



St. Thomas More Parish School  
6511 176<sup>th</sup> Street SW  
Lynnwood, WA 98037  
[www.stms.org](http://www.stms.org)

## VISION STATEMENT

I.I

Living the Real Presence of Christ at St. Thomas More Parish School.

- F Formation in Catholic Traditions
- A Academic Excellence
- I Inclusiveness
- T Teachers of mind, body and soul
- H Heralding God's Love in Service to Others

## MISSION STATEMENT

I.I

The mission of St. Thomas More Parish School is to provide for our community affordable access to quality education opportunities, both spiritually and academically, within a loving Catholic Christian environment.

The principles we are committed to are:

- To develop within students a deep understanding and love of their Catholic faith and the Christian principles and practices upon which it is based. This faith will be celebrated through prayer and liturgical participation.
- To provide excellence in academics, physical education and the arts.
- To develop within each student a positive self image and a sense of personal responsibility.
- To instill within our students a conviction that they are members of a loving, supportive Christian Community and an awareness of the responsibilities and duties that membership requires.
- To help students to respect and appreciate one another's ethnic diversity, differing learning styles and special learning needs.
- Parents, parish members, teachers and students will share the responsibility for this loving and rewarding task.

Revised August 22, 2019

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## PHILOSOPHY AND GOAL

### 2.1

St. Thomas More Parish School exists in order to create a Catholic Christian educational community where human knowledge, enlightened and enlivened by faith, is shared by teachers, students, and parents in a spirit of freedom and love.

The goals of the school flow from the fundamental understanding that it is a Christian educational community.

**Because it is Christian, St. Thomas More Parish School:**

- Tries to encompass, in the concept of education, the vital place of faith.
- Offers personal experiences in Catholic Christian living through liturgy, sacramental life, prayer, guidance and example, as well as in service.
- Provides association with families and professionally qualified faculty, who have a conscious and deliberate Christian outlook on life and the world.
- Develops a religious understanding and provides opportunities for personal commitment to religious values.
- Fosters a Christian understanding of our mutual responsibilities for one another.

In addition, **because it is an Educational Institution, St. Thomas More Parish School:**

- Develops the basic skills, especially in the area of communication (reading, writing, speaking) and in quantitative thinking.
- Makes accessible to each student the accumulated culture and knowledge of our times.
- Helps each student develop a positive attitude toward life-long education, including the power to think constructively, to solve problems and to reason independently.
- Guides the student toward that spirit of freedom which recognizes self-discipline and personal responsibility.
- Helps instill a sense of responsibility to the community and the need for service to it.
- Offers experiences through which each student can develop an appreciation of his/her aesthetic senses.
- Promotes physical fitness and encourages habits which build and maintain good health.
- Offers experiences through which the student learns to use leisure time well.
- Prepares the student for further education in high school.

As a community in its own right, St. Thomas More Parish School has still other goals.

**Because it is a Community, St. Thomas More Parish School:**

- Encourages the faculty, parents and students to a mutual awareness of what it means to be members of the Christian community.
- Provides communal religious activities.
- Focuses attention on the personal growth of each member of the community as a mutual concern.

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## PHILOSOPHY AND GOAL

### 2.1

Finally, **because it is a Community that is related to other larger communities, St. Thomas More Parish School:**

- Fulfills a secular educational function which society has decreed is essential.
- Provides opportunities and experiences which emphasize the heritage, the responsibilities and the privileges of American citizenship.
- Works with the community at large toward developing better understanding and cooperation between all racial and religious groups,
- Provides for richer participation in parish life.
- Provides an alternative to the public school system which allows a place for religion in our daily lives.

“ ... Catholic schools must be seen as "Meeting places for those who wish to express Christian values in education." The Catholic school, far more than any other, must be a community whose aim is the transmission of values for living. Its work is seen as promoting a faith relationship with Christ in whom all values find fulfillment. But faith is principally assimilated through contact with people whose daily life bears witness to it, Christian faith, in fact is born and grows inside a community. . . “

“ ... Christ is the foundation of the whole educational system in a Catholic School. His revelation gives new meaning to life and helps, man to direct his thought, action and will according to the Gospel, make the beatitudes his norm for life . . . “

“ ... Mindful of the fact that man has been redeemed by Christ, the Catholic school aims at forming in the Christian those particular virtues which enable him to live a new life in Christ and help him play faithfully his part in building up the Kingdom of God ... “

Excerpts are from *The Catholic School* from the Sacred Congregation for Catholic Education.

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## ORGANIZATION AND MANAGEMENT OF ARCHDIOCESAN EDUCATION PROGRAM

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3.1

### Policy Functions

#### **Archdiocesan Level**

*The Archbishop:* The Most Reverend Archbishop is the policy maker for educational programs within the Archdiocese.

*The Archdiocesan Education Board:* The Archdiocesan Education Board is the chief advisory body to the Archbishop in the formation of policies affecting the Churches educational efforts in the Archdiocese. Decisions of the Board, when approved by the Archbishop, are binding on the Director of Religious Education and the Superintendent of Schools, pastors, local parish boards, school principals, and parish religious education administrator(s).

#### **Parish Level**

*Pastor:* The Pastor is the policy maker for educational programs within the parish. He fulfills this function within the context of Archdiocesan policies and in close collaboration with the educational administrator(s).

*School Commission:* The School Commission is an advisory body to the Pastor and the Principal in the formation of local policies affecting the parish school.

### Administrative Functions

#### **Archdiocesan Level**

*The Office of Superintendent of Schools:* The chief functions of the Office of the Superintendent of Schools are to implement the policies of the Most Reverend Archbishop and of the Archdiocesan Education Board and to coordinate the services available to the schools of the archdiocese.

#### **Parish Level**

*Parish Director of Religious Education:* The role of the Parish Director of Religious Education is to serve as an expert in religious education at the local level, providing leadership as described in the Archdiocesan Guidelines for the Director of Religious Education.

*Principal of a Parochial School:* The Principal is the professionally competent educational leader in the school community charged with the administration and supervision of the school in conformity with Archdiocesan and local school policies, rules and regulations.

This includes:

- Responsibility for furthering Christian human relations as Catholics among all persons involved.
- Responsibility for curriculum development in all areas of learning.
- Responsibility for teacher hiring and placement and for stimulating teacher professional growth.
- Responsibility for supervision and evaluation of staff and pupils.
- Responsibility for management of resources and operational procedures.
- Responsibility for interpreting the school to the community.
- Responsibility to the Pastor, the School Commission and the Office of the Superintendent of Schools.

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## **ORGANIZATION AND MANAGEMENT OF ARCHDIOCESAN EDUCATION PROGRAM**

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### **3.1**

*Teacher in a Parochial School:* The teacher is the professionally competent leader in the Catholic school classroom charged with the instruction in the adopted curriculum of the school and the carrying out of the policies of the local school and parish as assigned by the principal. The basic qualifications of a teacher in the Catholic schools or the Archdiocese are:

- General competency. Teachers must be state certified.
- Ability to perform the duties incumbent upon him/her as a teacher.
- Ability to give professional evidence of effective teaching.
- A lifestyle compatible with Catholic moral values.
- Professional conduct in keeping with Catholic teaching.

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## EDUCATION PROGRAM

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### 4.1

#### **Archdiocesan Parochial School Curriculum**

The curriculum consists of learning standards, supplementary curricular activities and other guided experiences in order to achieve established objectives for each level. The curriculum is both specific in order to guide educators in the school and flexible in order to provide for adaptation to each learner. The Archdiocesan Office of the Catholic Schools Department provides a basic religion curriculum that is for the development of the student's spiritual, moral, physical, emotional and intellectual growth. St. Thomas More adheres to the Common Core Standards and State of Washington's standard and grade level expectations for all other content/subject areas. This curriculum is sufficiently flexible so as to provide for each student's individual needs.

The required curriculum areas for the elementary schools are: religion, communication, language arts (reading, writing, spelling, listening), family life, personal safety education; mathematics, social studies, science, fine arts (music, art), computer skills and physical education.

The Archdiocesan Office of Catholic Schools Department provides recommendations of textbook options to the elementary schools. In order to provide for flexibility and local needs, exceptions from the list of texts, requested in writing and submitted to the Superintendent, will be given considerations. Whenever exceptions are granted, periodic evaluations of the materials used are required.

This policy should not stifle creative teaching. Teachers are expected to expand and enrich the subject matter contained in the basic texts through the use of supplementary material. The school provides as much supplementary material as is financially possible. Parental help in loaning materials is appreciated.

To guarantee the continuing selection of appropriate materials for use in Archdiocesan schools, evaluation committees are formed consisting of teachers, principals, consultants, curriculum experts and parents when appropriate; these committees are charged with reviewing materials available in each of the subject areas and making recommendations to the Office of the Superintendent of Schools.

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## ENROLLMENT INFORMATION AND POLICY

## 5.1

### Eligibility

St. Thomas More Parish School admits students of any race, color, sex, 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, color, sex, national and ethnic origin in the administration of its educational policies, scholarships and loan programs, athletic and other school-administered programs. The school does not discriminate against otherwise qualified students with disabilities, if with reasonable accommodation, the student can participate effectively in the educational program.

### Registration Priority and Criteria - *School Commission Policy: June, 1997*

Registration is taken each year in February/March. Re-registration of children already enrolled in Pre-8 is taken first, then new registrations. Priority is given to St. Thomas More parishioners.

- Applications of currently enrolled students of STMPS [Preschool and Kindergarten (students of STM parishioners only) through grade Seven] will be accepted during the month of February or early March.
- Confirmation of acceptance will be made mid March.
- Parents are required to have tuition and/or Church contribution payments current before registration for the following school year will be confirmed. While registration is paid in March, it will be applied to tuition if payments in subsequent months become delinquent. In that event, registration is no longer confirmed.
- All tuition, Church contributions and fees from the prior year must be paid before a child can return to school in September.
- An out-of parish student will be charged the full cost of STMPS education. The student will have the full cost offset dollar for dollar by the amount of tuition that is contributed by the student's home parish in the student's name.

Applications of new students to STMPS who have passed the academic screening process will be accepted in the following order:

- a. Siblings of currently enrolled students attending the school.
- b. Students of STMPS staff members.
- c. Students attending STMPS preschool.
- d. Students of active and contributing STMPS parishioners.
- e. Students of parishioners in other Catholic parishes.
- f. Other students.

Other enrollment criteria include:

- The consistent practice of the faith by parents through attendance at Mass and adherence to church doctrine and practice.
- Active participation in the life and activities of the parish.
- Financial support of the parish (not the amount, but a regular pattern of giving).
- Length of registration in the parish.

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## ENROLLMENT INFORMATION AND POLICY

## 5.2

The final selection is made by the Principal in consultation with the Pastor.

- Confirmations of out of parish students will be made by March 30 for students listed in (a) and (b) above. Confirmations of students in (c) above will be made starting April 1.
- Students of non parishioners enrolled in Kindergarten are not guaranteed placement in the STMPS First Grade and are subject to the application and confirmation provisions above.
- Once a student has been accepted into First through Eighth Grades at STMPS, his/her enrollment is not subject to cancellation due to parishioners who wish to enroll new students.
- Tuition payments are due according to the families FACTS Management Agreement. Book fees and technology fees are included in the first month's payment. With administrative permission fees may be spread over the course of the year's contract.
- Report cards, diplomas and records will be withheld by STMPS until all payments are received.

### Age of Entrance

A child must be three years of age for admission to the Preschool 3 year old class on or before August 31. A child must be four years of age for admission to the Preschool 4 year old class on or before August 31.

A child must be five years of age for admission to Kindergarten on or before August 31. A child must be six years of age on or before August 31 for admission to Grade One. Early Entrance to Kindergarten is strictly limited to space availability based on age appropriate applicants and successful passage of eligibility testing by a WA State Certified School Psychologist or Licensed Psychologist and if the child's fifth (kindergarten) birthday falls between September 1 and October 31. All information must be received by August 20.

Students will not be considered for early entrance after the first day of school in September. (Obtain Early Entrance Parent Information from the school for further information.)

### Promotion Policy

Pupils are promoted once a year in June. Promotion to the next level is based on the student's having fulfilled the requirements of the current grade level.

Any pupil may be required to repeat the work of a grade whenever, in the judgment of the Principal and the teaching staff, it would be to the student's educational advantage to repeat rather than be promoted to the next grade. When a pupil is in danger of retention, his/her parents will be advised of this situation at least three months prior to the end of the school year. Students may be transferred or assigned to a specific grade at the discretion of the Principal.

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## CLASS SETUP, EDUCATION PROGRAM AND POLICY

### 6.1

St. Thomas More Parish School offers education for students in Preschool through Eighth Grade. The curriculum includes the following subjects: religion, language arts (reading, writing, spelling, English, speaking, and listening), mathematics, social studies (history, geography, and civics), science, music, art, physical education, world language, health, family life and technology offerings.

Preschool through grade 5 are self-contained, but teachers may do one or two classes with the next grade level when appropriate. Grades 6, 7, and 8 are departmentalized as the Middle School with a teacher serving as homeroom teacher. All students receive world language, physical education, computer class, music, library, and art from a specialist.

### Accreditation

St. Thomas More Parish School started the Accreditation Process in November 1998. Accreditation is recognition of a high quality and well-balanced educational program. Accreditation serves as the catalyst for school improvement. It generally upgrades the quality of instruction and the school's program of study. Accredited schools meet standards considered essential for quality education.

St Thomas More Parish School was fully accredited by the Western Catholic Education Association (WCEA) and the Northwest Association of Schools and Colleges in 2000 and 2006. In 2018, St. Thomas More was fully accredited through the WCEA and is an approved private school by the Washington State Office of the Superintendent of Public Instruction. 2024 is the next Accreditation cycle.

### Class Size (*School Commission Policy: March, 1997*)

The class size for the Kindergarten is 24 students and up to 27 students. The class size for Grades One, Two and Three is 27 students. The class size for Grades Four through Eight is 28 students. Exceptions to these norms may be made at the discretion of the principal but not to exceed two additional students per grade without School Commission agreement.

### Daily Schedule (recess times may vary slightly)

Grades K – 5		Grades 6 – 8
8:25 a.m.	Opening Bell - Silence	8:25 a.m.
8:26 a.m.	Final bell - Flag Salute (K-8)	8:26 a.m.
10:00 - 10:15 a.m.	Morning Recess	10:05 - 10:15 a.m.
11:45 - 12:15 p.m.	Lunch	12:00 noon - 12:20 p.m.
12:15 - 12:45 p.m.	Lunch Recess	12:20 - 12:35 p.m.
1:45 - 2:00	Afternoon recess	none
3:00 p.m.	Dismissal	3:00 p.m.
2:45 p.m.	Early Dismissal on Tuesdays	2:45 p.m.

