



Dear Parents,

Welcome to the 2010-2011 school year! I am pleased to serve as your principal.

As the primary educators of your children, the Church relies upon you to raise your children in the faith and to pass on the traditions and values of Catholicism. St. Paul Parochial School is a valuable partner with you in accomplishing this important responsibility. The school also shares your goals for the fullest development of each child's talents, and academic abilities.

Cooperation between the home and the school is essential for the realization of these priorities. No school can accomplish these goals in isolation or without the support of parents in the fulfillment of this mission. Your careful reading and adherence to the policies outlined in this handbook are greatly appreciated.

It is important for us to communicate effectively with each of you. On a weekly basis, you will receive an email with a newsletter and additional information regarding school events. Please take time to read the weekly newsletters thoroughly.

Join with me in asking for God's blessing on each of His precious children entrusted to our care. May God bless all of our efforts and bring them to fruition.

Faithfully yours in Christ,

Mrs. Amanda Merrill
Principal

St. Paul Parochial School

Mission Statement

St. Paul Parochial School is committed to developing a strong educational foundation rooted in God and our catholic faith and nourished by lifelong learning skills.

Philosophy Statement

At St. Paul Parochial School we strive to educate the whole person and guide them in their Christian formation within a Catholic environment.

St. Paul Parochial School honors the parents as primary educators of their children. Teachers, as facilitators of learning, promote the formation of the individual student by encouraging the development of critically thinking students who are self-disciplined and responsible.

Students are taught to employ academic and life skills and are guided towards excellence as contributing members of society. St. Paul Parochial School emphasizes the importance of recognizing the dignity of all members of society. St. Paul Parochial School celebrates the significance of its own historical and cultural heritage, while preparing its students to meet the demands of a world of tomorrow.

SCHOOL-WIDE LEARNING EXPECTATIONS

St. Paul Parochial School graduates are **Responsible Citizens** who:

- Act as stewards of the local and global environment
- Demonstrate self-control and accept the responsibility and consequences of their actions
- Are respectful of social, cultural, and individual
- Practice Catholic Christian values in making healthy and moral choices
- Contribute positively to the community

St. Paul Parochial School graduates are **Effective Communicators** who:

- Facilitate strategies for peaceful problem solving
- Speak and write clearly and effectively
- Express ideas and opinions respectfully
- Actively listen

St. Paul Parochial Students are **Active Christians** who:

- Experience prayer and worship as individuals and members of the faith community
- Use talents for service to their family, school, Church, and community
- Respect, participate in, and understand the sacrament life of the Catholic Church
- Exhibit respect for God, life, and creation through both word and action

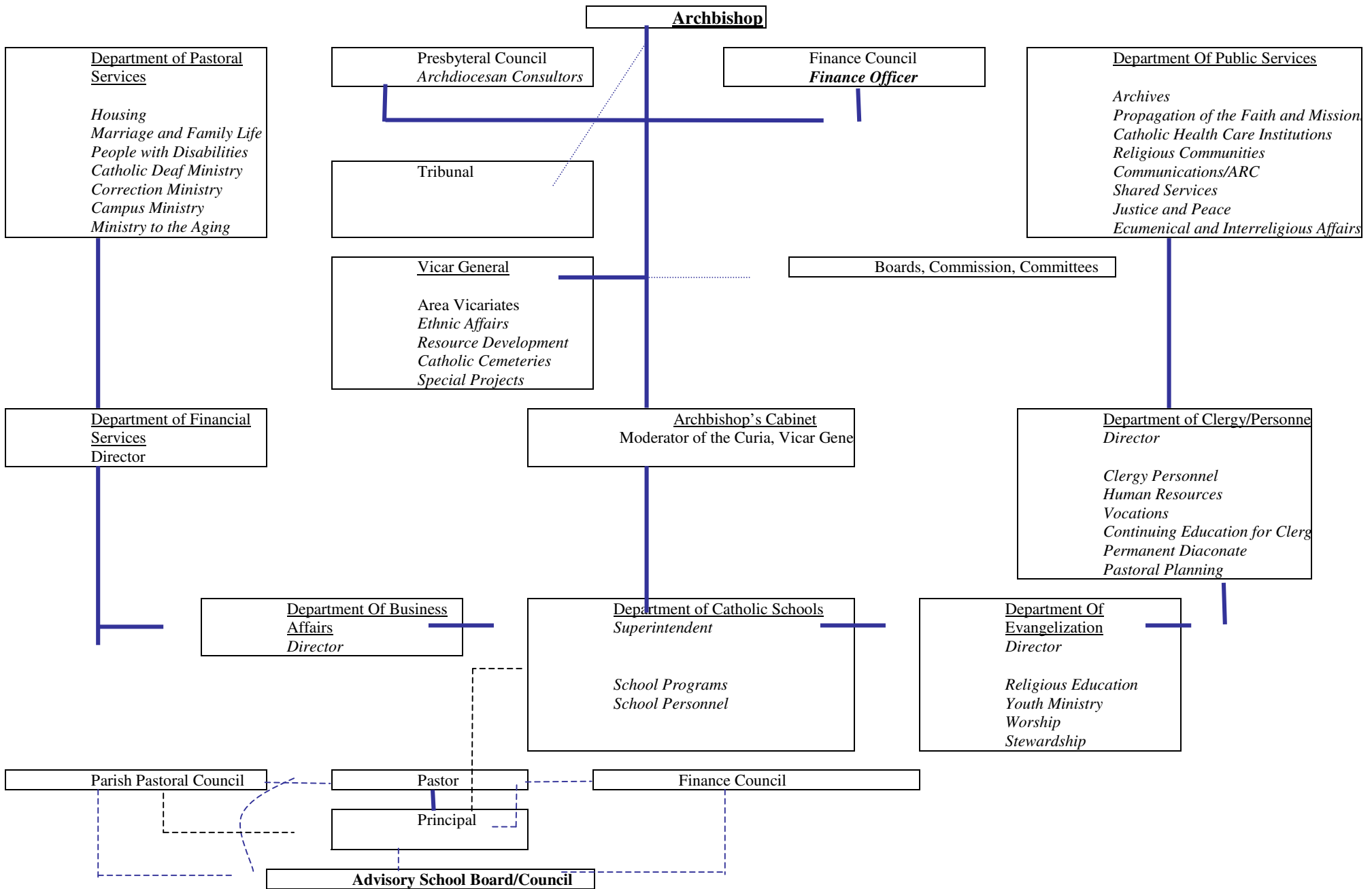
St. Paul Parochial School graduates are **Life Long Learners** who:

- Are self motivated and independently seek new knowledge
- Work, collaboratively to reach a common outcome
- Use study, research, and technology skills effectively
- Employ critical thinking and problem solving skills

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ADMINISTRATION

Archdiocese of Portland in Oregon/Archbishop

St. Paul Parochial School conducts all of its spiritual, instructional, and administrative functions and duties under the auspices of the Archbishop of Portland. The Archbishop is the enactor of all Archdiocesan policy and the ultimate decision-maker with respect to the Department of Catholic Schools.

Archbishop

The Archbishop, as chief pastor of the Archdiocese, has the responsibility not only for the spiritual formation of the people, but also for every other factor that contributes to the development of the Catholic community. As authentic teacher in the Archdiocese, he articulates faith for the people of God and calls them to the imitation of Christ. As chief administrator of the Archdiocese, he oversees the good order of the teaching mission. The Archbishop is the enactor of all Archdiocesan policy and the ultimate decision-maker assisted and represented by the Department of Catholic Schools.

Department of Catholic Schools

The Archbishop, in his role as Shepherd and Teacher, delegates the everyday administration of the Catholic Schools in the Archdiocese to the Department of Catholic Schools. The Superintendent of Catholic School heads the department.

The Department of Catholic Schools provides information, guidelines, assistance, and service to the schools that are ordinarily site-based managed and under the leadership of the principal. Although governance of the schools is at the local level, pastors and principals are expected to follow policies and guidelines approved for schools by the Archbishop. Schools are also expected to follow curricula guidelines.

