

WELCOME



*W*elcome to St. Therese School. This handbook has been prepared to help you become better acquainted with your school. It contains specific information regarding many aspects of academics, and student services. It also contains policies that are necessary so that students, parents and staff may work together in achieving the goals set down in our philosophy and objectives. The staffs of St. Therese School and Parish look forward to the continued support and contributions of the parents and students, as this community continues to educate young children.

Schools are ever changing places as we accommodate the needs of our students, staff and families. If you have questions concerning the topics covered in this handbook or those that are not covered, we hope that you will always feel welcome to call the school office.

WHO WE ARE

St. Therese School first opened its doors September 1955 with first, second and third grades and an enrollment of 45 students. By 1957-58 there was an enrollment of 96 and in 1963 the school had an enrollment of 180. The first class graduated on May 31, 1961 with 15 students.

An integral part of the parish, St. Therese School has grown along with the community it serves. Programs such as Preschool for 3 and 4 year olds, Title I reading programs, daily hot lunch, after school care, Spanish curriculum, and on-line grading access for parents, responds to the changing needs of the students and their families.

A third generation of students is presently enrolled at St. Therese. As the school begins another year, the administration and faculty anticipate serving many more generations of students, continuing a tradition of excellence in education.

ST. THERESE OF LISIEUX

St. Therese of Lisieux, was born in Alencon, France in 1873. She was the youngest child of Louis and Zelie Martin, who were themselves declared "Venerable" by Pope John Paul II in 1994. All five of the Martin children who reached adulthood became nuns, four of them became Carmelites.

Therese was drawn to God from a very young age. At the age of 15, she received special permission to enter the Carmelite Convent at Lisieux. There, Therese lived a life of humility, simplicity, and childlike trust in God. By word and example she shared this "little way of spiritual childhood" with the novices in her community.

On the night between Holy Thursday and Good Friday in 1896, Therese coughed up blood. Over the next 18 months, her condition steadily deteriorated. Her one dream was the work she would do after her death, helping those on earth. "I will return," she said. "My heaven will be spent on earth." Offering her sufferings for the salvation of souls, Therese died of tuberculosis on September 30, 1897, at the age of 24.

Upon her death, the nuns received permission to distribute Therese's journal. Published on the first anniversary of her death as "The Story of a Soul," the initial printing of 2,000 copies quickly sold out. In the following years, hundreds of thousands of copies of her journal were printed, and it was translated into many languages.

As people read about this unknown nun and sought her intercession, letters started pouring into the Carmelite Convent reporting favors received through her prayers. By the time she was beatified on April 29, 1923, the convent was receiving 800 to 1,000 letters each day.

Pope Pius XI solemnly canonized St. Therese on May 17, 1925. On December 14, 1927, Pope Pius XI proclaimed St. Therese "Principal Patroness", equal to St. Francis Xavier, of all missionaries, men and women, and of the missions in the whole world. On May 3, 1944, Pope Pius XII named St. Therese "Secondary Patroness" of France, equal to St. Joan of Arc.

Most recently, Pope John Paul II named St. Therese a "Doctor of the Church" on October 19, 1997, World Mission Sunday. "Doctor of the Church" is a title given to a select few saints "on account of the great advantage the whole Church has derived from their doctrine." She became only the third woman in the Church to be so honored, joining St. Catherine of Siena and St. Teresa of Jesus, foundress of the Carmelites.

She never founded a religious order, never performed great works and never went on missions, but she understood that what matters in the Christian life is not great deeds, but great love, and that anyone can achieve the heights of holiness by doing even the smallest things well for love of God. "All is well," she wrote, "when one seeks only the will of Jesus." St. Therese is a reminder to all of us who feel we can do nothing, that it is the little things that keep God's kingdom growing.

MISSION STATEMENT

St. Therese School is a Catholic community dedicated to empowering students to be life-long learners and responsible contributing members of the church and society.

WE BELIEVE:

- All children are valued and respected
- Students grow best when challenged to achieve personal success.
- All teachers strive to meet students' diverse individual needs.
- A rigorous curriculum is necessary for student success
- Catholic education involves providing instruction, opportunity and support of every child on their spiritual journey of faith formation
- Our community is based on love, understanding, and respect for the dignity of all people
- Families provide a physically, emotionally and spiritually supportive environment for the successful development of their child.
- Families have high expectations of their children's ability to learn and understand the importance of their role in the child's academic success

Non Discrimination Policy

In accordance with the Department of Catholic Schools Policies and Guidelines 3020 for admissions, this school admits students of any race, color, or racial or ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students at this school. The school does not discriminate on the basis of race, color, racial or ethnic origin, administration of its education policies, admission policies, scholarship or loan programs, and athletic and other school administered programs.

St. Therese School

School-wide Learning Expectations

As a St. Therese Student, I ~

Live like Jesus

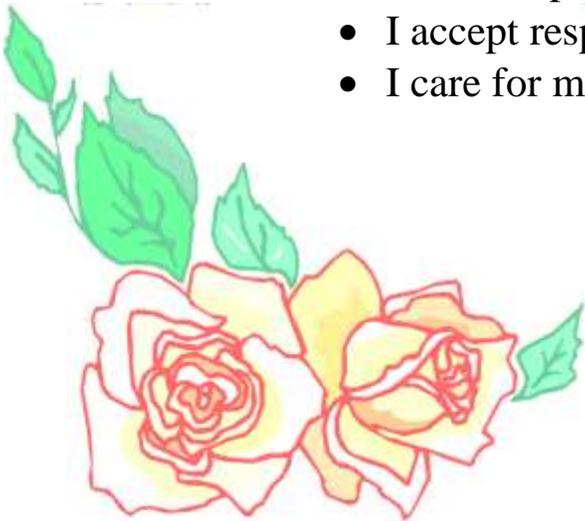
- I demonstrate a loving relationship with God
- I serve the school, parish, and community
- I celebrate daily prayer, liturgy, and Catholic traditions

Am a life-long learner

- I strive to do my best
- I use creative and critical thinking to solve problems
- I work independently and cooperatively
- I use my Catholic values to seek knowledge and communicate through speaking, writing, and listening

Am safe, respectful and responsible

- I treat all people with kindness and compassion
- I accept responsibility for my actions
- I care for my heart, mind and body



ADMISSIONS AND REGISTRATION PROCEDURES

Entrance Requirements

New families wishing to register at St. Therese School or place their name on a waiting list must meet with administrative staff in order to have a clear understanding of the expectations that the school has for students and families and to determine if St. Therese School meets their needs. An application fee is paid at the time of registration or placement on a wait list. Registration and book fees are due by May 31st each year or with the registration if later than May 31.

Oregon State law requires all students entering Kindergarten to be at least five years old on or before September 1 of the year of enrollment. Early entrance evaluation is not done at St. Therese School, but may be available through your local public school district. Any student who may be admitted prior to their 5th birthday will be subject to a 90-day probation period.

Definition of terms:

Registration refers to the formal process of registering students at St. Therese School.

Qualifying Family refers to a family who is registered, active, and following the guidelines of St. Therese Parish or a Catholic parish that does not have an elementary school. The family must worship regularly and contribute financially through regular use of parish envelopes.

Guidelines for acceptance:

When St. Therese is unable to accept all families in a given category, a family will be prioritized on the basis of active parish participation, and how long the family has been registered in a parish, as evidenced by the Pastoral Agreement. Once a family is enrolled at a certain priority, they will not be asked to leave, even if another family of a higher priority applies at a later date.

Transferring Students

The following guidelines have been established for students transferring to St. Therese School from another school.