### 3 Year Old Preschool Class

#### Tuesday & Thursday

8:30 a.m. arrival/meet teacher at drop off

11:00 a.m. meet parent for pick up

### 4 Year Old Preschool AM Class

#### Monday, Wednesday & Friday

8:30 am arrival/meet teacher at drop off

11:15 am meet parent for pick up

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## CLASS SETUP, EDUCATION PROGRAM AND POLICY

6.2

### **Religious Studies - Student Participation - School Commission Policy: February, 1987**

It is understood that all children who are enrolled in STMPS will participate in religious studies, activities and prayer services. Students will participate in accordance with Catholic doctrine.

### **Second Step Program**

Second Step is a classroom program for peaceful conflict resolution and problem-solving. Parents and children learn these skills so we can reinforce at home the lessons the children learn at school. Second Step is one component of our school's efforts to really help our children learn to care about one another and minimize feelings of isolation and not belonging that can be so hurtful.

### **Homework**

Homework shall be assigned on a regular basis in relation to the age, maturity and needs of the student groups. The amount of time required for an individual to accomplish the assigned work will vary according to the ability and study habits of the child. The amount of homework is geared to the average student but should fall within these ranges:

Kindergarten:	According to individual needs
Grades 1 & 2:	15 - 30 minutes
Grades 3 - 5:	30 - 60 minutes
Grades 6 - 8:	60 - 90 minutes

If a child regularly exceeds the time allotment, parents should confer with the teachers involved. It is important that the child develop good study habits during his/her early years. To this end, parents are encouraged to check student planners in grades 5-8 and assignment sheets in grades 3-4, to provide a specific place for study and determine with the child the best time for homework to be done. The use of radio or television should be discouraged during study periods.

### **Testing**

The Measurement of Academic Progress (MAP) test is administered to students in Grades 1, 2, 3, 4, 5, 6, 7, and 8 each year during the Fall testing period and again in the Spring. Students in Kindergarten are given a DIBELS reading assessment three times a year. ACRE testing is done with 5<sup>th</sup> and 8<sup>th</sup> graders.

### **Conferences**

A required parent-teacher conference is scheduled towards the end of the first trimester in October. A second conference, if deemed necessary, will be scheduled upon parental request. If the parent/guardian does not come for any required conference, the student's report card will be held by the office until the parent/guardian completes the required conference. Exceptions can only be granted by the principal. A conference may be requested at any time with the teacher if a parent feels that it is in the best interest of the student. A phone call for an appointment is necessary. In addition, the teacher may ask for a special conference, if the needs of the student require one.

### **Class Interruptions**

Only in an emergency are teachers or students to be interrupted during school hours. Messages or forgotten articles should be left at the office. Parents may ask the secretary to request that a teacher return a telephone call at her/his convenience. Teachers' home telephone numbers are not given out from the office and parents are asked to arrange to confer with teachers during the hours teachers are at school. Teachers are in the building from 8:00 a.m. to 3:30 p.m.

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## **CLASS SETUP, EDUCATION PROGRAM AND POLICY cont'd**

**6.3**

### **Learning Disabilities - School Commission Policy: December, 1986**

When a student experiences difficulty in learning in the classroom, the school may recommend testing to determine what specific learning difficulties or disabilities may be present. It is to the child's advantage to be identified early enough so that modifications in the instructional program can be made to accommodate the difficulty. If it is determined that the child has a disability that makes it very hard to make the necessary accommodations in the regular classroom, a recommendation to secure the services of the learning disabilities specialist will be made. Teachers may work with students before or after school. Families may choose to have students work with a tutor outside the school day.

The number of Multi Sensory Learning (MSL) students requiring special tutoring, in any class, shall not exceed 15 percent of the class population. Exceptions to this norm may be made at the discretion of the Principal, but not to exceed 18 percent.

### **Parties**

Classroom parties are not encouraged as a regular practice. On special occasions, a simple party may be arranged through consultation with the teacher and with the help of the room parent. A small treat may be brought to celebrate a child's birthday, but it is given at lunchtime or at the discretion of the teacher. Guidance is required primarily for health and dietary reasons. Classroom must be aware of students with allergies and avoid bringing those items to school.

Invitations to private parties are not to be passed out in school unless everyone is invited either all the boys or all the girls or both. Please use the mail or telephone outside of school hours. Hurt feelings result when it is obvious that some children are not included in an invitation.

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## CLASS INSTRUCTIONAL MATERIALS

7.1

**Instructional Materials Selection** - *School Commission Policy: October, 1995*

### Objectives of Selection

The primary objective of the Instructional Materials Policy is to establish a framework for the selection and review of materials utilized for the enrichment and support of the educational programs as required by the School Mission Statement.

The following guidelines are to be considered when evaluating instructional materials:

- The materials should enrich and support the curriculum, taking into consideration the varied interests, abilities and maturity levels of the pupils served.
- The materials should stimulate growth in factual knowledge, literary appreciation, art and ethical standards.
- The materials should provide a background of information which will enable pupils to make intelligent judgments in their daily lives.
- The materials should present opposing sides of controversial issues so that young citizens may develop, under guidance, the practice of critical analysis of all media.
- The materials should be representative of the many religious, ethnic and cultural groups and their contributions to our American heritage.
- The materials should promote the appreciation and enjoyment of fine writing and illustration.
- The materials should be consistent in promoting and presenting Catholic Traditions and Social Teachings.

### Responsibility for Selection

The responsibility for coordinating the initial selection and on-going review of instructional materials and making the recommendations for purchase rests with the principal, and input of a certified librarian and faculty. The Principal facilitates the committee work and makes final approval prior to purchasing instructional materials.

### Criteria for Selection

The needs of the school, based on knowledge of the curriculum and the existing collection, are given first consideration. Requests from the faculty and students are given consideration, as are requests from parents.

Materials for purchase are evaluated based on the following criteria:

- Archdiocesan guidelines and directives
- Overall purpose
- Quality of writing
- Timeliness or permanence
- Importance of the subject matter
- Readability and popular appeal
- Authoritativeness
- Catholic identity
- Reputation and significance of the author
- Cost
- Presentation and format

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## CLASS INSTRUCTIONAL MATERIALS

## 7.2

### Procedures for Selection and Discard

In selecting materials for purchase, the librarian and faculty evaluate the existing collection and may consult:

- Archdiocesan curriculum specialist
- Specialists from all departments and/or all grade levels
- Inspection of the materials at another library or bookstore
- Other professionally trained librarians
- Reputable, unbiased, professionally prepared selection aides

The faculty and the library media staff will maintain a current, usable collection by regularly removing materials that are out of date, damaged, too worn to be of further use, or otherwise determined to be inappropriate to the collection according to criteria for selection.

Discarded materials will be disposed of by the staff after consultation with the Principal.

Gift materials are judged by the same criteria for selection and accepted or rejected accordingly.

Objections to a selection of instructional materials required for an individual student or class curriculum will be subject to a formal review process:

1. The Principal will provide the complainant with a copy of the policies and procedures for selection of materials.
2. The objection must be submitted in writing to the Principal, utilizing the **REQUEST FOR REVIEW OF INSTRUCTIONAL MATERIALS** form designed for this purpose.
3. The Principal will review the request and present it to a committee consisting of the Principal, librarian, faculty or staff member and a parent appointed by the Principal, and a member of the School Commission. The committee will examine the materials. In cases of objections to instructional materials based on religious content, the review committee will consult with the Pastor.
4. The examination will be based on the criteria for selection of instructional materials outlined in this policy.
5. The decision of the committee will be communicated to the complainant in writing, with a copy provided to the Pastor.

The Principal will maintain a precedent file of all requests for review and the decisions that are reached.



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## CLASS INSTRUCTIONAL MATERIALS

7.3

### Principal's Responsibilities

It is the principal's responsibility to administer the total educational program of the school in conformity with its philosophy and goals. Therefore, the principal is expected to:

- Represent the needs of students, parents and teachers in a fair, professional manner.
- Articulate school programs to parents and communicate parental and student concerns to school personnel.
- Facilitate the work of school personnel in their efforts to implement the goals of the school.
- Be accountable to the Pastor and the School Commission for the implementation of parish and Archdiocesan educational policies.

### Teacher Responsibilities

It is the teacher's responsibility to educate students in a manner that ensures not only their intellectual growth, but their spiritual and emotional growth as well. Therefore, the teacher is expected to:

- Be actively supportive of and committed to the ideals and goals of St. Thomas More Parish School.
- Maintain a positive atmosphere which ensures each student's right to educational and personal growth.
- Provide academic instruction that is appropriate and challenging to the students.
- Help students develop a pride in their school based on respect for themselves and others.
- Enforce all school rules.
- Deal promptly and consistently with any unchristian behavior among students.
- Keep parents and the Principal informed about the behavior and academic performance of students.
- Communicate to parents the in-class disciplinary procedures which she/he uses.
- Be available to conference with parents.
- Uphold the Archdiocese guidelines on safety.

### Role and Procedures of the School Counselor

The school counselor strives to support all students, and to offer them guidance and skills that address barriers to academic success, including emotional and social issues. Frequently, the counselor works with the school and family to help the child. If the counselor starts to see a student on an on-going basis, or recommends a student would benefit from regular visits, parent(s) will be notified.

For the most part, information obtained during visits is confidential, unless parental consent to release information is provided. However, state law requires that confidentiality be waived when a student plans to hurt himself/herself or others. In addition, the counselor is bound by law to report abuse or neglect of any child. By state law, parents with children under the age of 13 are able to ask the counselor for general impressions of the sessions.

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## STUDENT RECORDS

### 8.1

For practical purposes, all school records must be accurate and up to date. Any change in address, home or work telephone numbers or emergency numbers should be immediately reported to the school office. All information in the student's files will be kept in strict confidence and will not be released to any person other than the parents without express written permission of the custodial parent or legal guardian.

### School Records

Washington State Law, under the direction of the State Superintendent of Public Instruction, requires each accredited school in Washington State to maintain certain school records. St. Thomas More Parish School complies with the law in keeping the following permanent records:

1. Attendance Records Student attendance is recorded daily. Permanent attendance records are kept on file at the school.
2. Permanent Record Cards A Permanent Record Card is kept for each student. These records show the student's grades and attendance while he/she attended St. Thomas More Parish School. The Permanent Record Card is photocopied at the time of graduation or transfer. The originals of this permanent record are never destroyed.
3. Health Records and Immunization Records Washington State requires Health Cards and Immunization Records for each student. A current and updated Certificate of Immunizations Status Form must be on file for all students before entering school. For current year requirements, contact your child's health care provider or the school office.

The Principal is responsible for ensuring that the Immunization Program as defined by Washington State Law is implemented in each school. RCW 28A.210.060-170

### Educational Record

Educational records are available to Parents and others as provided by Federal Law Title 45, Code of Federal Regulations, Part 99. Privacy Rights of Parents and Students, passed June 17, 1977 (known as the Buckley Amendment).

St. Thomas More Parish School requires a parent's release and signature to release/provide information about a student to non-school employees or certain outside agencies. To obtain information regarding a student from the school a parent or legal guardian must complete an Authorization to Release Information form before the school releases data that personally identifies that student. Some information that can be shared without a parent signature for sharing information includes:

- School officials having a legitimate educational interest in the data
- Determining financial aid
- Developing, validating, or administering predictive tests
- Administering student aid programs
- Local, state and certain federal representatives conduct an audit of or evaluates a school's educational program or completing state required reports.

Revised August 22, 2019

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## STUDENT RECORDS

## 8.2

St. Thomas More Parish School abides by the requirements of the Buckley Amendment and will grant Non-Custodial Parents or Legal Guardians the right of access to information and to unofficial copies of records, unless there is a court order to the contrary on file in the school office. The court certified **Custody Section** of the divorce decree or the **Legal Guardian** documents must be filed with the school Principal.

The procedure that will be used to view school records is as follows:

1. Through written request, the Parent asks to review the student's educational records.
2. Within a reasonable time, the Principal sets a specific date and a place for viewing the file. The Principal or his/her delegate may be present while the file is being read.

### Student Transfer Records

If a student is transferring to another school his/her records will be sent to the receiving school. Parents/Guardians are required to sign a release form so that these records can be sent. All financial accounts must be brought current before the records are released.





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## GENERAL SCHOOL RULES

9.1

### Student Responsibilities

In addition to adhering to the list of student responsibilities, the following is a list of general school rules that our students are expected to follow at school and at all school sponsored activities:

- Students are to obey all parish and school staff and adult volunteers.
- Students will talk in a respectful manner.
- Students will observe school uniform regulation and be in uniform unless permission has been given to be out of uniform.
- Students will follow directions and cooperate with the school safety patrol.
- Students will remain on the school grounds unless given permission by the office to leave.
- Students are expected to be in the designated place at the designated time.
- Students will walk and talk quietly in the school building at all times.
- Students will not ride bicycles on the school grounds or play on equipment from 8-8:30 a.m. and 3-3:30 p.m.
- Skateboards are not allowed on school grounds at any time.
- Students will not throw snowballs, rocks, spit wads, gravel or other objects.
- Students will not use or possess alcohol or other drugs, tobacco or weapons of any kind on school property.
- Students will not use gum on school property at any time.
- Students will not bring any radios, tape players, CD players, or other electronic devices to school.
- Students who bring cell phones to school should leave them in backpacks and **MUST NOT** use them from drop off to pick up time.
- Students need teacher approval for use of e-readers to complete reading assignments in Middle School.
- Student safety is the first priority for all activities, events and games played at recess.

### Parental Responsibilities

The school relies heavily on parental support to reach its goal. It is a parental responsibility to encourage a positive attitude toward learning, and to guide the child in becoming a responsible, caring Christian. Therefore the parents are expected to:

- Know and uphold the rules and policies of the school and on the Parish campus.
- Foster in their children a Christ-like concern for all classmates and their reputations.
- Support the authority of school personnel and avoid discussing other personnel and school policy negatively.
- Consult the teacher or Principal before forming a final opinion regarding any situation about which there is a concern.
- Bring concerns to the appropriate authorities.
- Help develop in their children the Christian attitude of respect for their own belongings and the property of others.
- Be available for conferences.

***Parental Cooperation is essential for the welfare of all students. If, in the opinion of the administration, parent behavior seriously interferes with the teaching/learning process, the school may require parents to withdraw their children and sever the relationship with the school.***

Revised August 22, 2019

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## GENERAL SCHOOL RULES

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9.2

### **Personal Grooming** - *School Commission Policy: January 1996*

- Students must be clean and neat.
- Clothing must be clean, neat, and in accordance with uniform policy.

A student's appearance must conform with the two stated criteria and:

- Not be a safety hazard for the student or those working with the student.
- Not be of such a nature as to be a distraction to the students of the class or interfere with the learning atmosphere of the classroom.
- Refer to School Uniforms 10.1 for further clarification.

If these criteria are not met as judged by a teacher, then the Principal will be informed and if the Principal agrees, the student's parents will be called and informed that the student will not be allowed at school until the appearance problem is corrected.

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## SCHOOL UNIFORM

10.1

The school uniform is worn at all times beginning with the first day of school. **ONLY SCHOOL UNIFORM JACKETS AND SWEATSHIRTS MAY BE WORN INSIDE THE CLASSROOM.** All uniform items must be labeled with the student's name. Uniforms are to be clean, neat and in good condition. Occasionally, non-uniform days are permitted. Parents are asked to help students select clothing which is appropriate for non-uniform school days. Campfire and Scout uniforms may be worn on meeting days.