In some special circumstances, decisions may need to be made by the Department of Catholic Schools that would ordinarily be made at the local level.

Pastor

The pastor, by direction of the Archbishop and canon law, is directly responsible for all parish endeavors. One such major endeavor is the parish school. The pastor can render service and leadership to the parish school by acting as religious leader, community builder, and administrator, working together with the principal, faculty, parents, and other parishioners in a joint effort to advance the education of the children. He is also responsible for hiring of the principal and the renewal or non-renewal of the principal's employment agreement.

Principal

The position of administrative responsibility carries with it a unique opportunity for shaping a climate of Catholic/Christian values and an atmosphere for learning that will nurture the growth and development of each person. The principal fosters community among faculty and students. S/he understands the Catholic school as part of larger communities, both religious and secular. The principal collaborates with parish, and/or Archdiocesan personnel in planning and implementing policies, programs and /or the use of facilities and grounds.

The principal is responsible for implementing school policies. He/she may amend the handbook as needed.

Faculty

The faculty (and students) of the school form a community whose purpose is to develop an atmosphere in which the religious faith of each student as well as his/her intellectual, moral, and physical capacities may be developed and strengthened.

Secretary

The school secretary is responsible to the principal for the efficient operation of the school office and for the performance of all secretarial, clerical, and other assigned duties to the principal's office.

Parish Finance Council

The Parish Finance Council meets with the Pastor to create and review the parish and school budget. They are responsible for school subsidy and capital improvements for the school.

School Advisory Council

The School Advisory Council is made up of members of the community elected by members of St. Paul Parish and non-parish members. St. Peters Parish and St. Francis Parish have representatives from their parish. The principal and pastor are also members of the council. The purpose of the council is to advise the principal and pastor in the operation of the school to help provide a strong educational program based on Catholic values and supported by a sound fiscal policy.

Parents' Club

All parents and guardians with children enrolled at the school are members of the Parents' Club. The purpose of the Parents' Club is to bring parents together to get to know each other and to provide support for school programs through participation and financial contributions.

ADMISSION

It is the goal of St. Paul Parochial School to educate children of Catholic families. Registration means that the family is willing to comply with the programs and policies of the school and actively participate in activities which support the school in its programs and philosophy. Catholic schools are a primary means of Catholic education. The Catholic school is to assist Catholic families in the formation and education of their children in the Catholic faith, Gospel values, and traditions.

St. Paul Parochial School admits students of any race, color, national and ethnic origin to all rights, privileges, programs, and activities generally accorded or made available at all schools. It does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admissions policies, scholarship and loan programs, and athletic and other school administered programs. It does not discriminate on the basis of race, color, national and ethnic origin, and sex in its employment practices.

Preliminary registration takes place in the Spring.

- ◆ A non-refundable registration fee is to be paid at this time.
- ◆ A child entering kindergarten must be five years of age by September 1.
- ◆ A child entering first grade must be six years of age by September 1.
- ◆ A physical examination is required for those who have not already had one in kindergarten.
- ◆ Verification of all immunizations required by Oregon Law must be presented before entrance in school.
- ◆ These completed forms are due in the school office no later than September 1.
- ◆ A birth certificate and baptismal certificate (if Catholic) for all new students is required.

ORDER OF ACCEPTANCE FOR ADMISSIONS

Admissions priorities are as follows:

1. Returning students who have maintained academic and behavioral standards at a satisfactory level and their siblings.
2. Parishioners of St. Paul Parish, who are registered, attend Sunday liturgies and provide financial and/or other support to the parish.
3. Catholics registered and active in parishes without schools.
4. Non-Catholic students.
5. All other (latecomers in all categories) are on a first come, first serve basis.

A committee of school personnel must evaluate applications of students in grades Five through Eight before being approved. Placement testing to assure proper level assignment may be required. All first year and new students are accepted on a probationary basis for a nine-week period in order to ascertain a student's ability to adjust to the school philosophy and program.

Divorced or separated parents must file a court-certified copy of the custody section of the divorce or separation decree with the principal's office. The school will not be held responsible for failing to honor arrangements that have not been made known.

Application

Interpretation and application in regards to policies and procedures will reside with: 1) Pastor, 2) Principal, and 3) Teachers.

CURRICULUM

According to Archdiocesan guidelines, it is the responsibility of the principal of each school to see that the goals and objectives of the school are effectively developed and implemented by the staff through the organization of the curriculum, the learning climate, and the learning experiences that provide for the development of each student

The educational mission of the Church requires that the Catholic school be distinguished by an atmosphere and a formal program, which relate religious belief and practice, constructively and integrally, with the normal development of children. The religious character and goals of the school are clearly reflected in the statement of the school philosophy.

Parents are made aware of the philosophy and program of the school when they apply for the admission of their child. They should understand enrollment constitutes agreement that the child be taught according to these goals.

Role of Parents

Parents have the primary responsibility for education of their children; the school supports and assists in the fulfillment of the responsibility. This point is clearly spelled out in the "Declaration on Christian Education", *Documents of Vatican II*, Part Three:

"Since parents conferred life on their children, they have a most solemn obligation to educate their offspring. Hence, parents must be acknowledged as the first and foremost educators of their children. Their role as educators is so decisive that scarcely anything can compensate for their failure in it. For it devolves on parents to create a family atmosphere so animated with love and reverence for God and men that a well-rounded personal and social development will be fostered among the children. Hence, the family is the first school of these social virtues which every society needs."

Parents must be constantly aware of their responsibility and realize that without their example and cooperation the school would have an impossible task of forming children according to Christ's teachings.

RELIGION

Religious education that is an integral continuing element of St. Paul Parochial School has a three-fold objective:

- ♦ To facilitate the spiritual development of the student and nurture the student's personal relationship with Christ.
- ♦ To build community and Christian service awareness.
- ♦ To develop enlightened Catholics through academic knowledge of the faith.

In daily Religion classes, students are taught Scripture, the Church's teachings, liturgy preparation and understanding. Students are given sacramental preparation for Reconciliation and Eucharist in Grade 2. Parents will be involved and must attend appropriate meetings held prior to the reception of the sacraments.

All students are required to participate in weekly Liturgy.

ART

Each student develops simple needed techniques, an increasing ability to express ideas, and a flowing appreciation of the beautiful. Art activities give the student opportunity for self-expression, and help him/her communicate ideas and work well with others, thereby building aesthetic understandings together with wholesome habits of Christian social living. A variety of media and projects are encouraged according to age and maturity.

HEALTH AND PHYSICAL EDUCATION

During the school day the student must learn to play and cooperate with others. In PE class emphasis is placed on gross motor coordination skills. Students in grades K-4 are instructed at the local public elementary school. Students in grades 5-8 are instructed at the local public high school. Students receive the health curriculum in conjunction with the science curriculum.

LANGUAGE ARTS

Christian social living in every sphere demands a variety of language activities. Listening is a primary function in the hierarchy of communication skills. Oral and written expression is mastered through grammar, handwriting, and spelling, while reading is essential in every phase of the student's learning and living skills.

MATHEMATICS

In the Mathematics program, numerous concrete and meaningful experiences give the student an understanding of number relations. Number concepts are broadened, automatic responses to number processes are improved, and the ability to apply these facts to the solution of every day problems is increased.

MUSIC

Students are taught music theory and introduced to music appreciation at all levels. Performance opportunities are generally presented in December and in the Spring.

SCIENCE

To emphasize essential understanding, the Science program is organized in terms of concepts to be developed. This development necessarily calls for the scientific procedure of questioning, observing, experimentation, and discussion.

SOCIAL STUDIES

Social Studies helps the student realize the interdependence of people throughout the world, and their common dependence upon God. The student realizes that home, Church, school, and the community work together for the common good. Map skills and current events as well as Oregon history are a part of this program.

SPANISH- (If available)

Conversational Spanish is taught at all grade levels. Students are also exposed to the many cultures that speak Spanish.