1. All registration forms must be completed and turned in to the school office, including copies of current report card and behavior record.
2. Registration fees, which are non-refundable, are due with the registration forms.
3. Parents are to set up an interview with the principal, stating the reasons why they want to transfer their student.
4. Students need to spend a full day at the school with the age appropriate class.
5. Students are to interview with the teacher (when possible) and principal to articulate their desire to attend St. Therese School and agree to the expectations of the school.
6. Priority is given to students transferring from Catholic schools, however, prior tuitions, fees or fines, must be paid up to date with the prior Catholic school. Verification will be made.
7. Requests for student records should be submitted (permanent student records, cumulative grades, behavior records, and immunizations records.)
8. Pro-rated tuition may be arranged through the Business Manager.

After a student has been accepted, there will be a probationary period of 90 days. If a student does not maintain a "C" average in all subjects and/or demonstrate acceptable behavior according to St. Therese standards, the student may be asked to find an alternate academic placement.

Admission to St. Therese Parish School shall be determined by the following priority listing:

1. Currently enrolled students whose tuition is current.
2. Siblings of currently enrolled students whose tuition is current
3. Qualifying St. Therese families.
4. Qualifying families from other parishes and St. Therese "conditional" status families.
5. Non-qualifying families on a first come, first served basis.

Waiting Lists

If a class or classes are filled, families wishing to apply for those classes may place their name on a waiting list during or following the registration period held the year of expected enrollment. Families on the waiting list will be placed in available openings according to

the admission priorities listed above. Should two families be vying for the same space, they will be placed according to priority first and date of application second. To be placed on a waiting list a family must have prior approval from the principal and:

- Complete all Registration Forms
- Pay the current Application Fee*

*The Application Fee is non-refundable. Any Registration/Book fees or any prepaid tuition will be refunded if a family removes their name from the waiting list, or if the school is unable to place a child in a class.

Fair Share

The Fair Share Program, which was established at St. Therese School in 1980, provides an opportunity for families to become involved in furthering Catholic education. It was established to provide supplemental economic support needed for a successful educational program. "Fair Share" is any combination of TIME/TALENT/TREASURE.

Time: is help in various fund raising projects, school activities and committees. Currently each family gives a minimum of 40 hours in activities that provide a service that would otherwise be an expense to the school. Each family is asked to give a minimum of 10 of their required hours to fund raising/development work

Talent: is sharing a talent, working on group or individual projects for the school that the school would have to have contracted such as doing electrical work, plumbing, carpentry, painting, landscaping, etc.

Treasure: is donating money or the equivalent in supplies, merchandise, building materials, etc., that the school would have to purchase if it wasn't donated.

FAIR SHARE "BUY-OUT" - Each family has the choice to contribute \$600.00 or donate goods worth \$600.00 if they are not giving 40 hours of time. A \$15.00 donation equals 1 hour of Fair Share credit.

Matching Gifts

Many corporations match, double or triple monetary gifts made by their employees to non-profit organizations. Matching gift forms are usually available in the personnel office of participating companies.

Tuition

Tuition rates vary for Qualifying or Non-Qualifying Families (see definition under Admission Procedures) as well as the number of family members in attendance. Current year rates are available on the Tuition Agreement Form, or by calling the school office.

Tuition payments are due on the date set by the family, beginning in June and ending in May. A late fee is charged if the tuition payment is not received within 10 days of the due date. Each trimester, the principal with the Tuition Review Committee looks at past due tuition accounts, accumulated book fines, late fees, damages, etc. Grade reports may be held until payments are current or in serious situations students may be denied continued enrollment. It is important to communicate often when a financial situation jeopardizes a family tuition account.

Application/Registration/Book Fee is required per student, per year and is due with the registration form. This fee is non-refundable, unless the school is unable to place a child in a class.

Tuition Assistance

Tuition assistance is available in a variety of ways. There are foundation monies, grants, Archdiocesan assistance, and possible private funds available through the student's home parish, parents' work place, etc. It is the parents' responsibility to seek out information, if desired, for tuition assistance. Parents should contact the school office or principal for information on programs available through the school for financial aid. Financial aid forms must be complete and submitted by the date specified for the particular fund.

ACADEMIC INFORMATION

St. Therese School provides a quality Catholic education that affords students many opportunities to excel in scholarship, leadership, character development and service. St. Therese offers a progressive education to prepare young men and women to be lifelong learners and leaders in the 21st century. With an education that speaks to the development of the whole person, St. Therese promotes a strong academic tradition of critical thinking, intellectual curiosity and active social responsibility.

A friendly, caring atmosphere enables students to receive important personal attention from all staff members.

Academic Honesty

Since academic honesty is the foundation of a meaningful education, students are expected to do their own work at all times. Students who violate academic honesty through plagiarism, sharing homework assignments or doing another person's homework assignment, cheating on quizzes, tests, examinations or other required class work, or who help others violate academic honesty, will receive a grade of 0% on that exam or assignment. Repeated violations of academic honesty will result in disciplinary probation and may result in suspension or expulsion.

Grading

Report cards are issued three times each year and serve as a medium for the teachers to provide parents with an evaluation of their child's development in scholastic subjects and in elements of attitude and behavior. It is important to establish a good climate in the home for report cards. Each child should be considered individually and not in comparison with other children. Grading scales vary by grade groups. Contact your child's teacher for the appropriate grading scale.

Homework

Each teacher and grade level will have a homework policy which is discussed with parents at "Back To School Night" and other times as needed. Homework reinforces and extends classroom instruction, while helping students develop independent study skills. As reinforcement, assignments will generally cover skills previously taught and which are understood by the majority of the class. Long-term projects such as compositions, book reports, research projects, and oral presentations may be assigned. A proper place for the student to do homework should be provided in the home. As a general rule you can expect 10 minutes a night per grade (i.e. 1st grade = 10 minutes, 3rd grade = 30 minutes).

Physical Education

A regular program in Physical Education is part of the curriculum. All students are expected to participate, unless excused for medical reasons. In this event, the parents should supply a written explanation. All students, grades 5-8, are expected to dress down in the PE uniform, as described in the uniform section, during their PE session. Not dressing down for PE will affect the student's grade.

Progress Reports & Conferences

Reports of student progress are issued approximately twice during each grading period. Parents are asked to review these reports with their son or daughter and to consult with the teacher if indicated. Parents are requested to sign the progress reports and return them to school. Formal Parent/Teacher conferences occur in the fall. Winter and spring conferences are optional. Parents are encouraged to contact individual teachers at any time if the need arises.

Promotion/Retention

Recommendation for retention or promotion of students is made by the teacher in consultation with the principal and the parents and, if appropriate, with other advisory staff. Such 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.

Testing – Grades K-8

Students at St. Therese School participate in the Renaissance Testing Program, four times per year. Test scores are used to measure a student's progress and to evaluate and refine educational programs. A permanent record of the scores is placed in each student's cumulative record folder.

In addition, DIBELS reading assessments are used in grades K-6. Dynamic Indicators of Basic Early Literacy Skills (DIBELS) are a set of assessments used for universal screening and progress monitoring in grades K-6. They are standardized, efficient and extensively researched.

DISCIPLINE

We recognize the parent as the primary educator for the students of St. Therese. We also recognize the students as emerging individuals whose developmental growth can be enhanced by empowering them with the skills to recognize the difference between appropriate and inappropriate behavior.