	The Uniform Store 12608 Interurban Ave S Tukwila, WA 98168 Phone: (206) 431- 2000 Fax: (206) 431- 0110
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### FULL DRESS UNIFORM

Full dress uniforms are **REQUIRED** for school Masses and for other special occasions. For boys, the full dress uniform is a uniform sweater vest, long uniform pants, and a white uniform shirt. For girls, the full dress uniform is a uniform sweater vest, white or blue socks or knee high socks, predominately blue, black, brown or white shoes, uniform skirt at grades 6-8; jumper or skort, at grades K-5 and a white uniform shirt. Grey shirts are **NOT** allowed for full dress.

### SWEATER VEST

The uniform sweater vest is only available at the Uniform Store and is **REQUIRED** for all students.

### PANTS

For all students in grades K-5, the uniform pants are plain ankle length NAVY twill and can be purchased at the Uniform Store. Middle School uniform pants are TAN KHAKI and **MUST** be purchased at the Dennis Uniform Store. Female students may wear pants except when full dress uniforms are required. It is essential that all pants are the correct size and be worn no lower than 2 inches below the waist. Baggy, unhemmed, overlong pants are **NOT** acceptable.

### SKIRTS

Grades K-5 wears the Rampart Plaid jumper or skort. Middle School girls, grades 6-8, wear a navy gabardine uniform skirt. Uniform jumpers, skorts and skirts **MUST** be purchased at the Uniform Store. The skirt, jumper and skort length must be no shorter than 2" above the knee.

### SWEATSHIRTS

The navy STMPS logo or Phoenix sweatshirts may be worn by all students as part of the uniform except when full dress uniform is required. The STMPS logo sweatshirt may only be purchased through the Uniform Store. The Phoenix logo sweatshirt may be purchased through Parents Club. STMPS sweatshirts are **NOT** part of full dress uniform but may be worn in the classroom. The hood of the Phoenix sweatshirt is not to be worn inside any of the school buildings or church.

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## SCHOOL UNIFORM

10.2

<b>WALKING SHORTS</b>	Plain, solid navy blue twill walking shorts may be worn as part of the school uniform during the days that daylight savings time is in effect, except when full dress uniform is required. These shorts may be purchased anywhere; however the shorts need to be the correct size like the uniform pants. The shorts should hit the student's leg approximately 2 inches above the top of the knee
<b>SHIRTS</b>	The uniform shirt may be purchased anywhere and is a plain white or grey, long or short sleeve blouse, dress shirt, or knit polo shirt. Plain white or grey turtlenecks, mock-turtlenecks, or white or grey knit shirts are also okay. Undershirts <b>MUST</b> be worn only under a proper uniform shirt and must be plain white and not hang below the uniform shirt. T-shirt sleeves must not be longer than the sleeves of the uniform shirt.
<b>SHOES</b>	Shoes worn with the school uniform must be sturdy, flat, with closed toes, and comfortable. The shoes must be predominately black, brown, white, navy, grey or blue color and <b>contain NO designs or ornamentation</b> . The trademark logo may appear on the side of the shoe. <b>NO BOOTS or SANDALS OF ANY KIND MAY BE WORN DURING THE SCHOOL DAY.</b> Snow boots may be changed out in the classroom. Dress shoes preferred on Full Dress Uniform Days.
<b>SOCKS</b>	Socks are <b><u>REQUIRED</u></b> of all students; they should be solid, plain, navy, gray, black, white or off-white. Contrasting colors are prohibited. <u>No other designs or colors are considered part of the uniform.</u> Flesh-colored tights or nylons <u>with socks</u> and white, black or navy blue tights may be worn as well. <u>Socks must cover the ankle</u> and socks must be seen and not appear as NO socks.
<b>JEWELRY</b>	Religious medals or crosses, honor pins, sports award pins, scout pins, wristwatches, and close fitting pierced earrings are the <b>ONLY</b> jewelry to be worn to school. Earrings must be no larger than half inch in length.
<b>MAKE-UP</b>	<b>NO MAKE-UP OR NAIL POLISH IS TO BE WORN TO SCHOOL OR TO SCHOOL RELATED FUNCTIONS.</b>
<b>HAIR</b>	Hair for boys and girls should be neat, clean with bangs no longer than the eyebrows. Boy's hair must not go beyond the top of the shirt collar. Hair paint/color is not allowed. Simple headbands must coordinate with uniform colors. No scarves or bandanas.
<b>PE CLOTHES</b>	For middle school students, plain, solid navy shorts or sweats are to be worn for PE. STMPs grey or white shirts are to be worn with the shorts/sweats. Shirts must be worn right side out and no fitted T-shirts. Middle school students may change their shirts after PE during a break time. Grades K-5 do not change clothes for PE, but are required to wear tennis shoes on PE days.
<b>MIDDLE SCHOOL SWEAT SUIT JACKET AND PANTS</b>	The navy sweat suits must be ordered through the Dennis Uniform Store. Sweat pants ordered elsewhere must be <b>plain</b> navy blue. Uniform sweat suit jackets can be worn at any time except on occasions where full dress uniform is worn. Sweat suit pants are required, jackets are optional.

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## SCHOOL UNIFORM

10.3

### Logos

Any PE clothing item for Middle School (socks included) must conform to the uniform expectations. Navy blue sweat pants must be plain with no writing or logos. Shorts should be navy and any logo other than an STMPs logo must be no larger than 2" X 2". Students will be asked to change into appropriate uniform clothing. Students have the option of wearing the STM PE Uniform.

### Non-Uniform Days

Half day In-Service days are designated as a non-uniform day (Free Dress) as noted on the monthly calendar and the Newsletter to parents. Occasionally other non-uniform days are permitted as a means of helping students celebrate certain events or as it is required for a field trip or other outing. These days will be noted on the calendar when possible. Parents are asked to help students select clothing on these days, so that it is appropriate for school. Campfire and Scout uniforms may be worn on meeting days. STM sport uniforms may be worn on game days.

Uniform Non-Compliance will be dealt with directly to include any or all of the following:

- having the student change into available uniform clothing
- calling the parent to bring a change of clothes
- serving detention or suspension.

### Glossary of Terms:

**-Full Dress Uniform:** REQUIRED for school Masses and for other special occasions.

For boys, the full dress uniform is a navy uniform sweater vest, long uniform pants (navy for grades K – 5 and khaki for grades 6 – 8), and a white uniform shirt.

For girls, the full dress uniform is a navy uniform sweater vest, white uniform shirt, navy skirt at grades 6 – 8, plaid jumper or skort at grades K - 5.

For all students: black, brown, navy, gray or white socks (for girls socks can be knee highs or tights) and shoes predominately navy, black, brown, grey or white.

Refer to Sections 10.1 and 10.2 for complete description.

Full dress uniform is required for Wednesday Mass, all school Masses and certain performances such as speech, concert rehearsals and performances. All Full Dress Uniform Days are published and/or announced.

**-Uniform Days:** Almost every day is a Uniform Day. Students may wear any STMPs logo wear in and out of the classroom.

**-Dress Up Days:** There are a few occasions when we get to wear our 'Sunday Best'. Dress up may be required for certain performances such as the Christmas Concert. Dress up days are also published and/or announced.

**-Free Dress:** Free Dress Days are allowed on school in-service half days and on certain other days such as Spirit Days. Students may wear more casual clothing as long as they are dressed within school dress code guidelines (no bare mid-driffs, no spaghetti straps, clothes must fit properly, all other uniform requirements apply such as no fingernail polish). Free Dress days are published and/or announced.

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## SCHOOL REGULATION

11.1

### Code of Conduct

We at St. Thomas More Parish School firmly believe that Catholic education consists of meeting the spiritual, scholastic and emotional needs of the students enrolled in our school. The administration and staff constantly strive toward building a total educational environment that promotes a Christian sense of values, cultivates the intellect, develops the ability to make sound moral judgments and transmits our cultural heritage.

### Goal

We aim to create a learning environment which fosters an appreciation of education among students, a respectful attitude toward fellow students, school authority and a respect for all property.

Since the work of Catholic education requires the involvement of the entire faith community in order to succeed, every parent, student and teacher, as well as every adult working in the school, must work responsibly toward this goal.

### Student Responsibilities

It is the student's responsibility to participate in the educational program of the school, and not deprive other students of their right to learn. The student is to help maintain an orderly learning environment throughout the school. Therefore, the students are expected to:

- Complete work assigned.
- Obey all school rules and all civil laws.
- Behave in a respectful manner toward teachers, school personnel, volunteers and fellow students.
- Respect property belonging to themselves, to others and to the school.
- Help to maintain a clean, orderly school.

### Leaving the School Grounds

STMPs is not an open campus. Students are not allowed to leave the campus during school hours.

### Conduct Detrimental to the Reputation of the School

*-School Commission Policy: June, 1994*

A student involved in any conduct detrimental to the reputation of the school, whether in or outside of school, will be subject to disciplinary action and may be put on probation or face possible expulsion from St. Thomas More Parish School.

### Weapons in School - School Commission Policy: March, 1994

It is against Washington State Law and St. Thomas More Parish School policy for any student to carry onto school grounds any firearm or dangerous weapon.

Dangerous Weapons as defined in RCW 9.41.250 and RCW 9.41.280 include: Every person who shall have in his possession any instrument or weapon of the kind usually known as sling shot, sand club, or metal knuckles, or spring blade knife, or any knife the blade of which is automatically released by a spring mechanism or other mechanical device or 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 who shall use any device commonly known as "nunchaku stick", 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 multipointed, metal objects designed to embed upon impact from any aspect, or any air gun, including any air pistol or air rifle designed to propel a BB, pellet, or other projectile by the discharge of compressed air, carbon dioxide or other gas. (RCW 9.41.280).

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## SCHOOL REGULATION

## 11.2

Any violation of this policy by any STMPS student shall result in expulsion if a firearm is involved and may result in expulsion if a dangerous weapon is involved. The Principal shall promptly notify law enforcement if there is an allegation or indication of such violation.

### **Aerosol Protection Devices at School** - *School Commission Policy: May, 1994*

Students may not carry mace, pepper spray or any other aerosol protection devices onto school grounds without written permission from their parents and/or guardian and written approval from the Principal. These items must be checked in at the school office each morning upon arrival to the school grounds and picked up at the end of each school day. Any inappropriate use of the aerosol protection devices will result in confiscation of the item by the Principal. The Principal shall then notify the parent/guardian of the offense; permission will be withdrawn to carry the item onto school grounds, and appropriate disciplinary action will be taken.

### **Care of School Property**

Fines equal to repair or replacement costs are imposed for loss or damage to school property resulting from carelessness, negligence or disregard for school regulations. Student responsibilities from grades two to eight include covering of all textbooks. Do not use permanent adhesive. Use removable covers only. Books taken home (text or library) must be in a waterproof backpack or book bag. Accidental damage to property of value must be reimbursed as part of the student's social responsibility.

### **Gang Activity, Behavior and Appearance** - *School Commission Policy May, 1994*

Membership in a gang, defined as an association of three or more persons, one of the primary purposes of which is criminal gang-like activity, gang activity, gang affiliation and any signs of gang behavior are seen by St. Thomas More Parish School to be contrary to our values as a Catholic Christian Community and are prohibited. St. Thomas More Parish School students who participate in gang activities or behavior or who affiliate with known gang members are in violation of this policy.

Although "gangster style" clothing is sold in popular department stores, we believe it suggests affiliation with gangs. Any student who wears this style of clothing or who displays any signs that are construed by our administration to be gang related is in conflict with this policy. This policy is in effect in school, at school sponsored activities, and whenever students are on the school grounds. The Principal will make the final determination of what constitutes violation of this policy and all school personnel will take appropriate action to support this policy.

### **Gum**

For janitorial reasons as well as safety, gum is forbidden on the premises, both in school and on the playground. This regulation is enforceable by a fine or one hour janitorial service after school.

### **Harassment** - *School Commission Policy: May, 1996*

St. Thomas More Parish School is an institution dedicated to providing students, faculty and staff a safe and respectful place in which to learn and work. Allegations of harassment will be treated seriously. Any allegation of harassment will be investigated in a prompt and thorough manner. To protect all parties, investigation and resolution of any alleged harassment will be treated in as confidential a manner as possible.

Harassment of any person by a student, volunteer, consultant or others serving the school in any capacity, or at any school sponsored event, is prohibited. Anyone found to have harassed a student, faculty or staff member, volunteer or consultant is subject to disciplinary action as deemed appropriate by the Principal and Pastor, up to and including termination from their position as student, volunteer or consultant of the school.

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## SCHOOL REGULATION

## 11.3

Harassment can occur at any time, including during school hours, during school sponsored activities, or at any other time. The following definitions will serve as a guide but not limited to these examples. These examples are not intended to represent all types of harassment which may occur. The Principal may at his/her discretion expand the definitions as deemed appropriate. Generally, harassment involves repeated or persistent behavior falling within one or more of the following definitions:

*Verbal Harassment* - derogatory comments, jokes or slurs of a threatening or demeaning nature.

*Physical Harassment* - unwanted physical touching, contact, assault or actions which deliberately impede or block ordinary movement.

*Aesthetic Harassment* - derogatory, demeaning or inflammatory posters, pictures, cartoons, drawings, written works or gestures.

*Sexual Harassment* - unwelcome advances, requests or other verbal or physical conduct of a sexual nature including any in which submission or rejection is stated or implied to have an effect on grades, participation in school related activities or employment.

*Internet Harassment* - derogatory, demeaning, inflammatory or threatening comments appearing on-line about another student, the staff or St. Thomas More Parish School. See section 11.4.

Persons who believe that they are being harassed may report the issue to a teacher, the Principal or Member of the School Commission. All who either believe or have been told that harassment is occurring are required to report the issue promptly to the Principal or to the School Commission who will promptly initiate a review of the matter as follows:

1. The Principal will discuss the complaint with the person named as the alleged harasser, and, after review of the circumstances, will determine the merit of the complaint. If deemed appropriate, the Principal will issue a formal written warning that the behavior must immediately stop.
2. The Principal will prepare a written report of the complaint, findings or the review or circumstances and the action taken.
3. If the harassment continues, the Principal will meet with the alleged harasser and, if the alleged harasser is a student, with the parent(s) of the alleged harasser to initiate disciplinary action. The disciplinary action will relate to the nature, context and seriousness of the harassment and include all disciplinary action up to and including immediate termination (volunteer or consultant) or termination of enrollment (student).
4. The Principal will prepare a written report of the second meeting indicating disciplinary action taken.
5. Complaints of harassment and written reports or reviews undertaken are not to be included into, and are kept separate from, official files or student activity records. Complaints of harassment will be kept confidential to the extent confidentiality does not impair the review of circumstances raised in the harassment complaint.

Appeals of any complaint, review or action taken as a result of illegal or confirmed harassment will be conducted by the Principal and Pastor.