TECHNOLOGY

Computers are provided for all students in each classroom. Students in grades 5-8 are taught to implement word processor, database, and spread sheet skills. They learn research techniques by using the Internet. Communication skills are reinforced through the opportunity to use E-mail to write to students in other classrooms worldwide and contact experts at web sites.

Program of Studies

Good study habits are encouraged. Students in grades 3-8 receive a student assignment book. Students are expected to record daily and long-term assignments in this book. Many parents find it helpful to check the assignment book and assignments on a daily basis. This book is also a communication tool for parents and teachers. Helping children to help themselves often is more time-consuming than providing answers; but we support the former. Please assist your child by providing them a quiet place and ample time to complete schoolwork.

SCHOOL POLICIES AND PROCEDURES

ACADEMIC HONESTY

Honesty is expected of students in the performance of all academic work. Cheating, plagiarism (such as, but not limited to, copying or sharing the work of another and submitting it as one's own), or doing another person's homework assignments are all forms of academic dishonesty. Anyone who violates the policy of academic honesty may immediately receive a failing grade on that exam or assignment. Academic dishonesty may lead to other disciplinary procedures including suspension or possible expulsion.

ATTENDANCE

Regular attendance is required of all students in order to support the academic climate of the school. Punctuality and regular attendance are absolute necessities for real progress in school. Only illness or a very grave reason should cause a student's absence. Excessive absenteeism is a contributing factor to academic difficulties. When taking children out of school for several days because of a family vacation or other reasons, parents should consider the effect such an absence would have on the student's schoolwork. The decision is the responsibility of the parent.

Please observe these attendance regulations:

- ◆ If a student is to be absent or tardy, **please call the school before 8:30 AM.** If a call is not received, the school Secretary will call to confirm the absence.
- ◆ Students **MUST** bring a dated, written note to the teacher confirming the reason for the absence when returning to school. This note is kept on file.
- ◆ Students leaving school early for reasons other than illness must have a **written statement** from the parent. **STUDENTS MUST BE SIGNED OUT FROM THE SCHOOL OFFICE.**
- ◆ An ill student will be released only to a parent or authorized person as listed on the Emergency Information Card. **STUDENTS MUST BE SIGNED OUT FROM THE SCHOOL OFFICE.**
- ◆ Students who are present less than an hour of either the morning or the afternoon session shall be counted absent for that session.
- ◆ Please notify the office (633-4622) before **10:00 AM.** if you are stopping for homework for your absent child. Older siblings may pick up work for the younger ones.

Tardiness

Students not at the beginning of morning assembly at 8:00 a.m. are considered tardy and must stop at the office for a tardy slip. Tardiness has an adverse effect on the progress of the student who is late and disrupts the learning environment in the classroom.

Truancy

A student who is absent from school without a valid excuse for a period deemed unreasonable may be considered truant. Parents will be contacted.

Meeting with Principal and Pastor

A student that is absent for more than ten consecutive school days without prior parent notification given will need to meet with the Principal and Pastor prior to returning to school.

BIRTHDAYS

Whenever possible, classroom birthday celebrations will be observed in the last 15 minutes of the school day. Celebrations are to be arranged with the teacher ahead of time.

Students may bring party invitations to school to give out, only if they include everyone. If invitations are only for a few individuals or a select group, they should be sent through the mail.

CELL PHONES/PAGERS

Students may not use or carry cell phones/pagers at school. If they bring them on the school grounds, they must leave them in the office for the entire school day.

CHANGE OF ADDRESS

Parents are responsible to keep the school informed of changes in address or telephone numbers. It is vital to notify the school of changes in employment and work phone numbers.

CLASSROOM INTERRUPTIONS

All visitors including parents must report to the office, sign in, and wear a visitor badge. Classroom disruptions are kept to a minimum and learning time to a maximum.

COMMUNICATIONS

Every Wednesday, your family will receive an email containing the weekly newsletter and other important information. The primary purpose of the Wednesday newsletter is to keep parents current regarding events, schedules, and information concerning the school. The principal, prior to publication, must approve all communications. Parents should read carefully the entire contents of the email.

To communicate a problem or suggestion concerning:	Talk with:
Your child's attitude, progress, treatments or medications, field trips, specific curriculum, homework, grades, discipline...	#1 The teacher #2 The principal and the teacher
An office procedure, first aid, attendance, a school event, to schedule any part of the school facility for an event....	Principal
Auction, fundraising expectations, Scrip Program	Principal or Chairperson
School improvement issues, field trip ideas, suggestions for new activities, assemblies, dress code, service....	Teacher or principal
Setting up diagnostic testing, tutoring, setting up school coordination with a	Principal

specialist or doctor, viewing student records, unresolved problems with any of the above groups, accreditation information, general curriculum, Archdiocesan policies, concerns or suggestions regarding school administration...	
If you are in need of assistance beyond that which is available through the principal you may go to...	Pastor

COMPLAINT/ISSUE RESOLUTION

Concerns regarding individual school staff members should first be directed to that staff member. If the issue is not resolved, the parent should then address it with the principal. Finally, if the concern is still unresolved, the pastor should be contacted.

CONFERENCES

Frequent and open communication with the classroom teacher is strongly encouraged whenever you have any questions or concerns. At no time should a parent be in doubt about his/her child's progress. Parents are notified of the child's progress through progress reports. Report cards are issued each nine weeks. Conferences are scheduled twice throughout the year with the parents of each child; however, conferences are encouraged at any time. Parents wanting an appointment with a teacher at any time during the school year should call the school and one will be arranged. Students who wish to do so may request a conference with a teacher at a time convenient to both.

CONFERENCE GUIDELINES

- ❖ Please be as courteous to the teacher as you would expect him/her to be to you. Questioning the teacher's authority is not helpful in front of children. If you have a disagreement, please request an interview with the teacher privately;
- ❖ Please try to be open to both sides of the story if a problem arises. Perception differences and information reported incorrectly can lead to unnecessary confrontations with the teacher and unwise decisions;
- ❖ Discuss difficulties in the classroom with the teacher first before bringing them to the principal.

MANAGEMENT PLAN

The Building/Safety Committee annually updates their plan within the realm of the 5-year strategic plan.

DAILY SCHEDULE

The school day begins at **8:00 a.m.** Students gather with their class in the hallway for morning assembly. Lunch begins at 11:00 p.m. and is finished at 11:45 p.m. Dismissal takes place at 3:00 p.m. (as buses arrive). If you are picking up your child(ren), please be sure to be at school no later than 3:00 p.m.

DIRECTORY INFORMATION

St. Paul Parochial School has designated the following as directory information which the school may disclose without specific consent: the student's name, address, telephone listing, photograph, date and place of birth, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, awards received, and the most recent previous educational agency or institution attended.

A parent may elect not to have any or all of these items included in a school-related directory. Notice from a parent that he or she does not want any or all of these types of information included must be made in writing to the principal of St. Paul Parochial School by September 15.

DISCIPLINE

The purpose of discipline is to provide an atmosphere conducive to learning. Discipline is an aspect of moral guidance. Families are expected to honor and support the privacy and confidentiality of all individuals in regard to matters relating to student disciplinary issues and actions. In order to ensure good order and self-discipline, St. Paul Parochial School holds the following expectations of each student.

To foster habits of self-discipline and personal responsibility students will:

- ❖ Consistently be on time.
- ❖ Develop good work habits.
- ❖ Consistently work up to their ability.
- ❖ Use personal initiative and creativity to extend their learning process.

For reasons of health and safety, students will:

- ❖ Use proper precautions with all playground equipment.
- ❖ Refrain from physical or verbal fighting.
- ❖ Comply with bike safety regulations.
- ❖ Walk in the hallways.

To help foster a respect for others and their rights, students will:

- ❖ Avoid verbal attacks on others.
- ❖ Avoid name-calling.
- ❖ Avoid abusive language.
- ❖ Respond to teachers and volunteers with courtesy and respect.
- ❖ Work cooperatively with other students.

