

Stella Maris Academy

(A not-for-profit Private School)

PO Box 842

Edmonds, WA 98020

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North Classroom, Edmonds Center for the Arts



Handbook

v.2022

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INTRODUCTION

This handbook has been developed for ***Stella Maris Academy***, a not-for-profit private school, operating under the management of a Board of Directors. It is provided as a reference for parents and students regarding school policies and procedures. ***Stella Maris Academy*** is an Independent Private Traditional Catholic School for Grades K-12.

If, at any time, students or parents/guardians want to discuss this Student Handbook, and/or have any issues or concerns about the Distance Education model, including, but not limited to, interactions between students and teachers, school/student safety, connection problems, etc., please contact the Principal of the Academy or its Directors through e-mail, phone, or website contact forms.

Stella Maris Academy does not discriminate on the basis of race, color, sex, national or ethnic origin in the admission and hiring of personnel, admissions, or any other school administered programs.

OUR MISSION AND PHILOSOPHY

The mission of ***Stella Maris Academy*** is to provide children with a thorough education founded upon traditional Roman Catholic principles of education and discipline. Our ultimate goal consists of forming good citizens and good Catholics, in such manner that the whole person may be submitted to the reign of Our Lord Jesus Christ in the spiritual, moral, intellectual and physical spheres. ***Stella Maris Academy*** aims at providing the student an environment whereby the student can develop their full potential, both spiritually and academically, and foster a love of God and learning, which will remain for the rest of his/her life.

ADMISSIONS

Registration Forms are available on the school's website: stellamarisacademyofwa.org. Alternatively, a written request may be submitted to:

The Administrator
Stella Maris Academy
PO Box 842
Edmonds, WA 98020

Each student must be academically prepared for the grade to which he/she is applying. Academic and behavioral records from previous schools will be reviewed, and the student may be required to take a placement test before final grade placement is granted. ***Stella Maris Academy*** reserves the right to deny admission to students with severe learning, emotional or behavioral handicaps due to limited special education facilities and resources.

Traditional Roman Catholic religious instruction is an integral part of the education offered at ***Stella Maris Academy***. All students must participate in the entire curriculum as offered, attend all religion classes, conform to all school policies, and participate in all scheduled activities, religious or otherwise.

New Students

The following is required for enrollment of a new student:

- Previous school report
- Agreement to pay registration, book, and tuition fees.
- All academic, standardized test and behavioral records.
- Completed registration forms.
- Payment of Registration and Book fees.
- Copy of Official Birth Certificate.
- Copies of Sacramental certificate(s).
- Immunization record, or signed Immunization Certificate of Exemption card, as mandated by State Law.

Returning Students

The following is required for registration for the upcoming school year.

- Completed online registration form, medical information form and field trip permission form.
- Fees and tuition must be current.
- Registration and Book fees must be paid.
- Updated/completed Immunization record or Exemption form, as mandated by State Law.
- Physical examinations are encouraged for students entering Grades 1, 4, 6 and 8.

COLLABORATION BETWEEN THE FAMILY AND SCHOOL

Parents are asked to observe the following:

1. Parents are requested to provide any information concerning health, physical deficiencies, weaknesses and strengths of the student that would be helpful for the teacher to provide the best learning environment for the student.
2. To assist in the Spiritual formation of the student, parents are expected to provide a well-rounded and Catholic religious setting for their child. Thus, use of electronic media such as extensive and unsupervised use of television, electronic games, recreational Internet use and social networking are strongly discouraged.
3. Parents should notify the teacher if the student appears to be having a problem at school or expresses dissatisfaction. A parent may request to meet with the teacher, and an appointment will be made. If deemed necessary by either party, a third party (Member of the Board or Pastor of Corpus Christi Chapel) will be present.
4. It is imperative that the parents ensure that the student has adequate time and a suitable environment for doing homework. Fathers are encouraged to be involved in the student's schoolwork and progress.
5. Parents are responsible for paying tuition fees in a timely manner. Monthly tuition is due on the 25th day of the preceding school month, i.e. August 2021 through May 2022.