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## Digital Media Acceptable Use Policy

## 11.4

Saint Thomas More Parish School (STMPs) provides access to the internet and other digital media tools to promote educational excellence by facilitating resource sharing, innovation, and communication. These digital tools are valuable in helping students achieve our school-wide learning expectations, and preparing students for the digital world in which we live. However, with every opportunity comes responsibility. Parents review the responsibilities regarding their student's use of digital media, review it as a family, and sign the Acceptable Use Form annually.

### **School's Responsibility**

- Provide a filtering system on all network connected computers to prohibit websites related to obscene or criminal materials, and any other topics seen as inappropriate by STMPs staff for K-8 students.
- Provide supervision of students when using the internet.
- Review student's responsibility for using digital media annually.
- Teach students how to use digital media safely, ethically, and responsibly throughout the school year.
- Staff will preview applications and materials used for direct instruction.

### **Student's Responsibility**

- Use internet and digital media for academic activities only.
- Protect online identity by not giving full name, address, e-mail, or other identifying information online.
- Accessing social media, e-mail, chat rooms, blogs, etc. is prohibited.
- Access resources responsibly by not deliberately accessing obscene, indecent, or offensive material online. Report any viewing of such materials immediately to the teacher.
- Act ethically by using polite and civil communication. Students are prohibited from using offensive language or any language that is derogatory, demeaning, inflammatory, or threatening. This also includes the distribution of images or video. Discipline action will also occur for harassment done outside of the school toward another STMS student or staff member.
- Respect the property of others by not accessing or altering profiles or files belonging to other students. Students must access the network only through their own school provided accounts.
- Respect the property of the school by not installing, storing, altering, or distributing unauthorized software or materials, or deliberately attempting to harm or destroy any hardware or software used at school.
- Understand any electronic devices brought from home must be approved by STMPs staff and must be used for educational purposes only.
- Know STMPs is not responsible for any damage, loss, or theft of devices brought to school.
- Understand that access to the internet and digital media is a privilege and any misuse will result in disciplinary action including suspension or prohibiting use during the school day.

### **Guardian's Responsibility**

- Be assured the school is taking every measure to protect your child online, understanding that *all* objectionable material may *not* be filtered through the network's software.
- Understand STMPs is not responsible for any lost data, damage to storage devices, or interruptions in service. STMPs is not responsible for the safety, misuse, or damage of any electronic devices brought to school.
- Understand that school personnel has the right to review, edit, or remove any material accessed, created, or sent through the school's computers or network.

Revised August 22, 2019

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## **Digital Media Acceptable Use Policy con't**

## **11.4**

- Encourage and monitor responsible and ethical internet use at home. Discipline action at school may also occur for electronic harassment occurring outside of school toward other STMPS students or staff (**see Family Handbook, 11.3 Internet Harassment**).

Revised August 22, 2019

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## DISCIPLINARY GUIDELINES AND POLICY

12.1

### Guidelines for Discipline

The goal of St. Thomas More Parish School is to provide learning situations in which each child can succeed in this atmosphere, developing a positive self-concept. Students are still developing and growing. Mistakes are a part of the learning process. Students will be successful and feel good about themselves by following the Student Responsibilities and General School rules. (9.1)

### Assertive Discipline Policy, Procedures and Consequences

In order to establish an environment that is conducive to learning, it is necessary that a consistent disciplinary policy be maintained. This policy teaches students to know, understand and follow school and classroom rules and procedures. In the event that a student fails to demonstrate behaviors in school or the classroom expected of him/her consequences will given. Consequences for inappropriate behavior will be determined by such variables as the infraction itself, the age of the child and his/her pattern of previous behaviors. The consequence for Assertive Discipline includes the following:

<b>First Offense:</b>	Name on board. (Warning)
<b>Second Offense:</b>	One check after name and detention after school; 5 minutes primary; 10 minutes intermediate; 15 minutes Middle School. Communication Slip goes home.
<b>Third Offense:</b>	Two checks after name and detention after school; 10 minutes primary; 20 minutes intermediate; 25 minutes Middle School and a call home to communicate behavior. Communication Slip goes home.
<b>Fourth Offense:</b>	Three checks after name and detention after school; 15 minutes primary; 30 minutes intermediate; 35 minutes Middle School and phone call home to communicate behavior and set up behavior plan. Communication Slip goes home.
<b>Severe Clause</b>	On occasion removal from the classroom and a call to parents to pick up student as soon as possible occurs. The student will remain in the Main Office until the parent arrives to pick up the child and briefly conference with school officials. (12.2)
<b>Rewards</b>	Students are recognized for demonstrating positive and appropriate behavior during school and at school activities: Personal/Individual Recognition; Class Recognition Activities; or Schoolwide Activities.

*Children are to accept the consequences of their behavior **on the day of the infraction**. If a parent determines that a child cannot remain after school, arrangements must be made for the child to meet this obligation the next school day. The time requirements vary by grade level.*

<b>Communication Slip:</b>	Defined as "Reflection Time" for the student to reflect upon an Assertive Discipline offense and make a plan for change in the future. Parental signature is required on the slip in order to alert parents to any school incident. Discuss the incident with your child, sign the slip and return it to school the next day.
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Examples of minor inappropriate behaviors which could result in a Communication Slip:  
(List is not exhaustive)

- Failure to follow directions the first time given
- Putting others down
- Being uncooperative and disobedient
- Showing a lack of respect and consideration for others
- Being unprepared for class
- Failure to keep hands and feet to self

Revised August 22, 2019



## DISCIPLINARY GUIDELINES AND POLICY

12.2

### Advanced Discipline Action

If a student chooses to repeatedly disregard school expectations, is in major violation of general school rules and/or has failed to correct behavior through the Assertive Discipline Policy and Communication Slips, advanced discipline action will be implemented:

- Intervention Notification Form issued to student.
- A teacher-student-parent conference takes place to remediate the problem.
- If the problem persists or is extreme, a student-teacher-parent-principal conference will take place where an action plan for immediate improvement is developed through a behavior plan.
- At any time the school counselor may be consulted regarding a persistent behavior problem with a student. The counselor may meet briefly with the student and/or parents to determine if there is a need for counseling intervention and will work with the school staff to implement a plan.

### Intervention Notification Form:

Indicates repeated or more serious behaviors as outlined below and are considered violations of school rules. These are treated as serious incidents. Generally consequences requiring Advanced Discipline Action are to do two things: making right the wrong that has been done and detention. Along with detention a conference with parents will be required. Consequences may also include in or out of school suspension, being placed on probation and/or expulsion. Parents are to discuss the incident with your child, sign the slip and return it to school the next day.

Examples of more serious behaviors that are harmful to the community and/or self which would result in an Intervention Notification Form: (List is not exhaustive)

- Repeated disrespectful behavior
- Repeated unnecessary physical contact and rough behavior on the playground
- Going off school grounds
- Conduct harmful to the school's reputation
- Cheating, stealing, or plagiarizing
- Disobeying adults
- Smoking or substance abuse of any kind
- Vandalism
- Bullying/taunting (including internet bullying and texting)
- Continual disregard for Communication follow up and Assertive Discipline expectations in the classroom

The Principal is the final recourse in all disciplinary matters and may waive any and all regulations for just cause at his or her discretion.

### Probation

Probation is a contract stating that unless set conditions are met, more serious actions will be taken. The student and parents shall be informed of the fact and the conditions of the probation. Probation will be used for serious or repeated offenses occurring during the school year. Terms of the probation will be explained in writing by the principal and teacher, and reviewed with the student and parents.



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## DISCIPLINARY GUIDELINES AND POLICY

12.3

### Search and Seizure Policy

Lockers and desks are the property of the school and may be opened without the presence or permission of the students who use them.

### Suspension

Defined as meaning that the student shall remain at home or at school in an in-house suspension for a period of one to five days. The student may make up the work missed and will not be academically penalized.

### Expulsion

Defined as a request for the student to leave school and find educational accommodation in another school. This would normally occur after all efforts had been made to resolve the problem and when, in the opinion of school authorities, 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 whole school community. Repeated offenses after a period of suspensions would indicate this decision. In extremely serious cases, probation and or suspension may be waived and expulsion enforced. In every instance of disciplinary action, the Principal and parents will be notified if the problem cannot be resolved by student-teacher conferences.

The following are some but not all of the offenses that would result in suspension or expulsion:

- Willful disobedience of authorized personnel
- Vandalism, which includes damage or destruction or defacing school or personal property
- Unauthorized entry to, or use of any school facilities
- Stealing
- Possession or use of alcoholic beverages, illegal substances or drugs
- Possession or use of tobacco
- Possession of weapons or use of objects as weapons
- Truancy
- Fighting
- Harassment, in any matter (Internet, texting or person to person) or any circumstance which includes a pattern of repeated conduct or expression directed toward another for the purpose of intimidation or coercion.
- Forgery of documents and/or signature of parents or school authorities
- Repeated disruption of the learning environment
- Disrespect shown toward any school volunteers or personnel, verbally or by action
- Failure to meet the conditions of probation
- Arson
- Conduct, whether in or outside the school, that results in damage to the reputation of the school.

### Appeal - School Commission Policy: April, 1994

In the case of expulsion, a Board of Review may be requested by the parents, but the request must be in writing within five school days of the student's dismissal. When a Board of Review has been requested, the student will remain out of school and under the supervision of his/her parents until the Board of Review has made its recommendation. The Board will complete its work within two weeks of the request for appeal.

Revised August 22, 2019

STMPs reserves the right to amend this handbook, and parents will be given prompt notification.



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## **DISCIPLINARY GUIDELINES AND POLICY con't**

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**12.3**

The Board of Review will consist of:

- An STMPS teacher/staff member requested by the family
- An STMPS teacher/staff member appointed by the Principal and
- The School Commission Chairperson or his/her designated representative from the Commission.

The Board will interview the students, parents, the Principal and any other parties whom the Board deem necessary to their discernment process. They will then deliberate in private and make their recommendation to the Pastor who will convey his decision to the parents and Principal.

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## STUDENT ATTENDANCE AND DISMISSAL

13.1

### Arrival and Departure from School

Students should not arrive at school prior to 8:15 a.m. No supervision is provided before that time, teachers need these last minutes for class preparation. All students are asked to leave the school grounds no later than 3:10 p.m. unless detained by a teacher. If students are not picked up by 3:15 p.m., students will be escorted to the after school extended day program. Unless attending an authorized before or after school activity, students must not be on the campus before 8:15 a.m. or 15 minutes after dismissal which is 2:45 p.m. on Tuesdays and 3:00 p.m. on regular days. Students on campus during these time periods will be sent to Extended Day where they will be properly supervised and the family will be billed accordingly.

### Release of Pupils during the School Day

No teacher or principal shall release any pupil to any person who comes to the school unless the release is to the child's parents or their delegate who is authorized in writing by the parent or guardian.

### Early Dismissal for Teacher In-services

There are 5 to 6 days during the school year when school will be dismissed at 12:00 noon so that teachers may participate in in-service training. These dates are identified on the monthly calendar for parents. You will receive advance notice of the day and date of all in-services. At least two all-day in-services are sponsored and required by the Archdiocesan Office of Education.

### Early Dismissal

Any pupil released because of illness or emergency during the school day will report to the school office at the appointed time. The parent, guardian or delegate must identify him/herself at the school office before the child will be released. At times, this may be inconvenient, but this measure is for the protection of your child. A notebook in the office is to be signed by the parent or guardian before the child is released. All students must be signed out of school if leaving prior to the official dismissal time. Students are not allowed to leave campus with anyone not previously identified by the parent as an authorized adult.

### Attendance

Washington State Law requires that all children between the ages of eight and fifteen attend school. It is the parents' obligation to see that children are in attendance regularly. Every effort should be made to schedule doctor and dentist appointments outside of school hours. If it is unavoidable that an appointment be scheduled, written notice is to be submitted to the office prior to the morning of the appointment for approval from the office before the teacher may release the child. Attendance is crucial to a student's continual progress in school.

### Illness at School

Faculty members or playground supervisors send a child to the school office when they are ill. Children who are running a temperature of 100 degrees +, have vomited, fainted or appear not to be able to participate in class will be sent home after their parent or guardian has been called to pick them up. Students are not allowed to call home in the event of illness. The secretary, Principal, or designee will contact the parent. If the parent or guardian cannot be reached, the person designated on the Emergency Form will be called. Children must be picked up immediately or arrangements must be made by the parents for the child's care. Your child must be fever free with no medication and not have vomited for 24 hours to return to school.

### Play Structure/Playground Use/Campus Grounds

The play structure may not be accessed by students and families or the public from 8-8:30 a.m. and 3 – 3:30 p.m. because of safety issues and supervision. It is reserved from 8:30 – 3 pm for STM student use only.

Revised August 22, 2019

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## **STUDENT ATTENDANCE AND DISMISSAL con't** **13.1**

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### **Play Structure/Playground Use/Campus Grounds con't**

Use of school facilities by outside groups or organizations must be handled by the Parish Office. Use of the school play field is for school purposes only. Outside groups must apply through the same channels as those who wish to use the buildings. Contact the Parish Office at 425-743-2929.

Revised August 22, 2019

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## STUDENT ATTENDANCE AND DISMISSAL

13.2

Children who are ill must be kept home until they have recovered sufficiently to return to the regular routine of school and are able to go outside to recess. **The school does not have adequate personnel to supervise children staying indoors at recess times.** On rare occasions an exception to this policy may be granted if the child has a chronic condition which does not preclude school attendance. In these cases, prior administrative permission must be received because the student will come to the office for supervision during recess periods.

It is VERY important for each family to have an emergency form on file listing current numbers to call and indicating the procedure for care desired by parents.

### Medication at School

The school staff is not allowed to give medication of any kind (prescription or over the counter) to students without written consent from the family physician. All medications are to be brought to the school office by the parent along with the signed consent form. The medications and consent forms are kept in a locked cabinet accessed only as needed by the school staff. Students are not allowed to carry medication during the school day. The appropriate form is available in the school office.

*See Appendix for policy information and sample form.*

### Medical Issue

#### *Management of Lice*

If your child has lice, she/he must be treated before returning to school and be nit free. After treatment, be diligent in removing the nits as some may survive the treatment. Students can return to the classroom only after being re-checked and are lice and nit free.

### Absence

Students will be deemed absent if not in attendance. Types of excused absences are:

1. Personal illness
2. Family or personal emergency
3. Pre-arranged

If your child is ill and will be absent from school, please call the school office between 8:00 and 8:25 a.m. to report the absence.

### Unexcused Absence

An absence is considered "unexcused" if a student is absent for any reason beyond those listed. All absences from school, whether excused or unexcused, are noted on the report card and kept in the permanent records. In the cases of unexcused absences the teacher is not obligated to provide the student with any of the class work that was required during the student's absences. Some examples of types of unexcused absences: no parent notification/permission, skipping class, no reason submitted for absence.

### Written Excuses

Written excuses from parents are required in the following situations:

1. Absence: A written note must accompany the student upon return to school. This note should contain the date(s) absent from school, cause of illness and your signature. Exceptions, such as death or serious illness in the family, are determined by the principal.
2. Tardiness: An explanation must accompany the student if you know that your child will be tardy.