Good discipline is essential for good learning. In order to create an environment that is conducive to the educational growth of each student discipline is necessary. St. Therese School follows the guidelines set forth by the Archdiocese of Portland according to the Second Step program. Specific questions may be directed to the appropriate teacher. We emphasize positive values and guide students in a process of taking responsibility for their actions. In dealing with student behavior, respect for the personal dignity of the student is practiced. Serious discipline problems will be referred to the Principal, Vice Principal or a discipline team of teachers, and parents will be notified.

School Behavior Plan

St. Therese School is a family oriented environment which includes safety, warm and caring relationships, and the opportunity to achieve and learn. To create and support such an environment is both an invitation and a challenge to parents, staff, and students alike. It is in this spirit of collaboration and cooperation that all of us commit ourselves to a behavior plan that promotes:

Respect and Safety for the individual as well as the whole community.

Dignity and worth of another's efforts, at play or at work.

Appropriate use of and respect for one another's material goods.

SCHOOL RULE

Be Safe

Be Responsible

Be Respectful

Guidelines:

1. Children should practice self-control and be accountable for their actions.
 - Walk quietly in the building.
 - Refrain from loud or rude noises in the building.
 - Do not use "name calling," swearing or any "put downs."
 - Follow the rules for classroom, restroom, cafeteria, and playground.
2. Children should be courteous and respectful to all teachers, staff, and visitors.
 - Do what teachers or parent volunteers ask without rudeness, back talk, or inappropriate comments.
 - Do not leave the classroom or playground without the permission of the teacher or supervising adult.
 - Stay in line with your class, keep your hands and feet to yourself and avoid scuffling or fighting.
3. Children should dress for school by following the guidelines listed in the Uniform section of this handbook. In addition, these areas of concern are specifically addressed:
 - Coats and jackets are to be removed and hung up during the school day.
 - Shirts must be tucked in and belts worn. Pants should be belted at the waist and not resting on the hips.
 - Girls are asked not to wear hoop or dangling earrings for safety reasons.
 - Sport shoes are required for gym class.
 - Students in grades 5-8 are required to change into solid colored black or red shorts/sweatpants and solid colored white, red or Jog-A-Thon t-shirts for gym classes.
4. Children should treat personal, school property, and equipment with respect.
 - Help gather up school equipment from the playground after recesses.
 - Share in school cleanliness and respect by
 - Keeping desk, lockers and cubby neat.
 - Picking up paper and debris from the classroom floor, cafeteria, and playground.
 - Do not chew gum in school or on the school grounds.
 - Ask permission before entering a classroom and have an adult present.
 - Lockers are the property of the school and may be checked at any time by school personnel.
5. Electronic Devices are not allowed in school. Electronic devices will be taken from students and returned to a responsible adult (parent, car pool driver, relative, etc.)
 - Student work should be printed at home and brought to school as a paper copy. Flash Drives (thumb drive, travel drive, etc.) should be left at home unless requested by a teacher. The school is not responsible for lost or damaged data.
 - Cell phones – NO PHONES are allowed. Exceptions are made only on a case by case basis and must be approved through the principal's office for middle school children only.
 - No ipods, game boys, or other electronic entertainment equipment should be brought to school.

DISCIPLINE PLAN – Grades K - 4

NO TOLERANCE FOR PHYSICAL VIOLENCE

- If a child is intentionally physically violent (hitting, slapping, forceful pushing, etc.)

- Both students will be sent to the office immediately
- One or both may be sent home as determined by the principal or her delegate.
- Teachers will keep a document notebook recording individual student issues and interactions with students and parents.
- Disruption in the classroom may mean that the child is removed from the classroom and taken to a different location or classroom for a certain period of time.

DISCIPLINE PLAN - Grades 5 - 8

NO TOLERANCE FOR PHYSICAL VIOLENCE

- If a child is intentionally physically violent (hitting, slapping, fighting, forceful pushing, etc.)
 - The student will be sent to the office immediately
 - The student may be sent home as determined by the principal or her delegate
 - Parents will be expected to pick them up as quickly as possible
 - A meeting will be arranged with the principal for re-admittance into the classroom

DISRUPTIVE BEHAVIOR:

Each teacher uses their own behavior system daily that follows these general guidelines:

- Teachers will keep a notebook recording individual student behavior issues and the subsequent interactions with students and parents. These records may be entered into the students' permanent academic and behavior file with the office.
- Special incentive programs such as "8th Grade Privilege Day" can be affected by any disciplinary action.

CORRECTIVE STEPS:

- Students will be given a verbal warning by the teacher regarding the specific behavior that should stop. Each of the teachers has designed their own verbal warning signals or behavior log.
- Continued disruptive behavior may necessitate the teacher assigning a "Problem-Solving Form**". Multiple problem-solving forms may require serving a one-hour detention after school with the teacher.
- Any written notification sent home to parents should be signed and returned to school the following school day.
- Continued disruptive behavior will require the teacher to call the parents and arrange for a parent conference.
- Continued disruptive behavior may require involvement of the Principal, Vice Principal or a discipline team of teachers. Options may include weekly meetings with a staff person, in-school suspension or out of school suspension, contact to parents, etc. (In-school suspension means the student will spend a specific amount of time away from the classroom and academic work. The student is still responsible for the work they have missed. Some class work must be given to the student by the teacher during the time they are out of the class.)
- A student behavior contract/agreement may be initiated by the teacher, principal or vice principal.

ANY or all steps may be skipped due to the severity of the student's actions as determined by the principal or designee.

Detention is available Monday through Thursday for 60 minutes after school. The student should serve the detention on the day following the infraction. If the student is unable to serve their detention due to scheduled appointments, the student will need to serve their detention on the next available school day. Each classroom teacher is in charge of detention for their students. The teacher will determine an age appropriate detention activity. If the student fails to serve their detention the principal will contact the family.

***Problem-Solving Form: This assignment is designed to assist the student to understand in a written and visual manner the importance of appropriate student behavior in the classroom during academic lessons. The form is to be taken home for parent signature. The written work and signed form must be returned the next school day to the teacher.*

ALL STUDENTS**Detention / Suspension / Probation / Expulsion**

Detention is an amount of time (typically one hour) that is spent after the normal school hours and is directed by the principal, a teacher, or other staff member. A conference with parents will be requested at the second detention.

Behavior Warranting a Detention (including but not limited to)

- Multiple problem solving forms
- Failure to turn in a problem solving form with a parent signature
- A conference with parents may be requested after the 2nd detention

Behavior Warranting an Automatic Detention (Child does a one hour after-school detention.) (including but not limited to)

- Bullying, harassing, profanity, or inflicting harm on others (physical, verbal, or written)
- Repeated refusal to comply with behavior direction from a staff member
- Copying or cheating

Behavior Warranting a Suspension Child is dismissed from school and sent home (civil authorities could be involved if necessary) **(including but not limited to)**

- Leaving the school premises without permission from the office
- Fighting or aggressive behavior
- Destruction or theft of school property or personal property
- Possession and/or use of tobacco, narcotics, or alcohol
- Pattern of behavior which includes bullying, profanity, sexual harassment or other behavior deemed inappropriate by the administration
- Multiple detentions

Suspension

In the case of a serious nature or repeated violations of the Discipline Plan, the principal/vice principal may suspend a student from school (1-3 days).

1. The student will be removed from class and informed of the reason
2. The parent will be informed immediately of the removal from class and the reason for the action
3. Parents, teacher, and principal will arrange for a conference with written notification
4. Resumption of school attendance will depend upon the results of the conference
5. The student will be given academic work to complete during the suspension
6. If a student receives three suspensions during a school year, they will be asked to withdraw from St. Therese School

Probation

After consultation with teacher(s) and/or parent(s), the student may be placed on a behavior or academic probation for a period of time (trimester, etc.).