CALENDAR

The academic calendar is available on the school's website: stellamarisacademyofwa.org

SCHOOL DAY SCHEDULE

School is in session Monday through Friday from 8:45 a.m. to 3:15 p.m.

Typical divisions of each school day will include:

- prayers, bible reading, saint of the day
- instruction time
- snack and recess
- lunch
- PE/sports
- clean up, closing prayers, dismissal (Fridays usually conclude at Corpus Christi Chapel in Edmonds, WA, where the school visits to offer prayers.)

ARRIVAL/DISMISSAL TIME AND POLICY

Parents should not bring their student(s) to the school prior to 8:15 a.m. and should pick up their student(s) promptly at 3:15 p.m. No student should be left unsupervised in the Edmonds Center for the Arts, or in the parking lot. Parents/guardians should take their student(s) to the building's entrance and wait until the teachers are ready to admit them into the school. At the end of the school day, parents/guardians should wait outside the building or in the parking lot for their student(s) to be dismissed into their care. Once parents have collected their student(s), the student(s) is/are considered under their care and supervision.

Whenever possible, dentist and physician appointments should be scheduled outside of school hours. Where this is not possible, the parents must inform the teacher in writing of the reason for late arrival or early dismissal. If a student is to be collected by someone other than a parent, the school needs to be notified of that fact in advance.

In emergency situations, the parent may call the school at 360.813.5301.

Students who are not picked up by 3:30 p.m. will be supervised in the classroom by a teacher while waiting for pick up. A charge of \$10.00 per half hour per student family will be applied to the monthly tuition fee to cover the additional staffing costs.

Parents/guardians must supply the school with names, identification details and contact information of alternate adults who have their permission to deliver or pick up their student(s) from the school.

ATTENDANCE POLICY

Stella Maris Academy adheres to Edmonds School District attendance policy:
<https://www.edmonds.wednet.edu/cms/One.aspx?portalId=306754&pageId=534718>

If the student is absent from the school, the school must be notified by 8:30 a.m. by text or written note. If this is not done, the absence will be considered unexcused and the student will not receive credit for any schoolwork done that day or for any homework due on that

day. Refer to the “Homework” section regarding doing assignments during absences. A student who has more than five (5) excused absences in a month or ten (10) in a year will need to provide a physician’s note for any two (2) consecutive absences in the future.

The student will have as many days as he/she has missed (excused absences) to make up work that was done on those days. If a prolonged absence is anticipated, the parent/guardian should make arrangements to collect/do online schoolwork assignments.

If a student is removed prior to the end of the Academic year, and class work and final examinations have not been completed prior to the student’s departure, the student is subject to a grade of INCOMPLETE on his/her final report card.

MEALS AND MEAL POLICY

Parents are requested to supervise their student’s meal and snack preparation, to assure that the meal is sufficient and healthy.

Please mark all containers with the family name. A microwave is available, but students must bring food to be heated in an appropriate container and bring their own eating utensils. No refrigeration is available, so please pack cold items with an ice pack.

HEALTH POLICY - Distance Education may apply in health-related absence instances.

Communicable/ Contagious Illnesses or Symptoms

Students suffering from a communicable/ contagious illness or having related symptoms will not be admitted to the classroom. If any student has an illness or symptoms, such as what is listed below, notify the school and stay at home:

Illnesses	Symptoms
<ul style="list-style-type: none"> • Chicken pox • Pink eye • Flu • Impetigo • Head lice • Strep throat • Scabies • Measles • Mumps • Whooping cough • Ring worm • Roseola • Infectious mononucleosis • COVID-19 	<ul style="list-style-type: none"> • Fever or chills • Cough • Shortness of breath/difficulty breathing • Fatigue • Body or muscle aches • Diarrhea • Nausea or vomiting • Sore throat • Congestion • Headache • Loss of taste or smell

Sick Room Areas may be utilized as an isolation area for any sick student to use if he/she falls ill while at school and awaits parent pick-up to leave for the day.

Food Allergies are potentially dangerous, and the school should be notified of any.

Illness or Injury

Parents will be notified immediately in the case of serious illness or injury that occurs at school. The student will be sent home only in the care of the parent or the person designated by the parent (see Arrival/Dismissal Policy).