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## **STUDENT ATTENDANCE AND DISMISSAL con't**

**13.3**

A student is considered tardy if he/she is not with the class when the class enters the classroom. If tardy, the student reports to the office to receive an admittance slip to class. The only acceptable reason for tardiness is a medical appointment. Parents of students who arrive late more than five times a trimester will be contacted by the Principal. Conferences with the teacher, and if the problem persists, with the principal, will be arranged to deal with frequent tardiness.

### **Family Vacations**

If a parent makes the decision to take a child out of school for a family vacation, it must be understood that:

- The principal and teacher should be notified 2 weeks in advance.
- Teachers can allow the student to make up the work missed, when possible, at the teacher's convenience.
- Whether a teacher takes the extra time outside of class to "catch the student up" is up to the individual teacher.
- Students who leave on vacation prior to the final day of school will receive their report cards upon their return.

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## OTHER SCHOOL PROGRAMS

## 14.1

### School Library

Students are free to use the library at scheduled times for their grade or at non-scheduled times if an adult supervisor is present and the classroom teacher gives permission. Students are expected to return books when they are due and to pay for books misplaced, damaged or lost. The librarian is assisted by volunteers.

Some of the grades may also be making use of the local public library facilities. When a class is scheduled to go to the public library, only students who have submitted an official permission slip may participate. Of these students, those who have a library card and have no overdue books are free to check out books while the class is at the library. Each student assumes responsibility for the good care and the return of any library books checked out during these library trips.

### Extended Day Program

The Extended Day Program at STMPS runs before and after school for students in grades K-8.

The program runs from 7:00 - 8:15 a.m. in the mornings and from 3:00 - 6:00 p.m. on those days when school is in session. For school half days, when there is noon dismissal and faculty inservices, the P.M. care runs from 12:00 - 6:00 p.m. Extended Day is not available the first day of school or after noon dismissal on the days preceding Thanksgiving, Christmas, Easter and on the last day of school starting summer break. Refer to the Daily Schedule section for information about students on campus before and after school where they may access the Extended Day program and charges billed to the parent/guardian.

### Extracurricular Activities

Activities that enrich the curriculum may take place before and after school. Chess, Drama, Choir, Band, Mass Band, Speech Team and various sports teams are some of these activities. Other activities can be offered with appropriate supervision and space available. See Extra-Curricular Activities Guidelines.

Organizers and coaches for these activities must ensure that children are supervised at all times and sign an agreement to comply with STMPS guidelines and meet Safe Environment guidelines. Parents of children taking part in these activities must sign a registration letter sent to them by the organizers. Parents should also notify supervisors if their child is not attending on a particular day. All activities must be approved by the school administration. All students must be promptly picked up at the end of the session.

### Field Trips

Field trips and other outside-of-school activities have educational value for the students, and teachers are encouraged to plan for these experiences. They require written permission of the parents. No student may attend a field trip without prior written permission. Parents providing transportation must have completed the Called to Protect Class, cleared a background check and provided a current proof of insurance form which is available in the front office. All vehicles must have a minimum of \$100,000/\$300,000 in insurance coverage. See Appendix C for sample Field Trip: Driver Information Form.

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## OTHER SCHOOL PROGRAMS

14.2

### **Lunch**

Students bring a lunch from home. Hot Lunch Fundraisers will be available throughout the year as noted on the monthly calendar.

### **Milk**

Milk will be served daily to students ordering it. Students may purchase a milk ticket or pay cash. The milk ticket cost will be determined at the beginning of each school year.

### **Mass Band**

The Mass Band is for Sixth – Eighth grade students. Students play for all special school Masses throughout the year. Fifth Grade students may join with permission of the advisor.

### **School Band**

The school band is for Sixth – Eighth grade students. This year we will have beginning and advanced bands which meet before school from 7:30 to 8:25 am. This is a fee based program.

### **Choir**

Choir meets before and/or after school and/or during recess and is taught by our music teacher. This is a fee based program.

### **Stem Tree**

This program is run by StemTree of Mukilteo. Classes may meet after school. This is a fee based program with limited enrollment.

### **Mock Trial**

Mock Trial is for Sixth-Eighth grade students. Students are members of a legal team arguing or defending a case as it would be done in the legal system.

### **Speech Team**

Speech Team is for Sixth – Eighth grade students. The team meets after school to practice with tournaments on weekends sponsored by each of the Catholic high schools: Bishop Blanchet High School, Seattle Prep High School or Archbishop Murphy High School.

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## COMMUNICATION

15.1

### Home - School Communication Envelope

A large FAMILY ENVELOPE will normally be sent to each family every Wednesday with the oldest or only child. The envelopes are to be signed, dated and returned the next day. The envelope is the principle means of communication from the school, Parents Club and other organizations to the home. Please impress upon your children the need to be conscientious in delivering the envelope to you. Many times you will be asked to sign various notices and return them to school. Please cooperate in doing this promptly. **RECORD YOUR 40 HOURS OF VOLUNTEER SERVICE ON THIS ENVELOPE TOO!**

All materials to be collated into the communication envelope must be submitted to the school office **no later than Noon on Tuesday**. All items must be school or parish related and approved by the principal.

### Outside of School Announcements

It is imperative that ALL notices, announcements and bulletins related to activities of students (other than normal school routine) be submitted to the school office for approval before distribution. No bulletins or announcements may be sent to a classroom without prior approval by the Principal.

### Phone Tree

A phone tree is generated for each grade. The phone tree is a form of communicating information to parents in an emergency situation. The phone tree may be activated in addition to the email and/or media notifications should the situation warrant we do so. **(For snow days refer to your email, the school website, school voicemail message and the media for the school schedule.)**

### Identification

All articles of clothing and supplies should be labeled with the owner's name. Lost and Found items may be reclaimed in the school office. Unclaimed items are periodically given to the needy.

### School Telephone

The school telephone is reserved for official school business. Permission to use the telephone will not be given to students under ordinary circumstances such as forgotten books or homework. Permission may be given in an emergency situation at the discretion of the office staff or teacher. Every classroom has a phone.

### Forgotten Lunch

If a child forgets his/her lunch, parents should bring the lunch to the office with the child's name clearly written on it. The child will come to the office at lunch time and get his/her lunch. For safety reasons, the lunch should not be delivered to the classroom by the parent to avoid disrupting class. Bring lunches to the school office to be delivered to students at lunch time.

### Sending Money to School

When money is being sent to school for any purpose, it should be in a sealed envelope marked with name, grade, purpose and amount enclosed. Please send separate envelopes for each child whenever possible. An exception is a milk payment when money for all children in a family may be combined.

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## PICK-UP AND DROP-OFF PROCEDURES - GENERAL

16.1

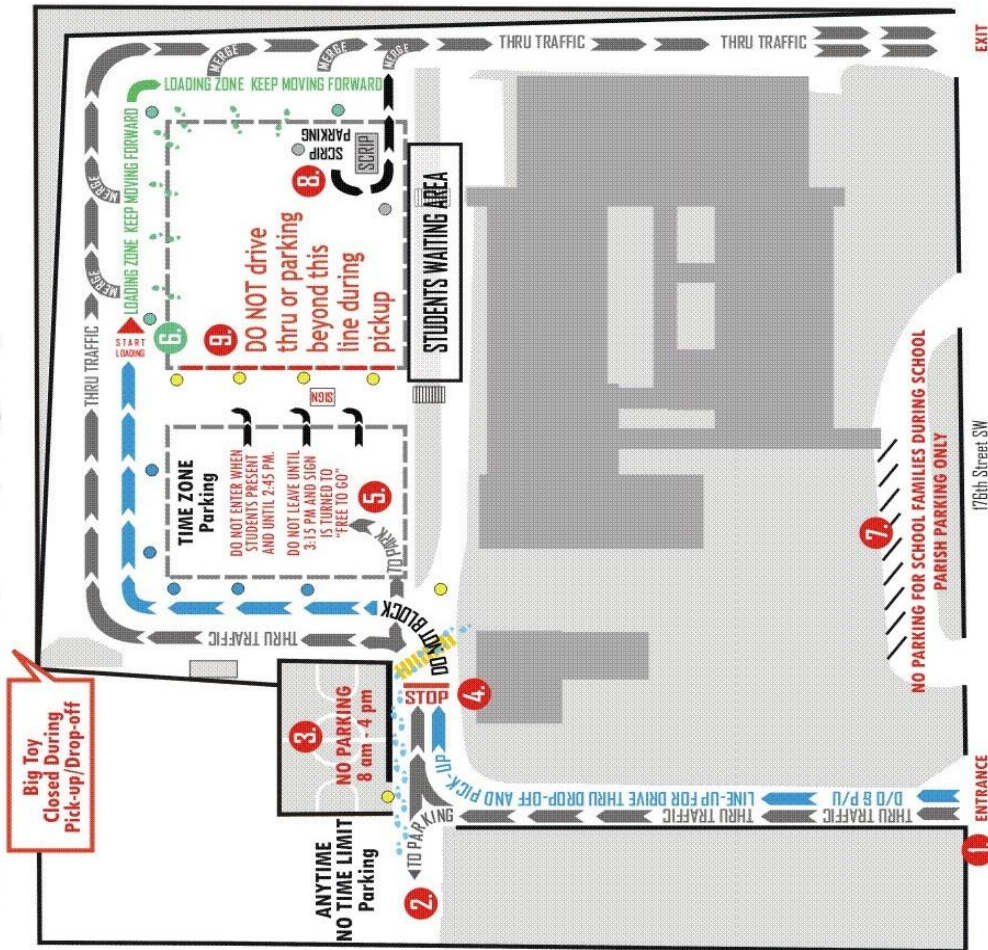
- 1. DO NOT BLOCK 176<sup>TH</sup> ST.**  
If traffic begins to back up onto 176<sup>th</sup> St., DRIVE THRU P/U cars must use THRU TRAFFIC lane and merge back into P/U Line at the Cross Walk.
- 2. ANYTIME-NO TIME LIMIT PARKING**  
To make more parking spaces, please DO NOT block the path to allow cars to park in the back area.
- 3. NO PARKING BETWEEN 8 AM AND 4 PM.**
- 4. YIELD FOR MERGING CARS AND DO NOT BLOCK.**  
DO NOT block turning area.  
Yield for pedestrian, and cars going into the D/O & P/U parking. Please let cars in THRU TRAFFIC lane to merge back into the D/O & P/U lane.  
All children walking to the long term parking must be supervised by adults.
- 5. DO NOT ENTER WHEN STUDENTS PRESENT & UNTIL 2:45 PM.**  
**DO NOT LEAVE UNTIL 3:15 PM & UNTIL "FREE TO GO" SIGN IS POSTED.**  
DO NOT enter when students are present and/or until 2:45 pm.  
Cars are NOT allowed to leave TIME ZONE lot until 15 minutes after the bell rang, and until sign indicates "FREE TO GO".  
MON Thru FRI: 8:40 AM and 3:15 PM  
To Exit, please Pull Forward and DO NOT Backup  
DO NOT let small children in the parking area without adult supervision.
- 6. DO NOT BEGIN LOADING UNTIL THE LOADING ZONE START POINT.**  
Load children in the LOADING Zone only. Maintain flow of traffic, keep pulling forward to help squeeze more cars in and avoid back-up on 176<sup>th</sup>.  
Tips for a safe and smooth pickup: Please instruct your car pool children to wait for everyone, and load them all at the same time.
- 7. DO NOT PARK AND DROP-OFF OR PICK-UP IN THE FRONT.**  
DO NOT park to pick-up and drop-off in the front of the church. NO parking for school families during school hours. Parking for Parish only.
- 8. SCRIP PARKING NOT FOR PU & D/O**  
The SCRIP parking and drive-thru is strictly for scrip purchasing only.
- 9. STUDENTS WAITING AREA**  
**DO NOT Drive thru and NO Parking Anytime in this area.**  
**RAINY DAYS**  
For rainy days, please follow the regular P/U and D/O procedures on this diagram.  
Note: Please make sure students are equipped with rain gear.  
**SNOW DAYS (Adverse Weather Conditions)**  
In the event of snowy or icy condition days, P/U and D/O procedures may be revised. Notice will be posted on the day. Please follow revision signs and directions when posted.

😊 Smile or wave to the patrol volunteers to show your appreciation for their good work.

## General Drop-Off & Pick-up Procedure

Revised: 09/01/2008

St. Thomas More Parish School Pick-up and Drop-off Procedures. "The Safety of the Children comes first." Give a copy to the people who will pickup or drop-off your children. For additional copies of this diagram, please obtain from the office or print from website [www.stms.org](http://www.stms.org). Any comments or suggestions, please forward to the School Commission or Safety Committee c/o [stms@stms.org](mailto:stms@stms.org).