Behavior Warranting Dismissal (including but not limited to)

- Child is asked to attend another school (civil authorities could be involved if necessary)
- Possession of any weapon (including, but not limited to knives or guns)
 - Distribution of drugs, tobacco, narcotics, or alcohol to others

Expulsion

The principal will arrange for a conference with the parents. They will be informed and given written notification of the reasons for expulsions. The student's records will be mailed to the new school.

Expulsion (including but not limited to):

1. The student has been suspended three times during one school year
2. The student refuses to follow a written behavior plan or displays continued disruptive behavior
3. The student has committed a serious offense against the state, city, or school regulations

Complaint Procedure for Parents

If a parent has a complaint about the school's policies, procedures, or employees, the following steps may be taken:

1. Attempt to resolve the problem with the individual or individuals involved.
2. Bring the complaint to the attention of the principal, by stating the problem or concern in writing and submitting it to the principal.
3. The principal will respond within five days following the receipt of the complaint from a parent.
4. If dissatisfaction results from the decision rendered by the principal, the parent/guardian may appeal to the pastor.
5. If any parent is dissatisfied with the course of action, the parent may call the Superintendent of Catholic Schools at the Archdiocese of Portland in Oregon (503-233-8300).

Additional Disciplinary Topics

Drug & Alcohol

Consumption, possession, sale or supply of alcohol, marijuana, or other illegal narcotics or dangerous drugs on or about school premises or at any school-sponsored activity is prohibited.

Tobacco or related substances

St. Therese School is a non-smoking campus. Students and staff may not use tobacco in any form on the school grounds, on the school vans, buses, or while attending school-sponsored activities.

Threats/Weapons

Possession of any weapon or other threatening object on or about the school premises is prohibited. Possession will result in suspension or possible expulsion as determined by the principal. The definition of a weapon or threatening object is at the discretion of the principal and/or designated staff person. Any threats of violence, to any person, including threats posted over cellphone/internet, are always considered serious and appropriate action will be taken at the discretion of the principal.

Physical Restraint

Corporal punishment is not used as a means of student discipline. However, there are times when physical restraint may be 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 to prevent a student from harming him/herself, other students, school staff or property. Oregon law and the Archdiocese of Portland permit a teacher, administrator or school employee to use reasonable physical force upon a student when, and to the extent the individual reasonably believes, it is necessary for such purposes.

Electronic Devices

The presence of any electronic devices on campus results in a distraction in the classroom as well as the potential for personal damage or loss. For these reasons the school requests that all electronic devices not be brought to school. These devices may include, but are not limited to, game boys, cell phones, toys, etc.

UNIFORM CODE – St. Therese School

SUPPLIERS:

DENNIS COMPANY UNIFORMS 105 SE Hawthorne Blvd. Phone: 503-234-7431

On-line ordering – www.dennisuniform.com, school code #59450

LANDS END CLOTHING – On-line ordering at www.landsend.com, CATALOG SALES

School Code **900143298** – pants, shorts and shirts only (jumpers, skirts or skorts are purchased at Dennis Co. Uniforms)

APPROVED CLOTHING – please purchase correct sizes for your student.

- Blackwatch plaid box pleat jumper, skort or skirt – (Jumpers PK to 4th; skirts 4-8, Skorts PK to 8th)
- Navy Sailor dress (PK to 2nd Gr)
- Navy or Green Polo dress (PK to 5th Gr)

(Navy or green bike shorts for under girls skirts, dresses or jumpers)

- White, navy, or green polo shirts
- Khaki pants, shorts or girls skorts
- Cardigan or pullover sweaters or sweater vests
- Navy or green Sweatshirt with school logo – Dennis Co.
- Navy or green fleece vests (1/4 or full zip front)
- Navy or white knee-hi socks (girls only)

GENERAL UNIFORM GUIDELINES

Students must wear the complete school uniform for liturgies, including a blue sweater or an appropriate school sweatshirt (depending on weather).

- Shoes must be sport shoes, tennis shoes, and must be laced or fastened. Sandals are not allowed.
- Socks must be worn with all shoes, be solid white, black or navy blue, **and must be visible**.
- Shirts must be tucked in at the waistband.
- Belts are required on clothing with belt loops (except for Preschool & Kindergarten) and must be plain black, brown or navy blue.
- Belts are not allowed to hang down below the waistband.
- Pants must fit and the waistband must be above the hips.
- Sweatshirts must be the navy blue or green St. Therese sweatshirt from Dennis Co.
- Skirts, skorts or shorts should be no shorter than 2 -3" above the knee nor extend below the knee.
- No hats or caps are to be worn in the building.

The principal, or their delegate, will make the final decision of whether there is appropriate compliance with the St. Therese School uniform dress code when there is question or doubt. Should your child be out of uniform, his or her teacher will notify you for the first offense. Should the same offence reoccur you will be called to resolve it immediately.

FORMAL DRESS (1st Mass of each month, Holy Days, and Special Events)

Boys – Long pants, white dress shirts (short or long sleeve), neck tie (navy blue or plaid, available from Dennis or School Office - \$7).

Girls – Jumper, skirts or skorts with white shirts

PERSONAL APPEARANCE

- Hair is to be neatly groomed and extreme fads are not allowed and will be determined by the principal.
- Extreme fads might include bleached, dyed, streaked, spiked or non-natural styles.
- No body piercing is allowed.
- Jewelry is not to be excessive or distracting (no hoops or dangling earrings).
- Boys: No earrings of any kind are allowed.
- Girls: Nail polish may be worn if it is all the same color. Subtle make-up only may be worn in grades 7 or 8. No nail polish, nail polish remover, make-up, hairspray, mousse, or gel may be on the school campus at any time.

NO AEROSOLS (deodorant, perfume, etc.)

PE UNIFORM - Grades 5-8 only. Solid red or black shorts, plain white T-shirt or St. Therese Jog-A-Thon shirts. Red shorts and red or black sweatpants can be purchased through Dennis Uniform.

FREE DRESS - For free dress students must adhere to the following guidelines:

- Shorts – uniform length only, no more than 2-3 inches above the knee
- Shirts – must have sleeves and a school appropriate neckline
- Skirts or skorts are no shorter than 2-3” above the knee
- Shoes MUST be closed toe

FREE DRESS EXCLUSIONS

- no yoga pants or leggings alone (must be under a skirt) garments with holes, “tattered” jeans or clothing
- sweatpants or athletic sweats
- beachwear, cutoffs, flip-flops, tank or halter tops, swimwear, thin straps
- Logos or clothing advertising sex, alcohol, tobacco, drugs, gangs, violence, profanity, cult and music groups, or insulting phrases or gang-related symbols

GUIDELINES AND GENERAL INFORMATION

Accidents/Emergencies

In the event a student is seriously injured at school, the school staff will make every effort to reach the student's parents/guardians, the person listed as the emergency contact, or the family physician. In the event the injury is major and we are unable to contact one of the parties mentioned, the school will call emergency personnel at 911. For minor injuries, staff who have received first aid training and have supplies available at all times will attend to students. It is imperative that a parent has current emergency information on file in the school office.

Admittance into Building

For the safety of students and staff we ask that when arriving in the morning, students are to enter St. Therese School through the exterior entrances of their classroom. The Main Entrance to the school is unlocked from at 8:00 a.m. to 4:00 pm., except on Monday for early dismissal. Prior to and after those hours students and visitors are asked to request admittance through the entrance on the breezeway or MPC. An Extended Care Program staff person will be on duty to assist with admittance.