Immunizations

State Law requires that children attending school should be immunized against certain diseases, unless the parents submit an Exemption from Immunization certificate.

Medications

The school may not dispense medication on its own authority, and students may not self-medicate, with the exception of insulin pumps, Epi-Pen, and asthma inhalers. Parents should ask their doctor to help with medication dosing schedules such that medications do not need to be administered at school. If medication must be given at school the appropriate forms must be completed.

Health Screening (if regulated)

- Temperature Checks – A designated Teacher or Director may check the temperature of every student or parent upon entering the facility. Anyone with a temperature of 100.4 F or more will be sent home to do Distance Education.
- Parents are requested to screen their child(ren)'s recent health at home before traveling to school. Do not travel to school if any illness or symptom from the previous table is present. Notify the school of any health-related absence.

Facial Shields/Masks (if State mandated)

All students entering ***Stella Maris Academy*** may be required to wear a facial covering (any approved mask or shield) while inside the facility or classroom(s), unless the following conditions are met:

- WA State no longer mandates mask wearing in schools
- Those with a qualified disability exemption or certain respiratory conditions or trouble breathing
- Those who are deaf or hard of hearing and use facial and mouth movements as part of communication
- Those advised by a medical, legal, or behavioral health professional that wearing a face covering may pose a risk to that person

- Students will be allowed to wear facial shields instead of masks, if parents opt for this. This may also help facilitate personal interactions with the teachers and their peers.
- Younger students must be supervised when wearing a cloth face covering or face shield and will need help putting them on, taking them off, and getting used to wearing them throughout the day.

Teachers may have to remind their students to put on their masks/ shields.

Parents, please help in reminding your child(ren) to be mindful of this at school.

Masks/shields may be removed if a teacher or student is working alone in a room/ office and observing social distancing rules.

When to Return to School from Sickness

- Consult with a physician
- Refer to State regulations for any recent communicable illnesses
- Refer to the *Infection Exposure Table* on Seattle Children’s Hospital’s website

SCHOOL CURRICULUM

The curriculum includes Occupational Education, Religion, English Grammar, Mathematics, Reading and Literature, Writing, Spelling, Phonics, Foreign Language, History, Social Studies, Geography, Science and Nature study, Health, Art and Art Appreciation, Penmanship, Crafts, Music and Music Appreciation, and Physical Education.

GRADING AND ACADEMIC DISCIPLINE

<u>Grading Scale:</u>	<i>Letter Grade</i>	<i>Grade Points</i>	<i>%Numerical range</i>
	A+	4.00	100-97
	A	4.00	96-93
	A-	3.67	92-90
	B+	3.33	89-87
	B	3.00	86-83
	B-	2.67	82-80
	C+	2.33	79-77
	C	2.00	76-73
	C-	1.67	72-70
	D	1.00	69-65
	F	0.00	64-0

Academic Discipline

Students are advanced to the next grade if they achieve a composite average of 70% in the major subjects (i.e. Religion, Language skills, Literature, History, Science, Mathematics), and must not receive an ‘F’ in three or more of these subjects.

Students failing in one or more major subjects will be required to perform remedial work to

an acceptable standard in order to advance to the next grade. A conference will be scheduled with the student's parents to discuss an improvement plan to assist the student in achieving his/her full potential.

Teachers will send out deficiency reports to the parents if the student is seen to be failing in one or more major subjects or if there is a pattern of poor conduct.

HOMEWORK

Homework assignments are designed to reinforce knowledge, instill a sense of responsibility, and encourage time management and independent study habits on the part of the students. It is the responsibility of the student to turn in assignments on time and to obtain homework assignments from his/her teacher when he/she has been or will be absent.

Homework that is not completed or turned in late will receive a zero grade. Only for a serious reason will the teacher accept a note from a parent asking to excuse the student from the homework deadline. If the homework load becomes too heavy, parents must communicate this to the teachers so a solution can be reached.

Parents must not do their student's work, but should ensure that the student has enough time and a suitable environment in which to complete their assignments.