Revised August 22, 2019



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**16.2**

## **PICK-UP AND DROP-OFF PROCEDURES – PRESCHOOL**

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Revised August 22, 2019

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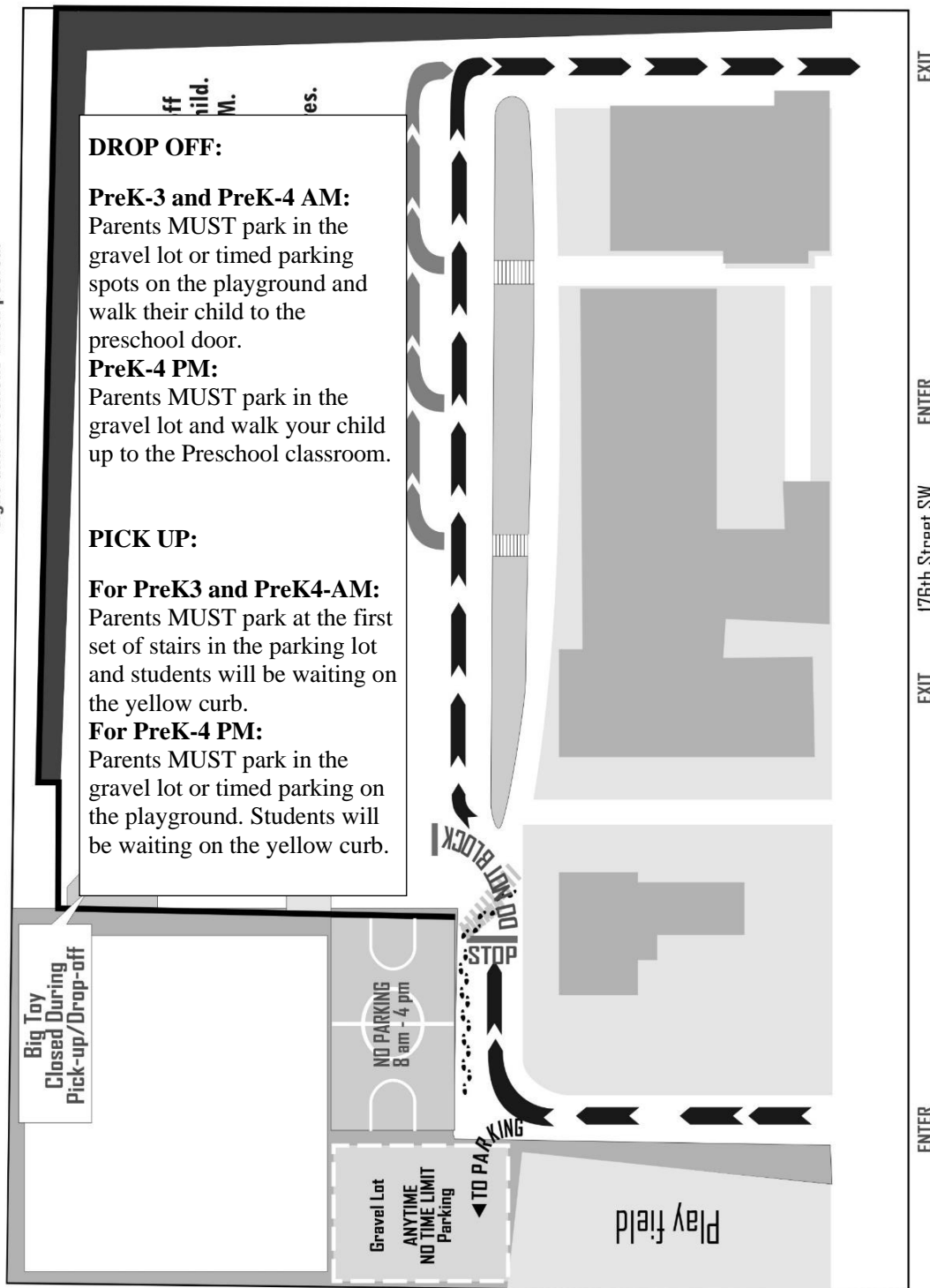
# Preschool Drop-Off & Pick-up Procedure

Revised: 09/13/2012

St. Thomas More Parish School Pick-up and Drop-off Procedures. "The Safety of the Children comes first." Give a copy to the people who will pickup or drop-off your children. For additional copies of this diagram, please obtain from the office or print from website [www.stms.org](http://www.stms.org). Any comments or suggestions, please forward to the School Commission or Safety Committee c/o [stms@stms.org](mailto:stms@stms.org).

**RAINY DAYS:**  
For all rainy days, please follow the regular P/U and D/O procedure on this diagram.  
**Note:** Please make sure students are equipped with rain gear.

**SNOW DAYS (Adverse Weather Conditions):**  
In the event of snowy or icy condition days, P/U and D/O procedures may be revised. Notice will be posted on the day. Please follow revision signs and directions when posted.



Revised August 22, 2019

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## EMERGENCY

17.1

### Emergency Weather Procedures

In case of inclement weather (i.e. snow), St. Thomas More Parish School **may** be closed or have a late start even when Edmonds School District is open as a result of poor conditions specific to the area around St. Thomas More Parish School. Information will be posted on the school website. In addition, announcements will be made on the STMPs voicemail, KING 1090, KIRO 710, and KOMO 1000. An email will be sent to all parents. Every effort is made to have the announcements made by 6:30 a.m. If a late start time is announced, children should not be dropped off until that time. On those days when school is closed or on a delayed schedule, the Extended Day program is also closed. Parents need to use their own judgment as to whether or not they are able to safely get their children to school on those days. Families will not be called regarding delays or closures.

### Non Weather Emergency Procedures

Each classroom has a phone tree that is held by the Room Parent. It consists of the oldest student in the class only. The phone tree can be an effective method of communicating school emergency information to every parent in the school. If it is necessary to close school prior to dismissal time, parents or designated individuals on the Emergency Form may be contacted. The principal, vice principal or their delegates will remain at school until all of the children have been picked up.

### Earthquake Preparedness

The Safety Committee functions continuously throughout the school year to develop safety and emergency policies and ensure that proper safety procedures are observed. They are responsible for conducting a twice yearly school evacuation earthquake drill. Periodically they conduct an earthquake drill in the classroom.

In the event of an earthquake, children will evacuate the building and will go to their assigned places on the playground. Children will be released to their parents or to people parents have listed on their child(ren)'s emergency forms. All staff will follow the Earthquake Emergency Operations Plan. Copies of this plan are available in the school office to parents upon request.

### Fire Drill Procedures

The staff and students practice Fire Drills monthly. Every classroom has a map marked with their exit route. Students exit the classroom silently and walk to the assigned location on the playground and remain with their teachers until the all clear sign is given to return to class. Each classroom has an emergency bucket containing items to use in the event students cannot return to the classrooms.

### Lockdown Drill Procedures

All staff and students practice Lockdown Drills routinely. When a lockdown is called staff immediately lock classroom doors from the inside, close drapes and shades, and move away from windows. The building remains in lockdown until the "all clear" signal is received from law enforcement. A reunification notice will be sent should students be removed from campus indicating where students can be reunited with parents.

Revised August 22, 2019

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## FUNDRAISING PROGRAM

18.1

### **Fundraising - School Commission Policy: April, 1993**

In order to maintain a tuition level that is affordable to parents of STMPS students, there are scheduled fundraising activities that contribute to the overall budget considerations of STMPS. The primary sources of revenues for STMPS are tuition, parish subsidy and fundraisers. In order to be equitable to all families of STMPS, all students/families should participate in official fundraisers.

### **Parents Club – Mission Statement**

**Parents Club exists to support the overall mission of the school. The objectives used to accomplish our mission are:**

1. Raising money for St. Thomas More Parish School.
2. Providing social activities that bring staff, students and parents and families together.
3. Providing educational programs of interest to parents and/or families.
4. Supporting the school administration and teachers in their ministry as Catholic educators.

### **Introduction**

Recognizing the need to raise additional money for the benefit of our school, without disrupting the educational school day, the St. Thomas More Parish School Commission has adopted a cafeteria style program to meet our fundraising needs.

*School Commission adopted the new program in January 2002 and the changes are derived from the directives of the 2001 Case Statement.*

This program is updated annually and allows school families to choose between the various fundraisers operated by Parents Club and a direct contribution choice to meet a minimum fundraising obligation. This minimum fundraising amount is determined annually and based upon the necessary and appropriate expenses associated with the Parents Club budget which includes an amount given directly to the school. Approximately 90% of funds raised go directly to the school operating budget, with the remaining 10% used for indirect and other needs of the School by Parents Club.

### **Basic Procedures**

At the time of registration in March, each family will complete a “Family Fundraising Agreement” form and return it along with their school contract. On this form, you will review the available fundraisers, estimate your direct contribution amount, and sign the agreement section to acknowledge that you will meet your minimum fundraising obligation.

In the event your fundraising efforts exceed the minimum amount for the year, you may offer a suggestion on where you would like the excess funds to go. A list has been jointly developed by School Commission, Parents Club and the school administration to target specific areas of need within our school community should you need assistance. Please see page 2 of the “Family Fundraising Agreement” form for the current school year.

The Parents Club Fundraising Coordinator will provide each family with periodic statements so the family can see how they are progressing toward their minimum fundraising obligation. Those families choosing to do cash will be billed each trimester through FACTS.

Please keep in mind that what counts towards meeting your fundraising obligation is the **profit earned** from your fundraising efforts and not total sales.

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## FUNDRAISING PROGRAM

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The fundraising year will start in May and end in April of the following year. For example, all profits raised or received from May 2018 through April 2019, will count toward your fundraising obligation for the 2018-19 school year. Ivar's Concessions is a little different. For example, the profit earned from working in Ivar's Concessions in April 2018 will count towards your minimum fundraising contribution for the future 2018-19 school year.

### **Matching Funds**

***Note many businesses will provide matching funds for an employees' donation to St. Thomas More Parish School. Check with your employer.***

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## FUNDRAISING PROGRAM

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### Specific Fundraisers:

#### **Magazine Sale**

The magazine sale typically takes place in late September or early October of each school year. Those families participating in this sale will be given order forms and a booklet listing the magazines available for sale. There will be 2 weeks in which to collect your orders and payments before turning your orders and payments in. The chairperson then verifies and submits the orders to our supplier for processing. It typically can take up to 6 weeks for your customers to start receiving their magazines.

**This sale has a 40% profit margin, so for every \$100 in sales there is \$40 in profit.**

#### **Chocolate Sale**

The chocolate sale takes place in early spring typically ending before Easter break. Out of necessity this sale is on a preorder basis, so if you choose to participate in the chocolate sale you may not change your mind once your pre-order has been placed. Those families who do participate will be given forms and information to sell the chocolate and collect payment from their customers. There will be 2 weeks in which to collect your orders and payment before turning your orders and payments in. The chair will then order enough chocolate to fill the orders. Once the school's order is placed with our distributor, it will take approximately 3 weeks for the chocolate to be delivered, sorted and distributed back to the school families.

Also, there will be additional chocolate to sell in the event you wish to do so. We currently have a wide offering of items for sale including solid chocolate bunnies, chocolate almond bars, chocolate crisp bars, caramels, mints, chocolate covered almonds and raisins, and peanut butter cups.

**The chocolate sale has a 50% profit margin, so for every \$100 in sales there is \$50 in profit.**

#### **Scrip**

Scrip is a year-round fundraiser. With this program, you buy gift certificates from Parents Club at face value, while Parents Club purchases these gift certificates at a discounted value, the difference being the profit Parents Club receives.

**Scrip has an average 5% profit margin, so for every \$100 of Scrip purchased, there is approximately \$5 in profit.**

Scrip is available for purchase in the southeast corner of the parking lot before or after school most days. It is also available in the Parish Hall on the weekends after masses. Scrip is not available from the school office staff. For additional information or questions, you can email the one of the scrip coordinators at [thebarron6@gmail.com](mailto:thebarron6@gmail.com) or [mirekandawn@comcast.net](mailto:mirekandawn@comcast.net).

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## FUNDRAISING PROGRAM

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### Ivar's Fundraising opportunities at Safeco, Centurylink & Husky Stadium:

Ivar's extends opportunities for parents to work at Safeco Field during the Mariners baseball season, Centurylink Field during the Sounders Soccer season, Husky stadium during the University of Washington football season and other events at any of these venues in which they are contracted for service. We are there to earn money for our school fundraising requirements by volunteering our time to work at Ivar's concession stands such as Ivar's, Kidd Valley, Garlic Fries, Taco Bar, etc. The school has entered into a commitment with Ivar's, not unlike any other job, to perform a duty for which we will be paid. That means that they expect from the parents of STMPS the same level of commitment and job performance as they would their own employees.

We commit to be onsite 2-2 ½ hours prior to the beginning of any games or events and will wear the required uniform of long black pants, closed toed shoes and Ivar's shirt as provided. Depending on the venue we will have the appropriate permits to work ie. Husky Stadium: Food Workers Permit and at Safeco and Centurylink fields: the Washington State Liquor Control Board Permit and the Food Worker Permits (both these venues sell alcohol). Food worker permits can be obtained through the County Health Department and on line, they typically cost \$10.00. The Washington State Liquor Control Board Permit can be obtained on line and are \$50.00 and up. Carpooling is set up for each game. The season begins in March/April thus monies are deposited the following September and typically ends in December. All monies earned March through August are for the next school year.

Our roles include and are not limited to; set up of stand, cashiering, serving beverages, food expediting, wrapping of hot dogs, sweeping floors, washing dishes, all clean up, and other duties as assigned. Age requirements allow a limited amount of minors under the age of 18, minimum age of 16.

Ivar's provides us with a 15 minute break, a meal and uniform shirts. The fundraiser contract is renegotiated each year, thus we are not guaranteed to be involved each year. Also, the number of volunteer spots available is limited, so sign up for volunteers is on a first come, first serve basis. Volunteers/Parents will not be signed up for dates unless all required permits are obtained. Parents sign up for dates they wish to work and must assist the Chair in finding a substitute if one is needed. Contracts state that if we do not show up as scheduled we be charged \$50.00 per person per game for each person who does not meet this obligation. This charge will be added to your fundraising totals.

Depending on the contract, venue, and volunteer slots we work at, ***there is approximately a minimum of \$50.00 per person in profit for each game/event worked.*** Actual games worked are tracked and credited to each family fundraising account as funds are received from Ivar's, approximately one month after game/event worked.

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## FUNDRAISING PROGRAM

18.5

### **Boon Supply**

The gift sale typically takes place in mid to late October. Our supplier for gifts/giftwrap/bags varies, each offers a wide variety of high quality wrapping papers and gifts at very reasonable prices. This sale is on a preorder basis, so if you choose to participate in the gift-wrap sale you may not change your mind once your pre-order has been placed. Those families who do participate will be given forms and information to sell the gift wrap and collect payment from their customers. There will be approximately 2 weeks in which to collect your orders and payments before turning your orders and payment in. The chair will then place the order with our distributor, and the gift-wrap will be delivered and distributed to the participating families in about 2 weeks. This may also be done on-line.

***This sale has a 50% profit margin, so for every \$100 in sales there is \$50 in profit.***

### **Cookie Dough Sale**

The cookie dough sale takes place once during the school year. Those families who do participate will be given forms and information to sell the cookie dough and collect payment from their customers. There will be 2 weeks in which to collect your orders and payments before turning them in. The chair will then order enough cookie dough to fill the orders. Once the school's order is placed with our distributor, it will take approximately 3 weeks for the cookie dough to be delivered, sorted and distributed back to the school families.

We currently have a wide offering of items for sale including several flavors of cookie dough, pretzels and churros.

The cookie dough sale has a 50% profit margin so for every \$100 in sales there is \$50 in profit.

### **Wreath Sale**

The wreath sale takes place in November. This sale is on a preorder basis. Those families who do participate will be given forms and information to sell the wreaths and collect payment from their customers. There will be 1 to 2 weeks in which to collect your orders and payments. The chair will then order enough wreaths to fill the orders. Once the school's order is placed with our distributor, it will take approximately 10 days for the wreaths to be delivered, sorted and distributed back to the school families.

The profit margin depends on the method that the item is sold. If you sell items through the 'pick-up-at-school' method, your profit will be approximately \$10 per item. If you use the 'send-a-gift' method where the item is shipped directly from the farm to an address, the profit is approximately \$5 per item.

### **Mums**

This sale occurs either for All Souls Day or Easter as a way to remember special people and decorate the church at the same time. Mums are ordered, delivered to the church and then the plants are collected by purchasers after the mass. The profit per plant is approximately \$5.00.

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## FUNDRAISING PROGRAM

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18.6

### Donation

If you choose, you may satisfy all or part of your minimum fundraising obligation with a donation to Parents Club. **For every \$100 donated there is \$100 in profit.** This is paid in 3 equal payments, due on October 31, January 31, and April 30 during the current school year. Checks are to be made payable to St. Thomas More Parish School Parents Club. If payment is sent when school is not in session, please mail to: Fundraising Coordinator, c/o St. Thomas More Parish School, 6511 176<sup>th</sup> Street SW, Lynnwood, WA 98037.