Advisory Council

In the Archdiocese of Portland, all school councils are advisory in nature. A School Advisory Council participates in decision-making by formulating and recommending, but never enacting policy. Parents interested in serving on the Council should contact the Principal.

Attendance

All students are expected to be punctual and regular in attendance, and are expected to be present for all classes and assemblies unless excused by both school administration and parents. A record of the attendance of each student is maintained by the school and is part of the student's permanent record.

Tardiness

It is the responsibility of parents to insure that students arrive at school by 8:10 am in full school uniform.

With the exception of an appropriate excuse for medical or illness reasons, tardies will be unexcused. Students who are not in their class when the bell rings are tardy. Students who are tardy to their first class must report to the Office for a tardy slip before being admitted to school.

Absences

Absences for the day are excused for medical or illness related issues. Parents are expected to phone and notify the school when a child will not be in attendance. A note from the parent is expected upon return of the student to school.

Dismissal

Students are dismissed at 3:00/3:15 p.m. (2:30 p.m. on Monday). Students are walked out each day to the parking lot or to Extended Care. Students are not to remain on the playground after 3:10/3:25 p.m. unless in Extended Care. Students who have not been picked up by 3:15/3:30 p.m. (2:45 p.m. on Monday) will be supervised through the Extended Care program and parents will be charged at regular rates.

Early Dismissal

When requesting an early dismissal, the student should bring a note to the teacher the day of the expected early dismissal. The teacher will initial that they have seen the note and will forward it to the office. Once a child is in attendance, a parent or authorized adult must sign out the child from the school office.

Excused Absences

Oregon State Law (ORS 339.065) defines an excused absence as the following: "An excused absence is an absence caused by the pupil's sickness, by the sickness of some member of the pupil's family, or by an emergency. A principal or teacher may excuse absences for other reasons where satisfactory arrangements are made in advance of the absence." Though parents are encouraged not to schedule medical or dental appointments during the school day, we understand this is not always possible. Students having medical or dental appointments during school hours will be excused pending verification of the appointment by the Office. Students leaving for an appointment during the school day must follow early dismissal procedures.

Unexcused Absences -- Students missing class as a result of administrative disciplinary action, suspension from class or school, will receive an unexcused absence.

Pre-Arranged Absences -- Pre-arranged absences are excused absences for which approval is obtained from the administrator. Though we strongly urge parents not to take their children out of the academic environment during the school year, we understand that, on occasion, this is done. Arrangements should be made at least ONE WEEK in advance of the anticipated absence. Written notice from parents or legal guardians regarding the expected absence is required. The student will be required to see his/her teachers individually in order to obtain assignments. Teachers may choose to comment as to the advisability of absence from their class. Extended vacations are not considered necessary. Teachers are NOT required to provide homework for students leaving for vacations during the academic year.

The following guidelines will be used in approving or turning down pre-arranged absence requests: The student's attendance record prior to the request will be considered. Except in cases of unforeseen emergency, students will be expected to follow the prescribed procedure for handling requests for prearranged absences. Students will be expected to comply with any reasonable teacher expectations with respect to make-up responsibility. Teachers will make clear to students what work, because of its nature, cannot be made up, and how that will impact the student's class performance and grade.

Truancy

In cases of truancy or leaving the school premises without permission, parents or legal guardians will be notified and the absence will be recorded as unexcused.

Background Checks

The Archdiocese of Portland requires volunteers in any school program or activity to undergo a background check. The school further reserves the right to decline to accept the services of a volunteer, or to request the volunteer to withdraw from service in school activities whenever, in the judgment of the school administration or Archdiocese of Portland, it is in the best interest of the school to do so. These checks are renewed every three years. In addition, the Archdiocese of Portland requires volunteers to participate in the "Called To Protect" program, viewing videos and completing an on-line test of their understanding. See the school office for current requirements.

Bicycles

Students are to walk their bicycles while on school grounds. All bicycles must be parked and locked at a bike rack. St. Therese School is not responsible for lost, damaged or stolen property.

Building Hours

The school is open from 8:00 a.m. to 4:00 p.m. Classes begin at 8:10 a.m. and end at 3:00/3:15 p.m. (2:30 on Mondays) After hours the Extended Care staff or Parish office staff should be contacted regarding emergencies.

Cell Phones

Cell phones are not allowed at school. Since the school provides telephone service to any student who needs to call their parents, the use of a cell phone is not required during the time that a student is on the St. Therese campus. In general cell phones are not allowed at school. Exceptions are made only on a case by case basis and must be approved through the principal's office. Phones that are approved must be checked into the office daily.

Change Of Address Or Phone Number

The school office should be notified immediately of any change of address or home/work phone number. This is essential in order to keep school records and mailing lists accurate, and in order to be able to contact parents or guardians in case of an emergency.

Child Abuse

Any school employee who has reasonable suspicions that a child is being abused or neglected, either physically, mentally, emotionally or sexually, is required by Oregon law to report it to the local Children Services Division.

Closed Campus Policy

St. Therese has a "closed campus" policy. Once a student arrives on campus, he/she must remain on campus throughout the entire school day. Any student wishing to leave the campus for any reason during school hours must obtain permission from the Office and follow early dismissal procedures.

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 address it with the principal. Finally, if the concern is still unresolved, the pastor should be contacted.

Curriculum

St. Therese School follows the curriculum guidelines that are set by the Archdiocese of Portland in Oregon. These guidelines may be reviewed in the school office. Specific questions should be directed to the appropriate teacher.

Emergency Forms

Each student must have a current Registration/Emergency Information Form on file with the school office and must have them completed with names of persons to notify in case parents cannot be reached. Any changes to the information should be given to the office immediately.

Extended Care Program – see Extended Care Handbook in Appendix

Field Trip Chaperones

Parents are encouraged to be involved with classroom activities, especially field trips. Teachers will let parents know when chaperones are needed. All chaperones MUST be current with their background check and viewing of the most recent videos on protection of children. The current program is "Called To Protect." Occasionally parents are needed to drive children on trips. Oregon law limits transportation of children based on weight and age. Insurance information must be on record with the school office for any parent who transports students.

First Reconciliation And First Eucharist

Preparation of children for these sacraments normally takes place in the parish of each family. Parents should contact the Religious Education Office of their home parish to receive the pertinent information for their programs. St. Therese Parish members will need to call the Parish Office at 503-256-5850.

Fund Raising

Officially, the only fund-raisers acceptable are those that are approved by the Parents' Club. Class fund-raising is allowed with the prior approval of the Principal.

Health Room Use

Students are allowed to use the Health Room for short periods of time only. If the student is too ill to return to class the parent or emergency contact person will be asked to take them home. See Illness and Communicable Disease section for more information.

Head Lice

Should your child contract head lice, parents are asked not to be alarmed as it can happen to any person. Head lice are small bugs which lay eggs that stick to the hair shafts. The eggs are called nits and are cream colored. They will attach firmly to a strand of hair and will hold tight until they hatch. They can spread anywhere you might rest your head, such as chairs at the movie theater, airplane seats, carpeted floors, etc. Children should never share hats, coats, combs or personal items that come in contact with the head. There are shampoos available at the pharmacy to take care of any infestation. It may take several applications before the nuisance is gone. If you suspect that your child has head lice please call the school office immediately. Most children are embarrassed by the infestation, and as usual any personal school information about a child is confidential. Parents are not informed unless it is their child who has contracted the infestation. Classroom checks of children are done as needed.