Students can expect to spend the following amount of time on homework during the week:

Grades K - 2	30 minutes; parents should read with them
Grades 3 - 4	1 hour
Grades 5 - 7	1 ½ hours
Grades 8 - 12	2 or more hours

If students are absent from school, teachers will communicate with them using the school's Google Workspace for Education tools, including Google Mail for e-mailing assignments to/from, Google Meet for live video classes, or Google Classroom. These online tools are for supplemental purposes only to help the students keep on-track with their assignments and will not substitute for a student being in attendance at school.

SCHOOL ASSIGNED ONLINE GOOGLE WORKSPACE FOR EDUCATION ACCOUNTS

All students, returning or new, will be assigned a school e-mail account ending with @stellamarisacademyofwa.org.

The student's use of school-owned accounts will be available throughout the school year (September to June) for the following school-related purposes only:

Google Workspace for Education applications pertaining to our academy, including video classes with teachers; communication between students, parents, and teachers; homework or test management; or online detention for behavioral or educational discipline

Chromebook Laptops Policy

During the school year, students in grades 5th to 12th are assigned a laptop to use while at the school, using their school-assigned accounts. This aids in their Computer Literacy classes and school-related uses.

In the event of a school closure during the year or being absent for sickness, where students are still able to do school from home, any student from Grades K to 12th may borrow a laptop to use for Distance Education purposes. This may be available, subject to reservation, and an annual signed loaner replacement waiver form that will cover for any expenses during the time an assigned device is borrowed during the school year

ONLINE DISTANCE EDUCATION POLICY

Distance Education shall be implemented whenever the following conditions occur:

- Washington State mandated school closures
- Students are absent for sickness and able to do school at home – Parents may need to pick-up any textbooks or loaner Chromebook laptops for that duration.
- Teachers are not able to teach in-person, but can at home; e.g., sickness (*There will always be teacher supervision provided for students in a classroom, even if their teacher is instructing from home.*)

SCHOOL RULES AND GUIDELINES – GENERAL OR ONLINE

Loyalty, respect, good manners and cheerful cooperation are expected from all students. The following rules are designed to maintain order and help the student develop habits of etiquette, courtesy and culture.

Items not permitted in School and Subject to Confiscation

- Cell phones
- Entertainment devices (e.g. radios, DVD players, iPods, CDs)
- Electronic games
- Books, magazines, pictures, comics, letters, etc. of immoral or inappropriate content (e.g., manga, video game related, etc.)
- Drugs and alcohol
- Tobacco or smoking paraphernalia
- Weapons

General Classroom or Online Behavior

Students must follow the direction of the teacher. They should address all adults in the classroom by their proper title, e.g. Father, Sister, Mr., Mrs., Miss, etc.

Snack & Lunch Times

Students are to bring a “bag” lunch and a healthy snack. Soda and candy are not permitted. Students are expected to clean up after themselves and assist in maintaining the cleanliness of the classroom. These occur the same times during Distance Education.

Recreation Time

Weather permitting, students will be allowed to play outside the Edmonds Center for the Arts, either on campus or in the public play fields. Students must have non-marking soled runners for indoor recreation in the gymnasium.

In school-wide Distance Education situations, students may have teacher supervised “recess” periods in virtual classrooms designed for specific student age groups. Up to two (2) 15-minute sessions each may be scheduled on a daily/ routine basis.

Respect for School and Edmonds Center for the Arts Property

Vandalism (including defacing of tables or books) and any abuse of School or “Center” property will not be tolerated. Parents will be billed for any damages, and the student will be required to do any necessary clean-up work.

Restroom Use

Younger students will be accompanied by a teacher/assistant/ responsible older student designated by the teacher to or from the Restroom. Students in grades 5-12 are encouraged to use the restrooms during breaks only, however, permission will be granted for use outside of these times. While the ECA building is locked during school hours, older students will be permitted to use the restrooms unsupervised.

General Items

1. Silence is to be maintained in the classroom at all times, except during recess and break time when moderate noise is permitted.
2. Running, jumping, and roughhousing are not permitted at any time.
3. Gum chewing is not permitted at any time or in any part of the building.
4. The school phone can only be used in case of emergency, and permission must be obtained from the teacher.
5. Students will not be permitted to leave the building during the school day unless accompanied on a scheduled school activity by the teacher.