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## IMPORTANT EVENTS by the MONTH

19.1

### September

#### **First Day of School**

This is a half day for the children. The Parents Club hosts a coffee hour for the parents. The coffee is held in the Renggli Room in the Community Center. Here you can visit with other parents, buy milk tickets, sign up for Extended Day and find out about upcoming events. Plan to attend if you can. It helps to start putting names with faces and to meet other new families.

#### **Scrip**

Scrip is a program where you buy gift certificates for merchandise you normally use. Participating stores give the school a discount on the gift certificates. For example, the school only has to pay Safeway \$95 and gets to keep \$5 for \$100 worth of gift certificates. Merchants give us from 3-25% discount on the certificates. You can buy scrip for gas, groceries, clothes, books, CDs, gifts, travel—just about anything you need. The beauty of this program is, you do not have to spend a penny on something you were not already going to buy! It takes a little planning and organization, but give it a try and you will be amazed at how easy it is to raise funds for the school through Scrip. Scrip is available in the school parking lot before and after school as scheduled. You will see the cars parked at the southeast corner. Scrip is also for sale after masses on Sunday. Scrip is just one of your fundraising options. Scrip is available year round.

#### **Curriculum Meeting/Back to School Night**

This is a very informative meeting you don't want to miss. During the first hour of the meeting you will have an opportunity to visit your child's classroom(s). His/her teacher will explain the curriculum for that grade as well as the classroom policies and expectations. Note: There are only two classroom sessions, each scheduled for 30 minutes. If you have more than two children in the school, you will want this to be a two-parent night so you can cover all the grades. The last hour is the general meeting in Dalton Hall. The principal, the Parents Club, School Commission and faculty are introduced.

#### **Mass of the Holy Spirit**

This Mass is held in September at 9:00 a.m., date will be determine, see the calendar. You are invited to attend. This is a very uplifting and validating experience for new families when you see all the children at mass in their dress uniforms. You will be so impressed with the children's participation in the liturgy, particularly with the public speaking ability of all the students. This is a full dress uniform day, as are all school mass days.

#### **Magazine Sale**

The Magazine Sale is another fundraising option. It usually takes place in September. Your child will bring home all the information in the Wednesday envelope.

#### **Parents Club General Meetings**

*All parents are automatically members of Parents Club, there are no dues. Everyone is encouraged to attend general meetings which are held once monthly and sometimes include a guest speaker. Watch for meeting notices/agendas to be sent home in the Wednesday envelope.*

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## **IMPORTANT EVENTS by the MONTH**

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**19.2**

### **October**

#### **Blessing of the Pets**

STMPs does a really nice job with this ceremony to celebrate the feast of St. Francis of Assisi. In past years, KING and KIRO TV have covered our Blessing and shown our story during their news broadcasts that evening. Bring any animal you have, including birds and goldfish. The ceremony typically takes place in the afternoon. The students enjoy this extra treat so much and are disappointed if their pet doesn't get blessed. It's worth taking a few hours off work if you can!

#### **School Pictures**

Individual school pictures are in the fall, so you can plan your haircuts accordingly. Students can either wear their uniforms or dress up for picture day. Most students dress up. Class pictures are in the spring and this is a full dress uniform day.

#### **Halloween**

Classes usually have a Halloween party and students are able to wear costumes as part of the celebration. Your room parent will call you for some contribution to the party.

#### **Boon Supply**

This fundraising option usually takes place in mid to late October. Our supplier offers a wide variety of high quality wrapping paper and gifts at reasonable prices. Information regarding the sale will be included in your Wednesday envelope.

#### **Class Project**

Each class does a collective project where the children make something that can be auctioned off at a school fundraising event. Examples include a quilt with all the kindergartners' handprints on it, individual Christmas tree ornaments with a tablecloth and napkins with snowflake designs made by the children. There are designated parents who are responsible for each class project and they need a lot of help and support.

### **November**

#### **Thanksgiving Mass**

All the classes collect food and bring it to the church for mass the Wednesday before Thanksgiving. This is another beautiful mass for which the children produce the liturgy and if you can attend you will find your holiday enriched and blessed. Mass is at 11:00 a.m. and the students are dismissed at noon for the holiday weekend. Students conduct a Food Drive to support The St. Vincent de Paul Society during the month of November. The Thanksgiving Food Drive concludes with presentation of the food donations at mass.

### **December**

#### **Ice Cream Socials**

The Parents Club sponsors ice cream socials at 3 p.m. on report card day. Children receive free ice cream to celebrate a trimester of hard work and accomplishment by everyone.

#### **Pixie Gift Shop**

In December, Parents Club sponsors Pixie Gift Shop, where the children bring money and buy small gifts for the family members who live with them. Parent volunteers help the children shop and wrap their gifts, including gift tags. Gifts

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range in price from 50 cents to \$15.00. The children come home with a wrapped gift for their immediate family members and they absolutely love it. This is just a great event and is a favorite of parents for volunteering.

## **IMPORTANT EVENTS by the MONTH**

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**19.3**

### **December con't**

#### **Christmas Program**

This program is put on by the students. Each class will perform as well as band and choir. Students wear their Christmas dress up clothes to this program. This event is held in the church.

### **January**

#### **Snow Dragons**

The Snow Dragons are a group of children and their parents who go to Steven's Pass to ski and/or snowboard. The family provides their own transportation on Friday afternoons for approximately 6 weeks beginning in January. Ski/snowboard lessons are available through Clancy's Ski School. **This activity is organized by volunteers and is not sponsored by STMPS.** This program is the responsibility of the parents and the school assumes no responsibility or liability for insurance purposes. Watch your Wednesday envelope for information in the fall.

#### **Book Fair**

During Catholic Schools Week (held some time in late January/early February) the library holds a Book Fair. Watch for a brochure to come home with samples of books available. Each class has time to visit the book fair during the school day. The prices are great and you can purchase books to donate to the library also. Watch for the end of the year Book Fair for great summer reading bargains for the kids.

### **February**

#### **President's Weekend**

On Presidents Day weekend (usually four days) there is no school! Mark these dates on your calendar and plan a family getaway or special event if you like.

#### **STM Speech Tournament**

Students, Pre-K through 8<sup>th</sup> grade, prepare speeches that are given in their classrooms and judged in late January or early February. Instruction is provided in the classroom, but parents will need to help their students practice at home. Students in grades K-2 have an assembly where they are given the opportunity to present their memorized speech to students and parents. Watch the monthly calendar that is sent home in the Wednesday envelope for the date of this assembly to schedule time to be there. For the younger children, parent attendance can be very important. In third through eighth grade, classroom winners then compete for overall awards.

We have outside judges from the community come to the school for the two day tournament for classroom winners. This is a unique feature of our school curriculum. By the upper grades you can really see the payoff in the confidence and skill with which our students speak in public. If you can attend our school's two day judged events, you will be so impressed!

Our extra-curricular speech team in grades 6-8 participates in the Bishop Blanchet High School, Eastside Catholic High School, Seattle Prep and Archbishop Murphy High School speech tournaments with other Catholic grade schools. Grand prizes in these tournaments are scholarships to the high schools.

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## IMPORTANT EVENTS by the MONTH

19.4

### March/April

#### **Ivar's Fundraiser**

This fundraiser takes place during baseball season. For selected games, volunteers staff the food booths operated by Ivar's, such as Ivar's, Kid Valley and Grounders Garlic Fries at CenturyLink Field. For more information, contact the Ivar's Fundraiser Coordinator and watch your Wednesday envelope.

#### **Stone Soup and Stations of the Cross**

All students participate in a "Stone Soup" meal at school as a Lenten activity during Holy Week. The meal consists of soup, rolls, fruit, juice, and water. Each student contributes to this shared meal. A list of specific items is requested for each grade level and items are provided by families and sent to school just prior to "Stone Soup". Students are also asked to bring a monetary donation for the lunch which is then given to Operation Rice Bowl. Parent volunteers are needed to help with this activity.

#### **Chocolate Sale**

The chocolate sale is one other fundraising option. It usually takes place prior to Easter. Your child will bring home all the information in the Wednesday envelope.

#### **Good Friday Stations of the Cross**

*Make plans ahead of time to get time off work and attend as a family if at all possible!* Our eighth grade enacts the Way of the Cross in an exceptionally moving and beautiful liturgy. Young students can sit with their parents if they wish. Watch for the monthly calendar notice for weekly times. The children are dismissed for Easter break after Stations so you can spend a quiet afternoon together. If you arrange any time away from work for a school event this year, be sure Good Friday Stations is the one.

### May

#### **Middle School Camp**

Some time in the spring every year, the sixth and seventh grades, their teachers and parent chaperones go to camp for three to four days. This is an intense growing experience for everyone involved. It is a fabulous experience for students!

#### **Spring Program**

A musical presentation for K-8 featuring our choral and instrumental music groups. This event may be combined with a musical or replaced by a musical production

#### **Primary Track Meet**

For grades 1-3, held at St. Mary Magdalene in south Everett. Various races and field events. All children participate in two or three events. Students wear the school t-shirt and blue or black shorts (uniform shorts are OK.) Parents drive and the kids really appreciate if you can attend and support them. St. Thomas More, St. Mary Magdalene, Immaculate Conception/Our Lady of Perpetual Help, St. Michael's and Holy Rosary all compete at this event.

#### **Upper Grades Track Meet**

The same schools as for the primary meet all compete at the Everett Memorial Stadium. Same clothing guidelines as for

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the primary grades and the students are transported by parent drivers or a chartered school bus. STMPs hosts the concession stand on a rotating schedule. This is a very volunteer, labor-intensive event, so if you can help out, please do.

## **IMPORTANT EVENTS by the MONTH**

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**19.5**

### **June**

#### **Student Body Elections**

The Middle School Students and 5<sup>th</sup> Graders file for student body offices in May. The campaign runs for approximately three days in June. Students in grades 1 - 7 vote. Officers and classroom representatives are installed prior to the end of the school year.

#### **Scrub Day**

Students are asked to bring rags/sponges to school and wear clothes they can clean in. Parent volunteers help and supervise, depending on the grade level. Wear shorts and shoes that can get wet if you volunteer to help.

#### **Knights of Columbus/Parents Club End of the Year Barbecue**

Parents Club funds, the Knights cook and parents serve the students and staff a BBQ lunch one day the last week of school. It is a celebration of the many successes throughout the year.

#### **End of School Moving Up Ceremony**

Here is another really worthwhile event to come and see if you possibly can. This event is held in the church. Each class chooses a representative to thank various members of the school community and sum up what their class did for the year. The class moves from their assigned space in church to join their new teacher for the next year. They are then officially promoted! If you have an incoming kindergartner, they are asked to come forward to join the kindergarten teacher, who is all alone up front with no students after her students have joined the first grade teacher. This is so exciting and fun for those little ones anticipating kindergarten. Parents can go up the aisle with them for moral support.

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## **IMPORTANT EVENTS by the MONTH**

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**19.6**

### **Other Important Events**

#### **Parent Meetings for First Reconciliation and First Eucharist**

These meetings are for the parents of all parish second graders as they prepare for the sacraments. The classes are a big help in your at-home preparation for the sacraments, as most of us could use a little assistance in explaining transubstantiation to an eight year old!

#### **Family Nights**

Parents Club sponsor social nights for families to come together in the Parish Hall. Activities may include movies, Bingo, dancing and/or games. There is no cost to attend these fun activities. There has been a DJ for music and dancing and penny candy for the kids. Working on this event is a good way for parents who work full time to get in some volunteer hours. Watch for a volunteer sign-up sheet in your Wednesday envelope.

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## ORGANIZATIONS

20.1

### Accreditation

In the spring of 2000, 2006, 2012, and 2018, our school was accredited by the same organization that accredits colleges and universities. We are also accredited by the state. Our new level of accreditation provides a higher level of scrutiny and validation for the quality of our program. The extensive process that our faculty went through in preparation for the on-site visit did much to clarify our goals for the future and to strengthen the overall curriculum of the school. An additional benefit of this higher level of accreditation is that it is helpful in obtaining grants to enrich our program. We received the highest level of accreditation, a six year approval. Accreditation means we have an ongoing program of self-assessment and quality improvement in place. The next Accreditation takes place in the Spring of 2024.

### Parents Club

The Parents Club exists to support the overall mission of the school. Parents Club has an annual commitment to the school operating budget which is fulfilled through fundraising. Extra money from our fundraisers is used for Parents Club activities during the year. We provide social activities that will bring the staff, students and parents together as a Christian community. We provide educational programs of interest to parents and we support the school administration and teachers in their ministry as Catholic educators.

### School Commission

The School Commission provides our pastor and principal with expertise and experience to assist them in planning, finances, decision making, policy formation and public relations for the school. The meetings are open to the school and parish community except for the February meeting, where the following year's budget is finalized. Meeting dates and time will be on the school calendar.

### Faith Families

"Faith Families" are made up of a student from each grade for seating at school Masses and for other events during the year. Seventh and eighth grade students are the "parents" and older students help the younger students with their conduct during Mass. The students are wonderfully behaved and cooperative. Look for your child at the first Mass you attend and this will be her/his assigned place for the rest of the year at Mass. Most students, especially young ones, appreciate if their parents sit near them when the parents attend a school Mass. Students sit in the middle sections and parents sit in the side sections and in the middle in back of the Church.

### Development Office

The Development Office is responsible for the endowment fund, for alumni relations, for public/media relations for the school and for relations with the surrounding community. The Development Office works closely with the school leadership to recruit and retain families.

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## ORGANIZATIONS

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20.2

### **Ambassador Family**

Each school family with children attending St. Thomas More Parish School for the first time is assigned an Ambassador Family. The Ambassador Family is one who has been in the school for several years, is familiar with how things run and can answer questions for the new family. The Ambassador Family contacts you in the late summer and welcomes you to the school. You can meet your Ambassador Family as you mutually agree before school starts, or at the Welcome Back Coffee on the first day.

### **Ambassador Students**

Students are also asked to be ambassadors for new students in the same class. They are asked to call the new student before school starts and answer any questions the student may have. The ambassador should meet the student on the first day of school and help them throughout the day. The student ambassador should be available for questions about school events throughout the year.

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## 2019 – 2020 K – 8 TUITION AND FEES

21.1

*School Commission Policy: March 2006*

### Tuition Structure

#### Contributing Members of St Thomas More Parish\*

	<b>Annual</b>	<b>10 Monthly</b>
One Child	\$ 6,700	\$ 670
Two Children	\$ 11,670	\$ 1,167
Three Children	\$ 16,000	\$ 1,600
Four Children	\$ 17,600	\$ 1,767

#### **Non-Parish Families**

Per Student	\$ 8,622	\$ 862.20
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\*To qualify for the parish tuition rate, a parish family is expected to participate in the PARISH SACRIFICIAL GIVING PROGRAM, which means completing a pledge card and making REGULAR contributions to the parish, (five per cent of family income is recommended). If a regular pattern of contributions is not established, the family will pay tuition at the non-parishioner rate.