Hot Lunch

The school makes available a daily hot lunch program for all students. There are usually two-three entree choices on the daily menu for students. All meals include an entree, vegetable, fruit, and small dessert. Milk is purchased

separately and paid on an annual or semi-annual basis. The school also offers financial assistance to families for a reduction of the meal cost. See the school office for a current menu and an application for financial help.

For health and sanitation reasons, food and/or drink is to be consumed in the MPC only. Milk or juice are the requested drinks for children. Soda pop, energy drinks and other non-healthy beverages are not allowed.

Illness and Communicable Diseases

Students who contract the following may **NOT** return to school without the express written consent of a **PHYSICIAN OR OTHER LICENSED MEDICAL PRACTITIONER:**

CHICKEN POX	MEASLES
EYE INFECTION	MUMPS
FLU	RINGWORM
HEAD LICE	SCABIES
IMPETIGO	SCARLET FEVER
STREP	

Students who contract the following must follow the stated guideline:

COUGH OR COLD	Student should <u>NOT</u> return to school until symptoms abate.
FEVER	Student should <u>NOT</u> return to school until 24 hours after temperature returns to normal.
VOMITING	Student should <u>NOT</u> return to school until 24 hours after vomiting stops
HEAD LICE	Student should <u>NOT</u> return to school until they have received two treatments of the over-the-counter shampoos (available at pharmacies) and must be checked in and examined at the school office <u>before</u> going to the classroom.

Children ill for any reason **MUST NOT BE SENT TO SCHOOL.** Ill children will get worse at school, will pose a risk to others at school, will learn very little, if anything, at school, will be disruptive to the learning environment, and will have their recovery rate slowed by attendance at school.

Immunizations

Students entering school for the first time must present current proof of immunizations. All students, Preschool through eight, are required to be immunized according to current Oregon State Law. Students belonging to religious faiths opposed to immunizations are specifically exempted. Students whose health would be adversely affected by immunization must present a medical exemption to the School Office. New students without immunization records and who are not exempt will not be admitted to school.

Insurance

The Archdiocese provides an accident plan for all students. This plan covers injuries cause by accidents occurring:

- ✓ On School premises during the hours and on days when the School's regular classes are in session, including one hour immediately before and one hour immediately after regular classes, while continuously on the School premises; or
- ✓ Participating in or attending school sponsored and directly supervised activities including interscholastic athletic activities and non-contact spring football (except interscholastic high school tackle football); or
- ✓ Traveling directly and without interruption to or from home and School for regular attendance; or home and School to participate in school sponsored and directly supervised activities provided travel is arranged by and at the direction of the School; and while traveling in School Vehicles at any time.
- ✓ Also covers Emergency Sickness up to \$1,000 maximum. "Emergency Sickness means a Sickness of such nature that failure to get immediate medical care could put the person's life in danger or cause serious harm to bodily functions.

Coverage begins on the first day of school or first official day of practice for interscholastic athletics, whichever comes first. Coverage ends at 12:01 a.m. on the date following the closing date of regular classes or academic summer sessions for the current school year.

Brochures explaining the entire program are sent home at the beginning of each school year and are always available in the school office. Additional medical, dental, or pharmaceutical insurance may be purchased for a small fee.

Library

Books may be checked out of the library for a two-week period and renewed for an additional two-week period as the student needs. Students will be instructed as to the fines for overdue books or lost items.

Lost books may be paid for at the replacement value or purchased at a bookstore of the families' choice. If lost books that have been paid for are found, the replacement value of the book will be returned minus a \$5.00 maximum overdue fine. All fines MUST be paid prior to the distribution of grade reports at the end of the school year.

Lost And Found

Parents are asked to **LABEL ALL ITEMS** that their child might be using. Each year the lost & found barrel is full of items which go unclaimed because of no identifiable markings. The Lost and Found is located in the entrance to the MPC. Students who find lost articles are asked to take them to the MPC where the owner can claim them. Unclaimed articles are donated to a local thrift store.

Medication

ORS 336.650 states: Medication may not be administered by any school personnel without written direction of the physician and parent or legal guardian.

The school shall not furnish medication. All medications, including but not limited to aspirin, cough drops, eye, ear, and nose drops, ointments, antacids, vitamins, and food supplements must be checked in at the school office and administered only by authorized school staff and directed in writing by the physician and/or parent/guardian. For the safety of all students there are no exceptions to this policy.

If medications of any kind are required to be taken at school, please contact the school office to complete the current permission form and regulations governing medication administration in the school.

Serious Medical Conditions

Students who have serious medical conditions (*severe allergic reactions, diabetes, epilepsy, etc.*) should have current information from a Physician at school with current Physician-approved protocols for administration of any medication and accompanied by a signed consent form. Students with known severe allergic reactions should have an Emergency Epinephrine Kit at school.

Any injection of a student at a school facility may only be done by a certified health official (child's physician or registered nurse). Since there are no staff persons available at St. Therese School working in the capacity as a registered nurse, it is not possible to give invasive medications. Parents should have a plan for the proper procedures expected for the emergency care of their child who is in need of injections. (If there is no plan in place the school will attempt to call the parents first, and then call 911 for any emergency situations involving a child.) Parents may not train teachers or other personnel to perform the injections.

Medication - End of the Year

By State law, student medications must be discarded if they are not picked up by a parent or legal guardian. Any medications left at the school after this time will be destroyed by school personnel.

Self-Administration of Medication is Prohibited

In accordance with Oregon law and the Archdiocesan policy, students may not have medication on their person, in a desk, locker, bag or lunch kit. All medications, including but not limited to aspirin, cough drops, eye, ear and nose drops, ointments, antacids, vitamins, and food supplements must be checked in at the school office and administered only by authorized school staff as directed in writing by the parent or guardian.

Parents' Club

All parents of students at St. Therese School are members of the St. Therese Parents' Club. The duties of the Parents' Club include support of the school in its educational mission; contribute financial assistance with fund-raising activities; promote the school through public relations; provide parent education; arrange social activities for school families. The Parents' Club is an advisory body to the Principal. The officers consist of: Chair, Co-Chair, Secretary, Treasurer, and Fair Share Chair. This group of officers is known as the Parents' Club Executive Council. Monthly business meetings are open to everyone. Meeting agendas and minutes are distributed to all parents. For

specific information you are asked to contact the current Parents Club Officers. Their names and phone numbers are available from the school office.

Parties

Flowers or gifts brought to the school for delivery to a particular student will be held in the office until the end of the school day so as not to be a disruption in the classroom.

Party invitations for home-supervised events may only be distributed at school if all children in the class receive them (or all students of the same gender). Individual birthday celebrations in the classroom are not advised. Treats for all students in the class may be handed out at the end of the day ONLY with classroom teacher approval and pre-arrangement with the classroom teacher. Parents may not take students off campus for parties during the school day. In general, parties are not allowed. Also, funds or supplies to such a party are not to be collected through the school.

End of the Year Party – School sponsored graduation celebrations are planned by the school and will be chaperoned by school related personnel. The school is not responsible for any other parties nor does it endorse or allow fund-raising for non-school sponsored celebrations.

PARKING LOT PROCEDURES:

MORNING: (please follow directions from Crossing Duty Staff)

Parents are asked to use the Drop Off Lane close to the school building for dropping off their students. Adults are on duty to assist parents in this process. Students and adults should use either cross walk near the entrance to the school or at the west end of the school buildings. The parking lot should only be used for parking a car and walking children to the school. Students should NEVER be unattended in the parking lot.