Using School Accounts with Google Workspace for Education

All school account use is subject to review by School Administrators at any time, and any discipline may occur, as outlined below.

- No Google Mail Chat use
- Google Mail e-mails are to be between teachers and students only
 - No personal e-mails between students
- No Google Hangouts Chat use
- Google Meet (video) use will only be for video classes between a teacher and his/her student(s)
 - No video calls are allowed between students or without teacher supervision

Distance Education Rules - Students are to behave as if they are physically at school.

1. Students are to find as quiet of a room as possible in their residences during their video class time(s) where siblings cannot interrupt the class(es).
2. Students' faces are to be seen on video (no tops of heads, etc.), unless the teacher(s) request them to turn off the video.
3. Students' microphones are to be on, unless the teacher(s) ask them to mute their class.
4. At any time, teachers are able to remove a disruptive student from their video class(es).
5. If there are persistent Internet connectivity issues that prevent a teacher from conducting his/her class with students, parents may be asked to either borrow an available Chromebook laptop or purchase additional Internet bandwidth to accommodate for the higher usage in a household if multiple children are having video classes at the same time.

DISCIPLINARY MEASURES

Stella Maris Academy applies the principles of Traditional Catholic education in disciplining its students. Our teachers aim to demonstrate kindness, patience and charity in their personal contact with the students. True charity at times obliges correction and even punishment, but the goal of punishment is to lead the offender towards correction and amendment.

Stella Maris Academy does not employ corporal punishment. Disciplinary measures consist chiefly in the restriction of activities and privileges. Recreational activities may be limited or denied, depending on circumstances. Manual labor or extra study may also be used in student discipline. Parents will be notified of major or grave infractions.

Grave infractions, such as:

- Conduct or spirit prejudicial to the school
- Repeated grave lying or cheating, including plagiarism
- Any illegal activity
- Use, possession, purchase, attempts at trading drugs or drug paraphernalia or alcohol
- Possession, purchase or trading weapons or fireworks
- Grave or repeated disrespect
- Vandalism or destruction of property
- Indecent fraternization
- Obscene expressions, gestures, writings or conversations (including internet postings)
- Possession of immoral material

will be referred to the School Board and will be punished by suspension or expulsion, at the discretion of the Board. Parents will be notified in writing of any major or grave infractions, and a copy of such notification will be kept in the student's file. A meeting with the teacher and a representative of the School Board may be requested.

Suspension may be for up to ten (10) school days. The student will be given his/her books and daily assignments to complete at home. There will be **NO** contact between the student and teacher during this time. The student is encouraged to keep up with school assignments in order to be prepared for tests when he/she is back at school. Any work completed during suspension will not count towards the student's trimester grades.

The goal of serious disciplinary action such as suspension is to make the student and parents aware of the gravity of the offense and that irresponsible behavior on the part of the student can easily lead to failure in a particular subject or even failure to pass a grade. Teachers and administrators do not take suspension or expulsion lightly and these measures will only be used as a last resort.

Distance Education Disciplinary Measures

- 1st offense Teacher reminder to the student(s)
- 2nd offense Parent-teacher conference or correspondence about the behavior
- 3rd offense Online detention for three (3) days after school for 30-minutes with extra homework
- 4th offense Suspension of the student's school account until remedied.

All homework will have to be submitted manually, delaying and deducting final grades for that student.

Grave infractions when online – *Refer to DISCIPLINARY MEASURES section.*

UNIFORMS AND UNIFORM POLICY – At School or Distance Education

All students are required to have at least one navy blue sweater or cardigan branded with the school logo. These can be purchased from the school's web store on CookiesKids.com. Alternatively, school logo patches are available from the school and may be sewn onto a uniform sweater. Uniform items may also be purchased from Dennis Uniforms in Tukwila, WA, and some used items are available from the school.

Masks/ Facial Shields – (only if state mandated)

Beginning the 2020-2021 academic year, all Washington State schools were mandated to have facial coverings worn by Staff and Students while at the school facility, in addition to applicable Social Distancing rules. Students and their parents may choose whether masks or shields will be worn by their child(ren).