**Registration Fee** -- \$200.00 per family due at the time of registration (non-refundable)

**Technology Fee** -- \$175.00 per family

**Book Fee** -- \$125 per student

**Fundraising Commitment** -- \$550 commitment per year

**Middle School Fee (for Grades 6, 7 and 8)** -- \$125 per student

**Auction** -- \$200 commitment per year

**Stewardship Hours** -- All families will contribute 40 Stewardship (volunteer) hours of service to the school between June 1, 2020 and May 31, 2021 of which at least 4 hours need to be contributed directly to the auction. Please contact the office if there are questions about this requirement. Those unable to meet this obligation by May 31, 2021 will be billed \$20 per hour for any hours not served.

#### Payment Schedule

STM will be using FACTS Management, an on-line tuition and fees management service. Several payment plans and methods are offered. Families are able to view the status of their account at any time by going to <https://online.factsmgt.com> and entering their user name and password. Payments are no longer accepted at the school office. Payments must be paid directly to FACTS. The address for FACTS is included on the invoice notification per your preferred correspondence method in FACTS.

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## 2020 – 2021 K – 8 TUITION AND FEES

21.2

### **Church Contributions**

- Contributions of five percent of family income is recommended.
- Church contributions are due quarterly.
- **TUITION PAYMENTS AND CHURCH CONTRIBUTIONS SHOULD BE MADE SEPARATELY, WITH SEPARATE CHECKS.**
- Church contribution checks should be made out to St. Thomas More Parish.
- Church contributions will be monitored quarterly.
- Lack of contributions under Sacrificial Giving to the Church will result in Out of Parish Tuition Rate.

*School Commission Policy: November 1986*

*Parents of Students of STMPS must be current in the payments of monthly tuition and Church envelopes. Any family who becomes three months delinquent will be asked to take their children out of school until these payments are current, unless other arrangements have been made with the Pastor.*

### **Eighth Grade Tuition and Church Contributions**

- Tuition for Eighth Grade students must be paid in full one week prior to graduation.
- Report cards, diplomas and records will be withheld by the school until tuition and Church contributions are paid in full.

### **Special Arrangements for Tuition and Church Contributions**

In the event a financial emergency arises in a family and payments for tuition and church contributions cannot be made on time, parents are asked to contact the Principal to make special payment arrangements.

### **Scholarship**

Families needing financial assistance from the Archdiocese or from St. Thomas More Parish must first apply for the Archdiocesan Scholarship through the Fulcrum Foundation. Dates and application deadlines will be announced in the newsletter. Once the application is processed by Fulcrum, scholarships will be awarded on a per need basis. Those who do not qualify for the Fulcrum Foundation award may be contacted by the school in regards to possible parish scholarship availability.

Revised September 15, 2020

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## 2020 – 2021 PRESCHOOL TUITION AND FEES

22.1

### Tuition Structure

<b><u>4 Year Old A.M. Preschool Class</u></b>	<b>Annual</b>	<b>10 Monthly</b>
Per Child	\$3,321	\$ 321.10
<b><u>3 Year Old A.M. Preschool Class</u></b>		
Per Child	\$2,013	\$ 201.30

### Registration Fee

\$130.00 per family due at the time of registration (non-refundable).

### Curriculum Fee

\$90 per child payable on or before August 1st.

### Stewardship Hours

5 hours for the 3 year old class

7.5 hours for the 4 year old classes

### Payment Schedule

STM will be using FACTS Management, an on-line tuition and fees management service. Several payment plans and methods are offered. Families are able to view the status of their account at any time by going to <https://online.factsmtg.com> and entering their user name and password. Payments are no longer accepted at the school office. Payments must be paid directly to FACTS. The address for FACTS is included on the invoice notification per your preferred correspondence method in FACTS.

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## 2020-21 ST. THOMAS MORE PARISH SCHOOL STAFF

23.1

### Administrative Staff

Fr. Stephen Okumu	Pastor
Mrs. Ann Leichter	Principal
Mrs. Ann Vandewark	Office Manager
Mrs. Sandra McLaughlin	Office Assistant
Mr. Ed dos Remedios	PAA
Mrs. Fadia Kassab	Parish Bookkeeper

### Faculty

Mr. Adam Locke	Preschool
Mrs. Anja Conklin	Kindergarten
Ms. Emily Chambers	Grade One
Mrs. Meg Tupou	Grade Two
Mrs. Alejandra Del Rio	Grade Three
Mrs. Leigh Martin	Grade Four
Ms. Andrea Hernandez	Grade Five
Ms. Teresa Thornton	Grade Six
Mr. Dave Rehberger	Grade Seven
Mrs. Marcia Golloway	Grade Eight
Mrs. Maria Casey	Art
Mr. Tim Feeney	Physical Education
Mrs. Julie Parsons	Music
Miss Tessa Watters	Librarian
Mrs. Charlene Takeuchi	Counselor
Mrs. Joana Ransford	MSL Specialist
Mr. Craig Lawrence	Band
Mrs. Laura La Rosa	Remediation/Title I Teacher
Mrs. Deanna Maddock	Technology/World Language

### Support Staff

vacant	Development Director
Mrs. Gisela Bartolome	Kindergarten Assistant
Mrs. Tricia Hernandez	Extended Day Director / Preschool Assistant
Mrs. Jane Alpers	Instructional Aide
vacant	Extended Day Assistant
Mr. Dave Fairbank	Facilities
Mr. Nick Callahan	Information Technology (IT)

Revised September 15, 2020



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## **APPENDIX A**

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### **Policy on Administration of Oral Medication in Public and Private Schools**

RCW 28A.210.260

Public and Private Schools-Administration of Oral Medication by Conditions

Public school districts and private schools which conduct any of grades kindergarten through the twelfth grade may provide for the administration of oral medication of any nature to students who are in the custody of the school district or school at the time of administration subject to the following conditions:

- The public school district or private school is in receipt of a written, current and unexpired request from a parent or a legal guardian, or other person having legal control over the student to administer the medication to the student.

- The public school district or the private school is in receipt of (a) a written, current and unexpired request from a licensed health professional prescribing within the scope of his or her prescriptive authority for administration of the medication, as there exists a valid health reason which makes administration of such medication advisable during the hours when school is in session or the hours in which the student is under the supervision of school officials, and (b) written, current and unexpired instruction from such licensed health professional prescribing within the scope of his or her prescriptive authority regarding the administration of prescribed medication to students who require medication for more than fifteen consecutive workdays.

- The medication is administered by designated employee.

- The medication is first examined by the employee administering the same to determine in his or her judgment that it appears to be in the original container and to be properly labeled.

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## **APPENDIX B**

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### **Nut Allergies**

St. Thomas More Parish School is committed to the safety and health of all students and employees. In accordance with our Christian values of caring for our neighbors and Washington RCW 28A.210.380 we have a responsibility to:

1. Provide a safe and healthy learning environment for students with food allergies
2. Reduce the likelihood of severe or potentially life-threatening allergic reactions
3. Ensure a rapid and effective response in the case of a severe or potentially life-threatening allergic reaction

4. Protect the rights of food allergic students to participate in all school activities  
Since nut-allergies are a life-threatening occurrence, we ask that students bring “nut-free” snacks and lunches. This ensures the staff’s ability to care for each student in their class and maximize learning without the threat of harm to any student.

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## **APPENDIX C**

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### **Sample Field Trip Driver Information Sheet**

This form is required for any parent to drive on a field trip and a current, cleared background check must be on file.

### **Sample Public Relations Release Form**

This form gives parents the choice to have their student in school publications.

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## APPENDIX D

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### COMMUNICABLE DISEASE POLICY for CATHOLIC SCHOOLS

**St. Thomas More Parish School** follows the Archdiocese of Seattle's policy regarding communicable diseases. Students or parents/guardians may obtain a copy of the policy from the school office.

#### ACKNOWLEDGMENT OF RISK OF COVID-19 AND OTHER COMMUNICABLE DISEASES

St. Thomas More Parish School is committed to the health and well-being of our students, faculty/staff, volunteers, and others who are part of the STM School community. We acknowledge that the novel coronavirus ("COVID-19"), which has been declared a pandemic by the World Health Organization, poses significant health risks and has affected many aspects of life. It is possible that other communicable diseases could pose risks to STM School students and others in the STM community. To confront the unprecedented challenges and risks presented by COVID-19 and other communicable diseases, STM School is following recommendations and guidance issued by county, state, and federal authorities and agencies, including the Snohomish County Department of Health, OSPI, and the Centers for Disease Control and Prevention.

Students and parents/guardians are expected to understand and acknowledge the dangers presented by COVID-19 and other communicable diseases. In particular, COVID-19 is contagious and believed to spread mainly from person-to-person contact. The risks associated with COVID-19 may include, but are not limited to, illness and, in some cases, death. As of the printing of this Handbook, there is no vaccine to prevent COVID-19 and it is very possible that a vaccine will be unavailable during the 2020-21 academic year. Students and parents/guardians are expected to stay informed of COVID-19, as well as other communicable diseases, and understand their associated risks.

To prevent and to reduce the spread of communicable diseases like COVID-19, students and parents/guardians are expected to:

1. Comply with all recommendations and guidance for reducing the spread of communicable diseases published by county, state, and federal authorities and agencies, including the Snohomish County Department of Health and the Centers for Disease Control and Prevention and Washington Department of Health. Such recommendations include, but are not limited to, maintaining physical distancing guidelines, wearing a face covering, and washing hands with soap and water for a minimum of 20 seconds regularly.

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2. Comply with all rules, guidelines and protocols adopted by St. Thomas More School for reducing the spread of COVID-19 and other communicable diseases.

3. Notify St. Thomas More School within twenty-four (24) hours if the student (a) has been in contact with someone known or suspected to be infected by COVID-19 or any other communicable disease; (b) has been diagnosed as being infected by COVID-19 or any other communicable disease; or (c) has been running a fever or exhibiting other symptoms as outlined by Snohomish County Department of Health.

Students must stay home if they feel ill, exhibit symptoms of COVID-19 or any other communicable disease, or have tested positive for COVID-19 or any other communicable disease.

Students who are at school must report to the front office staff if he/she becomes ill during the day. In those circumstances, St. Thomas More School will contact the student's parent/guardian and send the student home. Students are expected to stay home until they are no longer contagious as determined by a licensed medical professional.

St. Thomas More School will close its campus if St. Thomas More School deems it necessary to protect students, faculty/staff, volunteers, and others who are part of the STM community from exposure to COVID-19 or any other communicable disease, including at the advice, guidance, or direction of local and state authorities.



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## **GLOSSARY**

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### **Extended Care**

A program that provides professional care and supervision before and after school for students in Grades K-8. The focus is on nourishing students' brains and bodies. Quiet homework time is part of the after school agenda. Hours of operation are 7:00 am to 8:15 am and 3:00 pm to 6:00 pm.

### **Faith Families**

A cross-section of the whole of the student body, one student from each grade K-8, meeting together for faith formation activities. Eighth and Seventh Graders act as the "parents," providing instruction and modeling Catholic life for younger students.

### **Guidance Team**

A team that may consist of the principal, counselor, Intervention teacher, MSL teacher and others as invited. The team's goal is to review progress of referred students and recommend accommodations or modifications to increase academic or social/behavioral growth for the student. The Guidance Team meets weekly.

### **Hot Lunch Fundraisers**

Parent volunteers offer students an opportunity to purchase a lunch most Fridays. Menus and order forms go out once a month. Choices consist of pizza, hot dogs, hamburgers or chicken nuggets and snack and beverage.

### **Intervention Teacher**

A teacher who works inside the school day with individuals and small groups of students who are identified as needing support through enrichment or interventions.

### **Key Card**

A computerized system that automatically locks the doors on campus for the safety of our staff and students. Staff members are issued magnetic card keys that allow them access into all buildings. Key cards are monitored at all times

### **Mass Band**

Students who play instruments during school Masses. The Band accompanies the school choir or assigned classes.



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### **Math Fluency**

Timed math facts tests that provide students foundational skills based on the Common Core and required to be successful in school and in adulthood.

- Solve problems with fluency
- Setting goals for improvement
- Identifies areas for instructional support
- Provides challenge for advanced students

### **Middle School Lunch**

Students in Grades Six through Eight gather in Dalton Hall to eat their lunches as opposed to eating in their classrooms. Students share responsibility for leading prayer and cleaning up.

### **Multisensory Structured Language (MSL)**

The MSL learning program is for students in Grades 1 – 7 who are experiencing difficulty acquiring language-based skills and are unable to reach their intellectual potential. This specialized instruction is based on the Slingerland Adaptation of the Orton-Gillingham Method, which provides a sequential and simultaneous auditory, visual, and kinesthetic approach to learning. These small-group classes are taught daily and serve as the students' Language Arts program.

### **Parking Lot (Timed, Snake, & Gravel)**

St. Thomas More School and Parish share the parking lot. Strict drop off and pick up procedures are in place as the safety of the children comes first. The timed lot is where parents can park and walk their children to the lineup area during specific times. The snake line is where parents can drop off students without getting out of their cars. The gravel lot is where staff park and where parents can park if they will be outside the specific time frame for the timed lot.

### **Pintler Spelling Program**

The Spelling curriculum used at STMPS was designed by teacher Connie Pintler in 1992 and has been undergoing modifications and revisions up through the present time. The program provides a sequential phonetic approach to English spelling that includes the most common rules and generalizations, common “sight” words, and homophones. It is used with students in First through Sixth Grade.



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### **Principal Newsletter**

A newsletter published by the principal bi-monthly to keep parents and staff informed of what has happened and what will happen. It is published on the website and distributed through emails.

### **Seeking Excellent Educational Development (SEED)**

Calling our endowment fund SEED represents an educator's work and a student's learning, growing & blooming in order to share their time and talents. The first seeds of our endowment fund were planted in 1996. The balance of the fund surpassed 1 million dollars in 2017 – Our Golden Anniversary. As Archbishop Oscar Romero said, *"We plant the seeds that one day will grow. We water seeds already planted, knowing that they hold future promise."*

### **Specialists**

Specialists are teachers who offer specific and specialized curriculum. STMS employs a Music teacher, a Physical Education teacher, a Librarian, a Computer teacher, an MSL teacher, an Intervention teacher and an Art teacher, all during the school day. Band is a before school program.

### **STMS Native Plant Garden**

The garden is located on the slope between the Middle School building and the parking lot on the east side of the campus. It was started with a Watershed Grant from the City of Lynnwood and is an extension of the 4<sup>th</sup> Grade Salmon Project. The garden teaches us which plants growing by a river will help maintain healthy salmon habitat and watershed systems. Students and parent volunteers maintain the garden two or three times a year.

### **Schoolwide Learning Expectations (SLEs) Portfolio**

Students are given an SLE Binder in Kindergarten to keep with them until Eighth Grade graduation. These portfolios show how the expectations of Active Christian, Community Participant, Self-Confident and Loving Individual, Life-long Learner and Communicator are being met by highlighting student work.

### **Summer Learning Packets**

These are packets that go home with students over the summer to negate summer slide. The packets include Math and English Language Arts materials for students to complete and turn in at the beginning of the next school year.