To show respect for material gifts and that of the environment, students will:

- ❖ Take precautions to avoid unnecessary damage to school equipment and books.
- ❖ Report accidental damage immediately.
- ❖ Use materials belonging to others only with their permission.
- ❖ Dispose of scrap paper in proper containers and pick up any litter in school or on the playground.

To provide the best possible learning environment, students will:

- ❖ Avoid disrupting any class with unnecessary noise or unacceptable behavior.
- ❖ Learn the Art of Discussion but avoid argument.
- ❖ Leave a classroom with teacher or supervisory adult permission only.
- ❖ Refrain from disturbing any other student's work or workspace.
- ❖ Complete work on time.
- ❖ Listen.

Behaviors that violate the requirements for acceptable behavior and which may necessitate a referral slip and disciplinary actions include but are not limited to, the following:

Willful Disobedience-refusing to obey any reasonable request made by an adult or another student, in accord to their safety, reputation, or freedom of movement;

Insubordination-defiance of authority;

Vulgarity & Profanity-an act or action or the use of spoken or written language of a crude or obscene nature;

Scuffling/Teasing-taunting, pushing, shoving, roughhousing with no punches thrown;

Disruptive Conduct-deliberately and purposefully interfering with the rights of others to work, study, listen and teach;

Fighting-physical violence that could result in bruising and/or bleeding;

Threatening-a threat to a person's personal safety, reputation, freedom of movement, or freedom of interaction with others;

Extortion-a threat to a person's personal safety, reputation or freedom of movement for the demanding of a payment or favor;
Stealing and/or Vandalizing-the unauthorized taking or misuse of the property of another without their knowledge or consent;
Tobacco-the use of, sale of, or possession of, on school property, or at school activities away from school;
Drugs/Alcohol-the use of, sale of, and/or being under the influence of narcotics, dangerous drugs, or alcoholic beverages on school property or at school activities away from school;
Weapons or Dangerous Objects-the carrying, display, or use of any object or substance that is designed to cause injury to a person.

Procedure for Behavior Referral Slips:

The following procedure will be followed for misconduct. The principal is the final recourse in all disciplinary situations and may waive any disciplinary rule or procedure for just cause at his or her discretion.

First Referral Slip:

Student removed from the classroom and sent to the office. Parent(s) will be notified that student will serve a suspension. The Principal and the teacher(s) determine the place in which the suspension will be served and the amount of time of suspension.

Second Referral Slip:

Parent will meet with the Principal, teacher(s) and student. A behavior contract will be written and signed by all parties. Student will serve a school suspension. The Principal and the teacher(s) determine the place in which suspension will be served and the amount of time of suspension.

Third Referral Slip:

If a student receives three referrals within one school year, a parent conference will take place immediately. At this point, a decision will be made about the student's future at St. Paul Parochial School and possible expulsion.

Expulsion

In most cases of discipline, the teacher, principal, and the parent(s) will work together with the student to address and appropriately correct the unacceptable behavior. In most cases the school authorities will make the decisions they feel appropriate for the conduct of education at St. Paul Parochial School. If a student displays chronic, serious behaviors which endanger him/her and other students, or staff safety, or opportunities to learn, or teacher's ability to perform contracted duties, then expulsion may be necessary. Expulsion is at the discretion of the principal and/or pastor.

Physical Restraint:

Physical restraint - There are times, however, when physical restraint may be necessary. Oregon law and the policy of the Archdiocese do permit a teacher, administrator, school employee or school volunteer to use reasonable physical force upon a student when and to the extent the individual reasonably believes it necessary to maintain order in the school or classroom or at a school activity or event, whether or not it is held on school property or not.

DRESS CODE

St. Paul Parochial School believes that a student's personal appearance has an impact on her/his attitude as well as behavior, and therefore, the learning process. Students must be well groomed and neatly dressed according to dress code requirements (see appendix for specific dress code). Parents are expected to assume the responsibility of implementing the dress code. Students not in compliance will receive the consequences stated in the policy.

ELECTRONIC INFORMATION/COMMUNICATIONS

The mission of St. Paul Parochial School is to educate students to become self-directed, continuous learners and ethical, responsible citizens prepared to meet the increasing challenges of a global, technological society. In addition the school believes that technology should be used as a vehicle of communication, analysis, and research in light of Catholic values and moral decision-making.

Therefore, the school is committed to the integration and effective use of current and future technology to further the educational mission of the school and the Church's mission of spreading the Gospel to all people. The Bishops of the United States have supported the use of technology as a means of evangelization.

Telecommunications, electronic information sources and networked services significantly alter the information landscape for schools opening classrooms to a broader array of resources. Electronic information research skills are now fundamental to preparation of citizens and future employees.

Access to telecommunications will enable students to explore thousand of libraries, databases, and bulletin boards while exchanging messages with people throughout the world. The school believes that the benefits to students from access in the form of information resources and opportunities for collaboration is critically important for learning.

ELECTRONIC INFORMATION/COMMUNICATIONS POLICY/AGREEMENT

1. Appropriate Use Policy and Guidelines

St. Paul Parochial School offers on-line electronic information service including but not limited to the Internet for students who participate in an orientation or training course. St. Paul Parochial School strongly believes in the educational value of such information services and recognizes the potential of such to support the curriculum and student learning in our school. The school's goal in providing this service is to promote educational excellence by facilitating resource sharing, innovation, and communication. St. Paul Parochial School will make reasonable effort to prevent students from misusing the information services. However, a student is also responsible and must be continuously on guard to avoid inappropriate and/or illegal interaction while connected to the information services.

Listed below are the provisions of this agreement. If a student violates these provisions, access to information service may be denied and the student may be subject to disciplinary action.

A. Privileges

The use of the information system is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. Before using the electronic services each student will participate in an orientation or training course with a staff member as to proper behavior and use of the network. The principal may remove a user at any time deemed necessary or appropriate. The staff may request that the principal deny, revoke, or suspend specific users.

B. Personal Responsibility

The student will accept responsibility for reporting any misuse of the network to the appropriate authority (teacher, principal, volunteer). Misuse may occur in many forms, but it includes using a program(s) or game(s), visiting web site(s), or sending or receiving messages that indicate or suggest pornography, unethical or illegal solicitation, racism, sexism, inappropriate language, as well as violating provision of Sections C, D, or E listed below.

C. Acceptable Use

The use of any information services must, in the judgment of St. Paul Parochial School, be related to student education and research in accordance with the educational goals and objectives of St. Paul Parochial School. The student is personally responsible for compliance with this provision at all times when using information services.

The student may not:

- ❖ Use, reproduce or transmit any material in violation of any federal, state or local laws. This includes, but is not limited to copyrighted material, threatening or obscene material, or material protected by trade secret;
- ❖ Use the information services or any commercial for profit-making activity;
- ❖ Use the information services to advertise a product or for lobbying or other political purposes.

Inappropriate use of electronic information resources may be a violation of local, state and federal laws.

D. Network Etiquette and Privacy

The student is expected to abide by the generally accepted rules of network etiquette.

These rules include (but are not limited to) the following:

- ❖ Be Polite-Never send, or encourage others to send abusive messages;
- ❖ Use Appropriate Language-The student is a representative of the school on a non-private system which may be viewed globally. Never swear, use vulgarities, or any other inappropriate language. Illegal activities of any kind are strictly forbidden
- ❖ Privacy-The student should not reveal his/her home address or personal phone number or the addresses and phone numbers of other students.
- ❖ Disruptions-Do not use the network in any way that would disrupt use of the network by others.

E. Security

Security on any computer system is a high priority because there are so many users. If the student identifies a security problem, notify the staff person in charge at once. Never demonstrate the problem to other users. Never use another individual's account or password. Any user identified as a security risk will be denied access to the information services.

F. Vandalism

Computer vandalism is the intentional harming or destroying of the school's computer hardware and/or the school's software and/or data of other user(s) or any other agencies or networks that are connected to the system. This includes, but is not limited to, the uploading or creating of computer viruses. Vandalism may result in the loss of computer privileges, disciplinary action, and/or referral to law enforcement officials.