PLEASE DO NOT:

- Drop off a child in the parking lot
- Use the church turn around area to drop off a child

Read carefully the AFTERNOON pick up procedures that follow

AFTERNOON

The afternoon pick-up process can seem confusing to new parents. It is a system that was developed many years ago and works successfully if parents follow a few basic rules.

1. Do not leave your car
2. Pull forward as soon as possible
3. Do not block the “driving” lane that is formed by the rows of cars
4. Do not drive in the “safe” lane for students to walk, that is formed by waiting cars.

If parents need to leave their car they should park their car in one of the first two rows nearest the school.

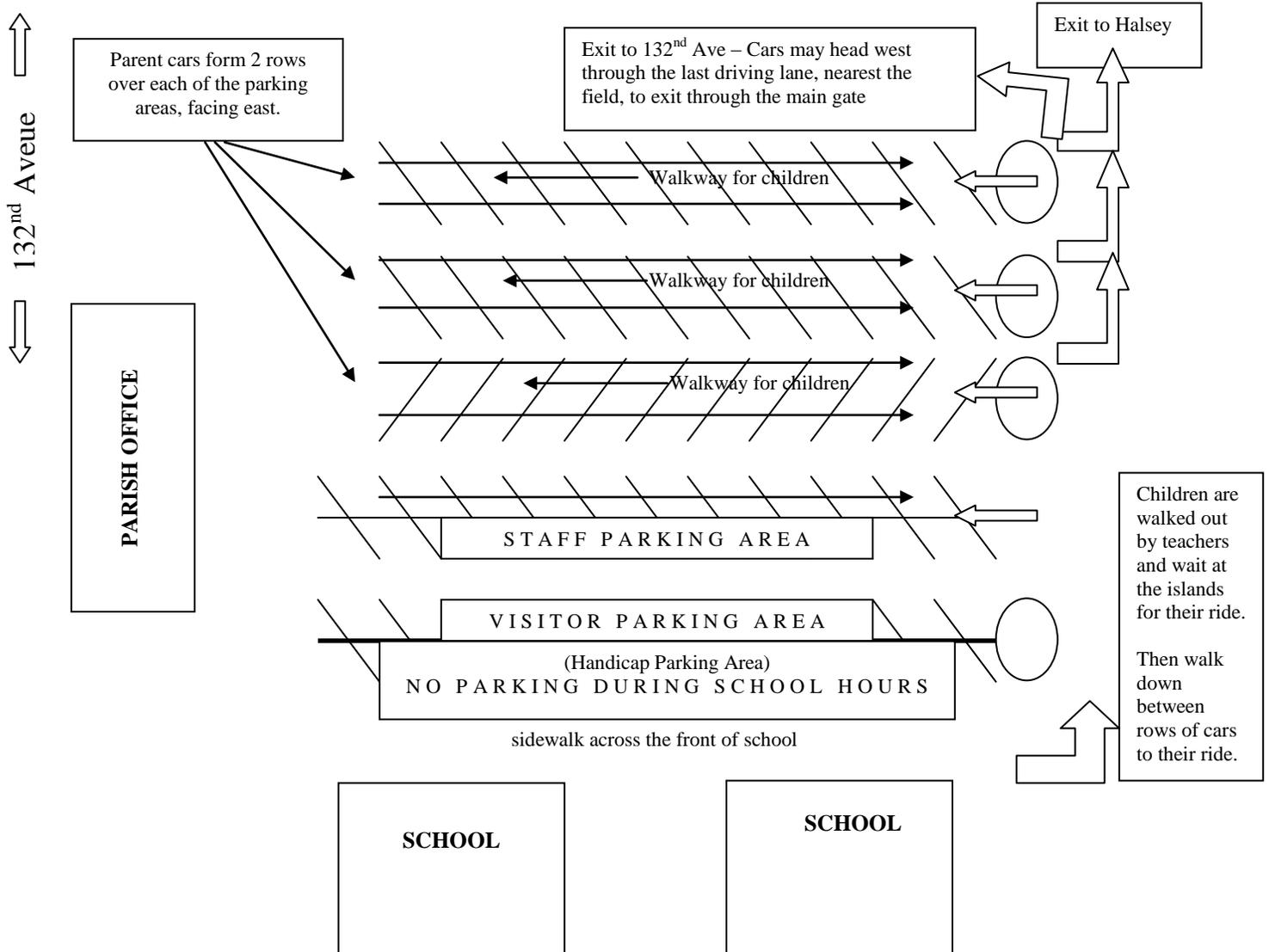
Parents are expected to follow the process listed in the diagram below, so that all children can be safe. Safety Patrol students and staff members are on duty **after** school for the purpose of overseeing the parking lot safety.

Please follow the diagram for **AFTERNOON** pick up of students

AFTERNOON PARKING LOT PROCEDURE

← Halsey Street →

Cars driving through to pick up children should park in a line as the arrows indicate (from west to east, cutting across normal parking lines). Do not leave your car. Pull up when there is space ahead to do so. Children will walk down between rows of cars when they recognize their ride.



REMEMBER: DO NOT PARK AND LEAVE A CAR IN A LANE. Always pull **as far forward as possible** in waiting lanes. **Do not leave cars unattended.** Continue to move your car forward whenever possible. Do not block entrance lane to parish grounds. Children are not allowed to walk through parking lot except between lines of cars as shown above. Exit west to 132nd or north to Halsey (right turn only).

*** **DANGER ALERT** – Children should not walk without an adult in the delivery driveway located between the 1st grade classroom and the gymnasium. ***

Reporting 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.

Safety

Fire And Earthquake Drills

In compliance with state regulations, fire and earthquake drills are held regularly. Students are to follow designated procedures when leaving the building.

If you are a visitor on school grounds at the time of a drill please follow the following procedures:

All school visitors shall leave the building immediately or as instructed by a school staff person. Adult visitors may offer assistance to school personnel, but must always comply with school personnel directives.

Lockdown Drills

Keeping the students at St. Therese School safe is our primary concern. A "Lockdown" procedure has been designed to keep our children safe from outside threats.

In case of emergency regarding intruders or other outside dangers to the school, St. Therese follows procedures to secure students, staff, and visitors within the confinement of the school building until the danger is no longer present. When the school is in lockdown mode there is ABSOLUTELY NO ADMITTANCE OF ANY PERSONS – NOR ANY DEPARTURE OF ANY PERSONS. THERE ARE NO EXCEPTIONS TO THIS POLICY.

School Closure

St. Therese School uses several communication devices to notify parents of school closures.

- The school website will have a message on the home page regarding a closure. www.stthereseschool.org
- Local radio and TV stations will carry school closure information.
- Parents will be sent an email alert with details of a school closure. We use the same email address as the Thursday newsletter.
- Parents who have registered with FlashAlert will receive a text message regarding any school emergency information. ALL parents are encouraged to sign up for FREE text message alerts from St. Therese at www.flashalert.net.
- A phone tree is activated by the Parents Club so that all parents receive a telephone call.

If an emergency or weather condition forces the school to close before the end of the school day, all above listed options will be activated. Every effort will be made to inform parents. Extended Care will not close until all children are picked up.

Please be sure to update the office with ANY changes to your phone numbers or email addresses. If you need assistance with registering at FlashAlert, please contact the school office.

School Pictures

Photographs of the students will be taken during the first trimester. Information will be sent home in advance. Pictures may be purchased on a voluntary basis. In addition, during the springtime Lifetouch Photography offers an additional photo opportunity. This is optional and information will come home to parents in the Thursday packet.

