretary. The device may be picked up by a *parent* after the school day. Repeated violations of the phone policy will result in a referral to the principal.

Lockers may have locks only on condition that the combination or a duplicate key is given to the teacher or the principal.

Permission from the teacher should be obtained before toys, games, etc., are brought to school.

Materials that are incompatible with Catholic philosophy are forbidden. This pertains to lockers, binders, book covers, clothing, personal belongings, etc.