2. Services

St. Paul Parochial School makes no warranties of any kind, whether expressed or implied, for the service it is providing. St. Paul Parochial School will not be responsible for any damages suffered while on this system. These damages may include but are not limited to loss of data as a result of delays, non-deliveries, mis-deliveries, or service interruptions caused by the system or student errors or omissions. Use of any information obtained via the information system is at the student's own risk. St. Paul Parochial School specifically disclaims any responsibility for the accuracy of information obtained through its information services.

EMERGENCIES

In emergencies, information (such as emergency information) may be released to appropriate persons if it is necessary in the judgment of the principal or his/her designee to protect the health or safety of the student or other persons.

Emergency Closures

St. Paul Parochial School follows the policies adopted by the public school authorities regarding emergency school closures. In the event of possible school closure or delay; station KEX (1190), KSLM (1390), and KINK (101.9) will announce that fact beginning at 6:30 a.m. The telephone tree will be activated and someone will call you if there is a delay in the opening of school or a school closure. A phone tree is distributed each September.

Emergency Disclosure of Information

The school is required by law to disclose personally identifiable information from a student's education record to law enforcement, child protective services, health care professionals and other appropriate parties in connection with a health and safety emergency if knowledge of the information is necessary to protect the health and safety of the student or other individuals.

Emergency School Lockdown

In some situations it may be necessary to have a school lockdown. As per police recommendations, the following procedures will be implemented for a school lockdown:

1. Doors will be locked;
2. Drapes and/or blinds will be closed;
3. No one will be permitted to enter or leave the building;
4. Lockdown will continue until the school receives an "all clear" signal from emergency personnel

Parents should not call the school so the phone will be available to emergency personnel.

EMERGENCY DISCLOSURE OF INFORMATION

St. Paul Parochial School is required by law to disclose personally identifiable information from a student's education record to law enforcement, child protective services, health care professionals and other appropriate parties in connection with a health and safety emergency if knowledge of the information is necessary to protect the health and safety of the student or other individuals.

FAMILY COOPERATION/REMOVAL OF STUDENTS RESULTING FROM PARENTAL ATTITUDE

According to Archdiocesan policy, under normal circumstances a student is not to be deprived of a Catholic education on grounds relating to the attitude of the parents. Nevertheless, a situation may arise in which the uncooperative or destructive attitude of parents so diminishes the effectiveness of the school that a family is asked to withdraw from the school.

FIELD TRIPS

Field trips are for the purpose of introducing and supplementing classroom learning experiences. Field trips are privileges offered to students maintaining satisfactory academic effort and acceptable conduct. When a field trip is planned a description of the trip will be sent home on the permission slip. In order for a student to attend a field trip, the permission slip must be completed and returned to school (see appendix). According to Archdiocesan policy, a permission slip must be completed for each field trip. **Students not returning these permission slips will not be permitted to take the trip. Telephone calls CANNOT be accepted in place of permission slips. No form other than the school approved form will be accepted.**

Since field trips are part of the learning process, parents may not pick up their child during the field trip without prior arrangements being made with the teacher.

FINANCIAL POLICY

Tuition Payment Options

Three options for tuition payment are offered for the 2010-2011 school year. They are:

A. Tuition paid in full by September 15th.

	<u>Parish Member</u>	<u>Non-Parish Member</u>
3-year old Preschool	\$1,229.00 (Tu. & Thurs.)	\$ 1,229.00 (Tu. & Thurs.)
4-year old Preschool	1,352.00 (3 day)	1,352.00 (3 day)
4-year old Preschool	\$1,832.00 (4 day)	\$ 1,832.00 (4 day)
1 student (K-8)	2,930.00	4,242.00
2 students (K-8)	5,192.00	7,858.00
3+ students (K-8)	7,163.00	11,158.00

B. Tuition paid in ten monthly payments, that are due on the fifteenth (20th) of each month beginning August 20th and ending May 20th.

	<u>Parish Member</u>	<u>Non-Parish Member</u>
3-year old Preschool	\$ 122.90	\$ 122.90
4-year old Preschool	135.20 (3 day)	135.20 (3 day)
4-year old Preschool	\$ 183.20 (4 day)	\$ 183.20 (4 day)
1 student (K-8)	293.00	424.20
2 students (K-8)	519.20	785.80
3+ students (K-8)	716.30	1,118.80

C. Tuition paid in two installments: The first half of the total tuition is due on October 15th. The second installment (remaining balance) is due January 15th.

	<u>Parish Member</u>	<u>Non-member Parish</u>
3-year-old Preschool	\$ 614.50	\$ 614.50
4-year old Preschool	676.00 (3 day)	676.00 (3 day)
4-year old Preschool	916.00 (4 day)	916.00 (4 day)
1 student (K-8)	1,465.00	2,121.00
2 students (K-8)	2,596.00	3,929.00
3+ students (K-8)	3,581.50	5,579.00

**A one-time fee of \$50 will be added to the tuition for all 5th and 6th graders. This will help cover the cost of Outdoor School.

A statement that includes payments made and balance on account will be sent each month. Arrangements for payment of tuition in timing or amounts that differ from the stated agreement must be presented in writing to and approved by the Principal and/or Pastor. All arrangements must be agreed to in writing and signed by the school parent or legal guardian, the Principal, and/or Pastor.

POLICY: Tuition delinquencies will be dealt with in a business-like manner.

Late Payment Procedure

Timely payment of tuition is essential for adequate cash flow to operate St. Paul Parochial School.

To this end, delinquent accounts will be dealt with directly in the following manner:

1. In the event tuition payment becomes past due (10 days), a friendly reminder will be sent to the family.
2. If the delinquent tuition becomes past due (30 days), the family will receive a “past due tuition” letter, requiring the parent(s) to meet with the principal to settle the delinquency within ten days from the date on the letter.
3. If tuition is still delinquent beyond this time frame (60 days), a registered letter will be sent informing the family that services will cease within fourteen days from the date on the letter unless full payment is made within the fourteen days or arrangements for payment are made with the Principal.

All accounts must be current as of the last payment date of the current year in order for families to re-register for the next school year. Families with non-resolved past due accounts will not be permitted to re-enroll for the following year.

Late Enrollees/Early Withdrawals

Tuition will be prorated on a daily basis for students enrolling after October 1, 2010, and for students withdrawing prior to May 1, 2011.

Fundraising

St. Paul Parochial School holds school fund-raisers each year. The Dinner/Dance Auction is an important component of our fund-raising program. Since this fund-raiser provides much financial assistance to the school budget, **each** family is expected to donate their time, energy, and talents. Parents are required to attend the Dinner/Dance Auction preliminary meeting held at the beginning of January. It is at that time the committee sign up will take place. Parents will not be able to sign up for committees prior to this meeting. Each parent is expected to completely support this most important fundraiser.

Tuition Assistance

The Archdiocese of Portland offers grants to families meeting the requirements. Parents are notified of application dates through the Wednesday Newsletter. If a family does not receive grant money from the Archdiocese, they are considered for the St. Paul Parochial Tuition Assistance Grant. Please contact the principal for more information.

FIRE AND EMERGENCY DRILLS

Fire/emergency drills are held at regular intervals as required by law. Each student should know the specific directions for leaving each of the rooms. These directions are posted in each room. Evacuation of the building **MUST** be orderly and efficient.

GRADUATION

Graduation from elementary school is marked by a simple and dignified celebration that gives recognition to the unique value of the Catholic Christian education just completed.

The graduates should wear appropriate attire for the occasion: dress shirts and dress pants for boys; dress attire for girls is to be modest.

HEALTH INFORMATION

Immunization

Students entering Archdiocesan schools must provide a signed Certificate Immunization Status (CIS) form documenting either evidence of immunization or a religious and/or medical exemption

prior to initial attendance. All students must comply with Oregon law regarding immunization requirements. Any special illnesses or medical needs are to be specifically noted on the student health record.

Illness

Any student who is sick or injured is sent to the office and, if condition warrants, parents or authorized adult(s) are notified to take the child home. This is necessary because facilities are limited. Please sign the student out at the front desk before leaving.