Masks may not have any fashion statement to them, including but not limited to: skulls, movie-themes, or other objectionable material not suited for a Catholic private school uniform.

GIRLS

Girls entering Grades 1 through 4 are required to wear a navy blue tunic/jumper of woven fabric, no knit fabric (at least 2 inches below the knee).

Girls entering Grades 5 through 12 are required to wear a navy blue skirt, no knit fabric (at least 2 inches below the knee).

All girls are required to wear white long-sleeve blouse, navy blue long socks/tights in the winter, white ankle socks and white short-sleeve blouse in the spring, with a navy blue cardigan.

Make-up and jewelry are not permitted. Girls may wear a necklace with a single religious medal. If a girl has pierced ears, stud earrings are permitted.

Girls with hair longer than shoulder length are required to have hair in a ponytail, braids or bun, with no flowers or fancy hair bands.

Shoes should be black flat leather. Non-mark runners are required for PE and must be lace up (no Velcro or slip-ons).

BOYS

Boys are required to wear navy blue pants, white long sleeve shirt in the winter, white short-sleeve shirt for spring, navy blue tie, and a navy blue sweater.

Shoes must be lace-up black flat leather. Non-mark runners are required for PE and must be lace-up (no Velcro or slip-ons).

Hairstyles must be tidy and traditional.

Uniforms may be obtained from Dennis Uniforms in Tukwila, WA. Some used uniforms, including shoes, are available from the school.

PERSONAL HYGIENE

Out of consideration for others, students are required to practice excellent personal hygiene including bodily cleanliness, cleaning teeth before coming to school, and keeping nails trimmed short.

FIELD TRIPS

Parents/guardians will be informed of individual field trips throughout the year. Field trips are considered a student privilege and not a right, and students must be performing satisfactorily both academically and behaviorally in order to be allowed to participate. Thus, a student may be denied participation in a field trip under certain circumstances. Students not participating in a Field Trip will be marked absent for that day or part of the day. Field trips may be a “virtual” form during State school closures during the school year.

APPOINTMENTS AND CONTACT WITH SCHOOL PERSONNEL OR SCHOOL BOARD

Appointments should be scheduled by phone, email, conference sign-up sheet, or at student drop-off/pick-up time. Parents are requested to respect a teacher’s private life and should address school matters during school hours or during a mutually agreed

appointment. It is not appropriate to contact the teachers about student matters at their residencies, on their cell phones, or at Parish related functions.

EMERGENCY PROCEDURES

In cases of severe weather conditions, civil emergency, etc., the children will remain in the Edmonds Center for the Arts until departure is deemed safe by the US Weather Service and/or Civil Defense System. The student will only be released to the parent/guardian or other person designated by the parent/guardian.

Fire and Earthquake Drills

These are conducted throughout the School year. Students are required to maintain silence and to conduct themselves in an appropriate manner to ensure the safety of all students, faculty and Arts Center personnel.

INCLEMENT WEATHER AND OTHER SCHOOL CLOSINGS

School closings due to inclement weather, such as ice or snow, will follow the closures of the Edmonds Public School district. It is recognized that some students come from long distances, where the weather conditions may be more adverse. Should travel under such circumstances be deemed dangerous by the parent/guardian, the student will be required to attend school online with his/her teacher(s).

Parents/guardians will be notified by telephone if weather conditions necessitate early school closure at the facility. The students will remain at the school until their parent/guardian or designated adult arrives. If the parent/guardian does not arrive until after school closure time, the teacher will remain with the student(s) at the school no later than 5pm. If necessary, the teacher will then escort the student(s) to *Corpus Christi Parish Hall* and await the arrival of the parent/guardian/designated adult.

TUITION, FUNDRAISING, FINANCIAL ASSISTANCE

Tuition

Parents are expected to take their tuition obligations seriously, as it is a matter of justice and indispensable to the financial stability of the school. Should it happen that a payment is omitted and an agreed payment plan has not been established, a late fee may be applied. Parents may eventually be required to withdraw their student(s) from the Academy until financial obligations have been brought to current status. Additionally, all report cards, transcripts and diplomas may be withheld until these obligations are met.