Communicable Diseases

In the school environment, many communicable diseases or conditions are easily transmitted from one individual to another. Among the most common school restrictable diseases or conditions in students are head lice (pediculosis), chicken pox, mumps and measles.

Parents should notify the school immediately if their child(ren) has come into contact with or has any contagious disease or condition, such as but not limited to, chicken pox, pink eye, strep throat and/or head lice.

Medication

All medications that need to be taken during the school day must be given to the school office or other designated personnel by the parent during regular school hours. Pursuant to Archdiocesan policy and ORS 336.650, students are not allowed to have on their person and/or deliver medicine, including cough drops, aspirin, eye, ear, nose drops and any kind of ointment or lotions to the office. This **MUST** be done by the parent. When the parent delivers medications, a completed “Waiver for Dispensing Prescription/Non-Prescription Medication” must accompany the medicine. Medicines cannot be dispensed to the student without this completed Waiver.

All prescription medication must be in its original container indicating 1.) the doctor’s prescription; 2.) time of dispensing the medicine; and 3.) the dosage amount. All non-prescription medicines, including items noted above, must also be delivered to the office in its original packaging. Inhalers may be kept on a child’s person in grades 5-8, or in the possession of the 5-8 child’s homeroom teacher provided that the “Self-Medication Agreement for Prescription Inhalers” form is filled out and filed in the office. A new Waiver must be filled out each year.

Also, for students in grades 5-8, once a “Waiver for Dispensing Prescription/Non-Prescription Medication” is completed and filed in the office, the student may leave with their homeroom teacher a bag of cough drops with their name printed on the bag.

Parents will need to pick up all prescription or non-prescription medication and inhalers left at the school at the end of the school year. Medications not picked up will be disposed of.

The school reserves the right to reject to administer prescription or non-prescription medication when, in the judgment of the school, the administration of such medication is not feasible.

HOMEWORK

The purpose of homework is to reinforce material already taught and to foster desirable independent study habits. It should be an outgrowth of the student's interest in regular classroom work. Students are expected to be responsible for their class work on a daily basis. The amount of time which different students in the same grade spend doing homework will vary. The following table provides guidelines as to the amount of time the typical student should spend daily on homework.

Time guidelines for daily homework:

Grades 1/2 20-30 minutes

Grades 3/4 30-40 minutes

Grades 5/6 45-60 minutes

Grades 7/8 60-90 minutes

INSURANCE

The school provides basic Students Accident Insurance. Additional coverage is optional, although encouraged. A form is available throughout the school year.

LEAVING SCHOOL GROUNDS DURING SCHOOL DAY

No student may leave the school grounds during school hours without the permission of the principal and written authorization of parents or guardian. A child will not be allowed to walk home after school without written permission from the parent(s).

LIBRARY AND TEXTBOOK RESPONSIBILITIES

Should library or textbooks be lost or damaged beyond normal usage the student is responsible for the replacement value. Books are to be carried to and from school in some type of book bag.

LUNCH

All parents are encouraged to send in nutritious snacks and lunches. **Students are not allowed to bring pop or soda as part of their snack or lunch.** Lunch bags/boxes should be clearly labeled with the students' name and grade.

A Federally funded hot lunch program will be offered through the St. Paul School District at a nominal fee. We have been invited to participate in this hot lunch program at a minimal cost for all interested students. Hot lunches will be ordered by 9:00 AM every morning. **Payment must be made in advance of ordering lunches. If payment is not made in advance, you will be billed “monthly” for hot lunch.**

Lunchroom

Lunch will begin at 11:00 and end at 11:20, followed by recess until 11:45. Students who wish to purchase hot lunch will be escorted to the St. Paul Elementary School to eat. Students who have brought a cold lunch will eat in the SPPS cafeteria.

- ❖ Students need to be seated at tables during the entire lunch period;
- ❖ No more than four students per bench;
- ❖ Dispose of trash when trash can is brought to the table;
- ❖ Tables and floors must be cleaned up before being dismissed;
- ❖ Lunchroom helpers will clean tables.

MESSAGES TO STUDENTS

A parent needing to get a message to a student should call the school office. A child will not be called out of class, except for a family emergency.

MILK PROGRAM

The milk program is offered to the children through the public school system and sponsored by the Federal Government. **Payment must be made in advance of ordering milk. If payment is not made in advance, you will be billed “monthly” for milk.**

PAYMENTS

All payments to the school must be made out to St. Paul Parochial School (SPPS) or a school organization. Payments may not be made out to individual staff members.

PARENT INVOLVEMENT/SERVICES

ST. PAUL PAROCHIAL ADVISORY COUNCIL: The School Advisory Council advises the Pastor and Principal in the operation of St. Paul Parochial School to help provide a strong educational program based on Catholic values and supported by a sound fiscal policy. The School Advisory Council operates under a constitution and by-laws approved by the Archdiocese. All meetings of the School Advisory Council are to be open meetings unless designated as being closed. The right of non-members to address the Advisory Council shall be limited to those who have contacted the Advisory Council Chairperson, or Principal ten days prior to any regular meeting, or sign up at the beginning of a meeting.

ST. PAUL PAROCHIAL SCHOOL ADVISORY COUNCIL COMMITTEES: These are the various working committees that are part of the School Advisory Council. If you feel you have a special talent or interest that could contribute to any of these committees sign up occurs in the fall. After you sign up, a School Advisory Committee member will contact you by the beginning of October. At that point, you will be notified of the first meeting. Each committee will meet at least once a month. All committee members are expected to attend all meetings throughout the year. This is a great opportunity to have a voice in the future development and planning aspects of St. Paul Parochial School.

Strategic Plan Committee

- ❖ Continue the work of implementing, evaluating and updating a long range strategic plan for our school

Finance Committee

- ❖ Participate in financial planning for the future
- ❖ Work in setting goals for finances
- ❖ Work with tuition planning
- ❖ Work on creating the school budget

Building/Safety Committee

- ❖ Work on preparation and implementation Crisis Management Plan for school
- ❖ Work on other safety plans

Development Committee

- ❖ Work on development plan
- ❖ Work on seeking and writing grants

Public Relations Committee

- ❖ Work to carry over projects begun last year
- ❖ Work to develop and implement a plan to promote our school for this year

ST. PAUL PAROCHIAL SCHOOL PARENTS' CLUB: Membership is for parents with children enrolled in St. Paul Parochial School. Parents may become voting members upon payment of club dues. Its primary purposes are:

- ❖ To bring together the spiritual and educational forces of the home and school.
- ❖ To offer, through well-planned programs, information of particular interest to parents.
- ❖ To encourage the maintenance of high standards of family life.
- ❖ To create a greater appreciation of Catholic Education.
- ❖ To be a financial support group for the betterment of the school.

PERSONAL ITEMS

All clothing, lunch sacks and other personal property should be plainly marked with child's name and grade in permanent ink. Lost clothing, lunch sacks, etc. are placed in the Lost and Found box in the office. St. Paul Parochial School is not responsible for lost items. **ALL UNCLAIMED ITEMS WILL BE DISPOSED OF PERIODICALLY.**

Expensive, hazardous, or distracting items (such as personal CD/MP3 players, cell phones, toys, and electronic video games) are not permitted on school grounds and will be taken from a child; they will be returned only to the parent on request.

PROGRESS REPORTS/REPORT CARDS

Progress reports are sent home at the middle of each quarter. Report cards are sent home at the end of each quarter. In this way parents will be alerted to the success or areas of improvement of their child(ren). Parents and/or teachers may request a conference at anytime throughout the school year to keep in communication regarding student progress and/or behavior.

PROMOTION/RETENTION

Promotion: A student satisfactorily completing each grade's work will be promoted to the next grade.

Retention: Recommendation for retention of students is made by the teacher in consultation with the principal and the parents and, if appropriate, with other advisory staff. Such a decision is based on the total evaluation of a student's growth in all areas of development.

In all cases, the decision for retention rests with the principal.

RECORDS ACCESS BY NON-CUSTODIAL PARENT

St. Paul Parochial School abides by the provisions of the Buckley Amendment with respect to the rights of non-custodial parents. In the absence of a court order to the contrary, the school will provide the non-custodial parent with access to the academic records and to other school-related information regarding the student. If there is a court order specifying that there is to be no information given, it is the responsibility of the custodial parent to provide the school with an official copy of the court order.

REVIEW OF STUDENT EDUCATION RECORDS

Parents of students currently in attendance at St. Paul Parochial School may review the student's education records. Parents wishing to review student records should make written request to the principal to do so. An amendment to the student's education records may be requested, if the student's parents believe the contents are inaccurate. If the School concludes that the request is valid, the record(s) need not be amended, the parents may place a statement with the record commenting on the disputed information.

SCHOOL/PRINCIPAL'S RIGHT TO AMEND HANDBOOK

The school or the principal retains the right to amend the handbook for just cause and parents will be given prompt notification if changes are made.

SCHOOL PROCEDURES AND MATERIALS

School policies, procedures, and curriculum guidelines are available, through the principal, during regular school hours. The principal determines access and may assess a reasonable charge for making copies.

SCHOOL PROPERTY AND EQUIPMENT

All students are to care for all buildings and school equipment. They are expected to contribute to the cleanliness and orderliness of their classrooms. Students are responsible in seeing that balls, jump ropes, etc. are returned to their proper place after each use. Parents will be contacted immediately when their son/daughter is responsible for defacing or damaging school property or equipment. The parents and principal will plan how to address the damages.

Animals are not allowed in the school building unless the principal has given previous permission.

SEARCH AND SEIZURE

Desks and personal belongings are subject to search at any time by school administration or teachers. This is for the protection of students and school employees. Desks and any other storage areas at the school remain in the possession and control of the school even though they are made available or assigned for student use.

STANDARDIZED TESTING

Schools participate in the Archdiocesan standardized testing program in the fall. Each student's scores will be sent home. Parents may request other types of tests, such as academic or psychological testing, from the local public school district.

SUPPLIES

Students are responsible for obtaining and maintaining their own basic schools supplies. This includes but is not limited to items on the school supply list for each grade level. Some supplies may need to be replenished throughout the year.

TEXTBOOKS

The Department of Catholic Schools and the Oregon State Department of Education determines the list of approved textbooks from which the school may select for each subject of the curriculum.

Lost books will be replaced at the parent's expense and there will be no refund if the book is then found. Individual damages will be assessed at the end of the year and appropriate charges made.

TRAFFIC PROCEDURES

All vehicles dropping off or picking up students should enter on the north side of the school (McDonald Avenue) and continue in line, next to the curb, to the loading/unloading area. Exit the loading/unlading area and head south using Church Avenue or Blanchet Avenue to exit. Please drop off/load your child(ren) quickly so as to make this process as efficient as possible for everyone. When picking up child(ren), remain with your vehicle. Children will be released to the first five or so cars in line. For the safety of all children, please do not park across from the school or behind the school and attempt to retrieve your child(ren) through the pick-up area or have your child(ren) cross the street (see appendix for map). If you would like to speak with the Principal or a teacher at pick-up time, please park and come in to the school building to meet.

Morning:

Students are to be dropped off in front of the school and proceed to the office lobby. At 7:40 AM, the students will be taken to the library by a staff member and will remain there until released to their classroom at 7:50 AM.

Afternoon:

Students taking the bus are to wait in line in front of the school with the faculty member in charge of "bus duty". Students being picked up are to wait on the south school sidewalk with the Principal and

classroom teachers.

If you are arriving at school for a conference, meeting, etc. during morning or dismissal time, please use the parking in front of the church.

USE OF SCHOOL GROUNDS

Students are to be supervised at all times. School supervision of students begins at 7:40 AM and ends at 3:10 PM in designated areas during the school day.

VERIFICATION OF COMPLIANCE

The Verification of Compliance found in the appendix must be signed and returned to school no later than September 10, 2010.

VISITS TO THE SCHOOL

During school hours, all visitors MUST report to the office to sign in and wear a visitor button while on school property.

WEAPONS POLICY

Ordinarily, any student in possession of a weapon will face disciplinary consequence up to and including expulsion from school.

Under Oregon law, the principal who has reasonable cause to believe that a person while at school or on grounds adjacent to the school is, or within the previous 120 days, has been in the possession of a firearm or destructive device must report the person to a law enforcement agency. For the purposes of reporting, a weapon is defined as but not limited to a firearm, a knife or similar instrument (other than an ordinary pocket knife-which school rules forbid), mace/tear gas/pepper mace, a club bludgeon or similar instrument, or deadly or dangerous weapons.

YEARBOOK PHOTOS

Each year a school yearbook is published and distributed to all SPPS students. If you would not like your child's photo to appear in this publication please make note of it on the registration form.

VOLUNTEER HANDBOOK

BENEFITS OF VOLUNTEER ACTIVITY TO STUDENTS, FAMILIES, AND STAFF

Volunteers assist the school in providing for the development and education of the students and provide a benefit to the school. **All parents** are expected to volunteer in some capacity throughout the school year. They serve in a variety of capacities such as: School Advisory Council and Committees, Parents' Club, Annual Auction Committee, classroom assistance to teachers, office assistance to secretary, Hot Lunch Program, Room Parents, supervised playground monitors, library assistance, field trip assistance, and other activities relating to the talents and gifts of the volunteer population.

Volunteers are valued members of the St. Paul Parochial School Community. Under the direction and supervision of the principal and our school staff, volunteers assist in the provision of educational and other services to students, faculty, and staff.

VOLUNTEER BACKGROUND CHECKS

The school reserves the right to require volunteers in any school program or activity to undergo a background check. Ordinarily any person with an adult criminal conviction is not eligible to serve. The school further reserves the right to decline to accept the service of a volunteer, to request a volunteer to withdraw from service in school activities whenever, in the judgment of the school, it is in the best interest of the school to do so.

VOLUNTEER CODE

Volunteers serving in the school will support and model the moral teachings of the Catholic Church and function faithfully within the mission and structure of the school, parish and Archdiocese with proper respect for those serving in ministries.

Volunteers work in a collaborative role with others ministering to the development of the children and the school as an educational institution. Volunteers are asked to recognize confidentiality as a living principle and respect the dignity of those with whom they work and come into contact.

Volunteers accept responsibility to use contacts made through the school in such a way so as not to disrupt the peace, order, and tranquility of the school community.

Should volunteers come into conflict on school related issues, it is the responsibility of both to resolve the dispute through personal diplomacy and/or an executive decision by the school principal and/or pastor of the parish.

Any person who has a conflict with a school volunteer outside of the boundaries of school activities must settle that dispute outside of the school and without involving or using school resources.

APPROPRIATE SELECTIONS OF PROGRAM ACTIVITIES

Volunteers may be involved in a variety of activities that span many programs within the school. The volunteer should carefully consider his/her special skills, interests, and talents when choosing a volunteer position.

It is important that, prior to accepting a volunteer position, the volunteer clearly understands the requirements and responsibilities of his/her assignments. Activities that involve specific physical, mental, or time requirements must be respected. Prior to choosing an activity, the volunteer should be certain that it conforms to his/her preferences and schedule.

CONFIDENTIALITY

In the course of volunteer work, confidential information about students, teachers, or staff members may be learned. This information must remain confidential in any setting inside or outside the school, just as one would wish his/her own privacy rights to be respected. At times, the volunteer may come into possession of information about students that may need to be conveyed to the volunteer's supervisor (teacher or principal). If appropriate in the judgment of the principal, other persons on a "need to know" basis may be advised by the principal to include, but not limited to, parents, teachers, and pastor.

SUPERVISION OF VOLUNTEERS

The principal is responsible for the total school operation. The principal supervises all who serve in any capacity in the school and in official school-related activities. The principal may delegate the supervisory role to a designated member of the school staff for specific activities. Volunteers will be expected to review and adhere to policies and procedures contained in the PARENT/STUDENT HANDBOOK.