Fundraising

Families are required to assist their student(s) in all official school fundraising activities. If, for any valid reason, the family cannot participate in a particular fundraising event, the family will be notified of that particular fundraising buyout option.

Financial Assistance

A limited amount of financial assistance for tuition payment may be available for families in

need. The amount available depends entirely on benefactor donations made for this purpose. To be considered for financial assistance, applicants must make an appointment with the Pastor of *Corpus Christi Chapel* (who serves as an advisory member of the financial Assistance Committee), and have the following information available:

1. Copy of previous year's income tax return
2. Agree to pay the monthly tuition amount possible as mutually determined
3. Support and participate in all fundraising events
4. Furnish documentation of family financial status each academic trimester.

VOLUNTEERING AT THE SCHOOL

Parents/guardians are typically not eligible to volunteer for academic instruction without approval from either the Principal or Board of Directors. However, parents are welcome to volunteer to assist with field trips, recess, sport, study supervision and recreational activities.

All volunteers, including the classroom assistants and teacher volunteers, are subject to background checks before being permitted to work in the Academy. Volunteers are expected to:

1. Respect the confidentiality of all faculty, staff and students
2. Not share information or behaviors with anyone else
3. Conform to the direction of the teachers
4. Dress appropriately for the activity
5. Be aware of, and comply with classroom/play field/gymnasium rules/expectations
6. Notify the teachers if unable to fulfill an agreed upon obligation

Volunteers should not:

1. Conference with the teacher unexpectedly
2. Visit their child during class time
3. Bring siblings to the activity
4. Use cell phones or other devices when supervising the students

RE-ENROLLMENT AND REGISTRATION

Continued enrollment in ***Stella Maris Academy*** is contingent on the student observing the school rules as prescribed in the School Handbook including, but not limited to general behavior, academic performance, and attendance.

Continued enrollment in any given school year and re-enrollment in any subsequent school year is subject to the parents'/guardians' continued support of the mission of the school, as documented in the School Handbook, and maintenance of a demonstrably effective and supportive relationship between ***Stella Maris Academy*** and the parents/guardians. Re-enrollment in any subsequent year is subject to mutual agreement. Both the parents/guardians and the School Board may withhold that agreement with or without cause.

WITHDRAWAL FROM STELLA MARIS ACADEMY

In the event that a student is withdrawn from the Academy during the course of the Academic Year, the following should be adhered to:

- Parents should arrange an appointment with the teacher/Board Member to discuss the withdrawal
- After the meeting, should the decision for withdrawal be finalized, the parent/guardian should return any unpurchased books or material to the Academy
- The teacher should have a minimum of three (3) school days to prepare all material for the withdrawal
- All fees and tuition for the quarter be brought to reconciliation

Transfer

Stella Maris Academy will release the student's health record, scholastic and standardized test records to the new school upon receipt of the Transcript Release Form from the new school.

Stella Maris Academy reserves the right to withhold all records until all financial obligations to the school have been met.

Re-admission After Withdrawal

Students withdrawn from ***Stella Maris Academy*** during the academic year for any other reason besides moving from the area or a health issue are not guaranteed re-admission (should it be sought) and may be asked to wait until the commencement of the following academic year, at the discretion of the Board, before re-applying.

The enrollment process for these students is the same as for new students to ***Stella Maris Academy***.



**Hail, Queen of Heaven, the ocean star,
Guide of the wanderer here below,
Thrown on life's surge, we claim thy care,
Save us from peril and from woe.**

**Mother of Christ, Star of the sea
Pray for the wanderer, pray for me**

**O gentle, chaste, and spotless Maid,
We sinners make our prayers through thee:
Remind thy Son that He has paid
The price of our iniquity.**

**Virgin most pure, Star of the sea,
Pray for the sinner, pray for me.**

**And while to Him, who reigns above
In Godhead one, in Persons three,
The Source of life, of grace, of love,
Homage we pay on bended knee:**

**Do thou, bright Queen, Star of the sea,
Pray for thy children, pray for me**