BEHAVIOR MANAGEMENT

It is the goal of Catholic schools to instruct students in formation of a Catholic conscience so that they will choose behaviors which foster responsibility. In order to accomplish this, volunteers should manage students in positive and constructive ways while they uphold the school's code of conduct. This can be accomplished through intervention and encouragement techniques and strategies which are administered through proximity, eye contact, and privacy. In addition to supporting the code of conduct, volunteers are expected to support the decisions of the principal and teachers. A volunteer may not employ corporal punishment as a means of controlling a student who has misbehaved.

HEALTH AND SAFETY PROCEDURES

All situations should be dealt with individually with prudent, adult judgment as the primary response to any illness or injury. Simple scrapes, small cuts, bruises, etc. will be taken care of in the school office. If a child falls or bumps himself/herself, the situation should be taken seriously. Please observe the student a few seconds, check vital signs. If the student seems stabilized, an adult should accompany the student to the office for observation. Do not send a child with another student. If there is only one adult present at the site of the injury, send a student to the office for assistance.

Serious injury such as possible broken bone, severe bleeding or allergic reaction should be dealt with immediately and with caution. **DO NOT MOVE THE CHILD. DO NOT LEAVE THE CHILD.** Send for assistance from the office. Remove other students from the proximity of the situation as soon as possible until help comes.

Dispense **NO MEDICATION** to any child. All volunteers are encouraged to undergo first aid and CPR training.

All persons are required to evacuate the building during fire or any other type of emergency drills. Volunteers should follow the directions of the staff member in charge during any emergency drills. Signs are posted in all parts of the building indicating the emergency evacuation routes. Volunteers should be familiar with the emergency drill requirements.

MISCELLANEOUS INFORMATION

All volunteers are required to sign in at the office upon arrival to work in any program or activity. Badges are to be worn so that all official volunteers are identifiable at all times. Upon completion of volunteer duties, badges are to be returned to the office, and all volunteers must sign out.

APPENDIX

Policy: Students enrolled in St Paul Parochial School will follow a dress code.

Philosophy: St Paul Parochial School believes that a student's personal appearance has an impact on her/his attitude as well as behavior, and therefore, the learning process. Respect for both the individual and the school is manifested by the attitude of 'dressing up' for school. The Dress Code is designed to assist students in making decisions about appropriate dress, personal responsibility and self-discipline. **Parents are expected to assume the responsibility of implementing the dress code.** Students are to appear neat, clean, and well groomed at all times. St Paul Parochial School's Dress Code is based on modesty, neatness, cleanliness, good taste and safety.

DRESS CODE GUIDELINES

Boys Clothing Options –

- Tops:** Shirts are to be tucked in at all times with the exception of sweaters, sweater vests, and sweatshirts. All tops need to be solid color red, white or navy.
Turtleneck – red, white or navy
Polo shirt (long or short sleeve) – solid red, white or navy
Oxford button down shirt (long or short sleeve) – white
Sweater – red, white or navy
Vest or Cardigan – red, white or navy
Sweatshirts solid or with SPPS logo – red, white or navy
Fleece Vest with school logo or solid – red, white or navy
Neck ties may be worn during Mass only – solid red, white or navy
- Bottoms:** Shorts must be three finger widths above the kneecap or longer.
Pants (plain pant, no cargos) – khaki or navy
Walking shorts – khaki or navy

Girls Clothing Options –

- Tops:** Shirts are to be tucked in at all times with the exception of sweaters, sweater vests, and sweatshirts. All tops need to be solid color red, white or navy.
Turtleneck – red, white or navy
Polo shirt (long or short sleeve) – red, white or navy
“Peter Pan” collar blouse (long or short sleeve) – white
Oxford button down shirt, long or short sleeve – white
Sweater – red, white or navy
Sweater Vest – red white or navy
Sweatshirts solid or with SPPS logo – red, white or navy
Fleece vest with school logo – red, white or navy
- Bottoms:** Skirts, shorts, and skorts must be three finger widths above the kneecap or longer.
Pants or capris – khaki or navy
Walking shorts – khaki or navy
Skirt – khaki, navy or ‘marymount’ plaid
Skort – khaki or navy
Jumper – khaki, navy or ‘marymount’ plaid

It is strongly recommended that clothes be purchased from SPPS registries at Land’s End, Dennis, or French Toast clothing companies. Purchases can be made at other stores that sell the same/similar items to match the uniform items specified for SPPS as those offered through Dennis, Land’s End and French Toast.

Coats, jackets, vests, caps, hats and sunglasses are parental choice. Upon arrival to classrooms, students must remove these “layers” of clothing that do not fall under the dress code, or have non-school logos. These garments are not to be worn in the classroom. They may be worn as needed when students are outside.

ADDITIONAL GUIDELINES

Belts: If belts are worn, the excess length must be tucked into belt loops.

Footwear: Shoes may vary in style. Rubber boots are not to be worn inside the building. Socks, tights or nylons are to be worn at all times with shoes; sock color choices are: solid white, navy, red, gray, black or cream/ivory. Socks must cover the entire foot from toe to heel. Leggings without feet may be worn with socks or tights. Heels must be less than 1 inch. Shoes must be closed toed. Closed heeled are suggested, however open heeled shoes may be worn with a heel strap in place.

Jewelry: Jewelry is not to be excessive or distracting. The principal or teacher may request removal of jewelry considered to be unsafe or inappropriate for the learning environment. No body piercing will be allowed, with the exception of girl’s earrings.

Make-up: Girls in grades seven and eight may wear light, natural looking shades of make-up. If the make-up is too visible or inappropriate, the student will be requested to remove it by the principal or teacher.

Nail Polish: Nail polish may be worn if the shade of polish is in good taste (i.e. clear, light or natural). Nail polish (bottles) may not be brought to school.

Hair: Hair is to be groomed. Extreme fads in hairstyle are to be avoided. Boys' hair shall be no longer than collar length.

Dress Down Days:

The school will announce dress down days in advance, and identify any suggested 'themes'. The philosophy of the Dress Code will be followed and should be considered when choosing clothing for those days. Appropriate t-shirts and jeans will be allowed on those days. Any clothing which expresses alcohol, sex, drugs and/or violent motifs are not permitted.

The following items or styles of clothing may not be worn to school at any time:

Tank tops	Spaghetti strap sundresses or blouses
Baggy pants	Oversized/baggy clothing
Half-shirts (open midriff)	Excessively tight clothing
Bib overalls	Sweat or jogging suits

DRESS CODE VIOLATION POLICY

First Violation = Dress Code Referral

A student will receive a dress code referral for the first violation to take home to the parent(s). This referral will be signed by the parent(s) and returned the following school day.

Second Violation = Phone Call Home to Parent(s)

A phone call will be made to the parent(s) for the second violation, and a dress code referral will be sent home with the student. This referral will be signed by the parent(s) and returned the following school day.

Third Violation = Change of Clothing Brought to School by the Parent(s)

A phone call will be made to the parent(s) for the third violation to request an appropriate change of clothing be delivered to the school immediately, and a dress code referral will be signed by the parent(s) when they arrive at school.

SIGNATURE PAGE

RETURN TO SCHOOL BY: SEPTEMBER 10, 2010

PARENT AGREEMENT

I/We _____

Parent(s) or Guardian(s)

have read the material in the Parent/Student Handbook and agree to follow and uphold the school policies while my son/daughter is enrolled as a student at St. Paul Parochial School.

Parent/Guardian Signature _____ Date _____

Parent/Guardian Signature _____ Date _____

STUDENT AGREEMENT

I/We (Student Name(s)) _____

have read the material in the Parent/Student Handbook and agree to follow and uphold the school policies while enrolled at St. Paul Parochial School.

Signature _____ Grade: _____ Date: _____

(First student in the family attending school)

Signature _____ Grade: _____ Date: _____

(Second student in the family attending school-if applicable)

Signature _____ Grade: _____ Date: _____

(Third student in the family attending school-if applicable)

Signature _____ Grade: _____ Date: _____

(Fourth student in the family attending school-if applicable)