Search And Seizure

School officials may search the person of any student and his/her personal property, including that property or facility provided by the school. Property, which is deemed injurious or detrimental to the safety and welfare of the students and staff, may be seized if officials have reasonable cause to believe that an illegal act or a violation of school rules and regulations has occurred or is about to occur.

Student Messages

Students are not allowed to leave class for phone messages. When it is necessary to reach the student, a parent may call the school office (503-253-9400) to leave a message. Since calling a student to a telephone would be a disruption

to the classroom, students are generally not called to the office to accept phone calls. Messages may be left in the office for a student and the message will be delivered during an appropriate break for the grade. In case of emergency, a parent may be asked to explain the situation to the Principal or Secretary.

Telephones

Office telephones are business phones and are not available for student personal use. However, students may request permission to use Office phones for appropriate reasons. Students may be asked to have a note from a teacher to use an office phone. There are no pay phones available for student use. Students are not allowed to have pagers or cell phones in school.

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.

All textbooks should be covered at all times with regular, not sticky, paper. Book covers may be available through classroom teachers at the school. Lost books will be replaced at the parent's expense and there may be no refund if the book is later found. Individual damages will be assessed at the end of the year and appropriate charges made to the family.

Thursday Packet

Every Thursday parents will receive a newsletter from the school.

- Newsletters are sent normally by EMAIL to all families.
- On the second Thursday of each month an envelope will be sent home with the youngest child from each family. The material in the envelope includes school communications and approved fliers.

Parents are asked to read all of the material in the weekly news so that you will not be missing any important information.

Materials for the packet must arrive at the School office no later than the Tuesday before noon, for inclusion in that week's Thursday Packet. Information will be included in the newsletter unless it is deemed necessary to remain as separate flyer. All information included in the Thursday packet must have the approval of the administration prior to inclusion.

Visitors

Any visitor to St. Therese must report to the School Office for clearance. Parents of students are welcome at school, and in the classroom by prior arrangement with the teacher. However, a parent must first report in at the Office. Approved visitors must wear a name badge while on the campus. All others are in violation of Oregon's trespass law.

Volunteer Teacher/Office Aides

Parents may volunteer to act as teacher aides in classrooms. It is often suggested that parents work in classrooms other than those in which their child/children are enrolled. Parent/Classroom helpers may work under supervision of the classroom teacher in a non-academic capacity. Volunteer classroom aides assist the teachers in a variety of activities that may include copying materials, assistance with special projects, and many more activities as requested by the teacher.

All volunteers that wish to work in the classroom, go on field trips, or assist with students in any capacity must complete the Archdiocese of Portland's guideline for background checks and trainings as appropriate. The school office will have current training materials that must be completed prior to work with children.

All volunteers are expected to keep student or staff information they see or overhear in the classroom strictly confidential. Any volunteer who does not find it possible to respect the confidentiality of the classroom or office will be asked to volunteer in other areas of school.

This policy especially applies to parents who volunteer in the school office where confidential material is maintained. It is especially important that a professional attitude be considered when assisting in the office. St. Therese School protects every person's right to privacy. It is the expectation that parents who assist in any area of the school environment will adhere to this same policy.

Withdrawal Procedures

Students who are transferring to another school or who are withdrawing temporarily or permanently from school must have their parent or legal guardian contact the Office. A Withdrawal Form will need to be completed by the parent or legal guardian so that all departments can clear a student(s) for fine, fees, materials, tuition, etc. Grades and/or refunds may be withheld until all outstanding items are resolved.

STUDENT ACTIVITIES

Altar Servers

St. Therese Parish Religious Education Office conducts Altar Servers training. Any interested student or adult can contact Parish Office, 503-256-5850.

Assemblies

Assemblies are an important part of the total educational and cultural program of the school. Students are required to attend all assemblies and to participate in them with courtesy, respect and attention. All school behavior guidelines are expected to be followed by students.

Athletics

St. Therese School participates in CYO (Catholic Youth Organization) sports. Our teams may compete in volleyball, basketball, track, or other sports as presented by the organization. Contact the current CYO Director for available sports activities, practice schedules, and game information.

Awards

Student success is acknowledged through the use of school awards. Awards are given for a variety of reasons such as Honor Roll or Graduation. In addition, the Eagle Award is given to students who exhibit special qualities or who have shown improvement or exceptional effort in some area of the school.

Field Trips And/Or Student Off Campus Activities

Whenever a student leaves the school grounds for a student activity, a parent permission slip completed by the parent or guardian must be on file with the sponsoring teacher. Telephone calls CANNOT be accepted for authorization of attendance at such activities.

The teachers may schedule periodic field trips or other activities away from school grounds. They are for the purpose of enriching the learning processes. Transportation may be by bus or parents may be asked to drive. Parents who drive, must have appropriate insurance and emergency information completed and given to the school. At least one faculty member per class must accompany a field trip. Parents who drive may take students only to the field trip destination and back. For insurance reasons, NO stopping for fast food or other side trip is permitted.

Please be advised that the Archdiocese of Portland in Oregon, will NOT be responsible in the event of a motor vehicle accident during a school sponsored event or field trip when a volunteer is using their personal vehicle. A Drivers Information Sheet must be on record with the school office prior to the trip. It is the position of the Archdiocese that the volunteer's personal automobile insurance is the primary coverage. Furthermore, the Archdiocese will not assume reimbursement of a volunteer's deductible in the event of a collision requiring payment by the driver's carrier. Volunteer drivers are assuming the risk of providing transportation.

Fine Arts

General Music classes are provided for all students K-8. Classes meet 2 to 3 times a week with an emphasis on basic music theory, music appreciation, singing, movement, and instrumental skills. Fine Arts are taught in the Humanities program for grades 6 – 8 and may include, but is not limited to writing, drawing, ceramics, etc.

Lockers

Lockers are available in the classroom for the use of 6th, 7th & 8th grade students. Lockers represent a substantial investment for the school and therefore the school takes additional precautions with them. The following Use Guidelines have been developed to protect equipment and students:

- Lockers are the sole property of St. Therese School and are on loan to the students.
- Lockers are used for storage
- Lockers are to be used quietly and respectfully.
- No adhesives, such as tape, glue, etc., may be used in lockers. Magnets are acceptable.
- All materials put up in lockers must be appropriate and acceptable.
- Students may not enter another student's locker without permission.
- All lockers may be inspected regularly by the teacher and principal for neatness and appropriateness.
- No locks will be allowed on lockers.

Outdoor School

Sixth grade students have an opportunity to experience Outdoor School with their classmates. The cost of Outdoor School varies by program. Sixth grade parents do fund raising to support this program. There are always some costs that must be paid by the families. In prior years the cost per family for a 5 night, 6 day program has been approximately \$100. Addresses outside of Multnomah County and who attend Outdoor School, are charged a fee by the Multnomah County Education District. The fee may vary each year, but runs approximately \$375 for the week stay. The parents of students with an address outside of Mult. Co. are responsible for paying this fee. To facilitate this St. Therese offers options for payment with include:

- Add the fee to the tuition billing and spread over 12 months. (notice must be given in April prior to the for this option)
- Pay the whole amount which will be due one month prior to departure date
- Request assistance from the Tuition Assistance Review Committee in the form of a written request at least 30 days prior to departure.

Parents should contact the school office for more information.

Preschool

St. Therese School is blessed to have the Little Flower Preschool in the regular academic program. This program is designed for children from ages 3 – 5. There are a variety of days and times available. Contact the school office for current information and schedules. Children who are enrolled in the Preschool program have priority enrollment for the Kindergarten program.

Publications - Yearbook

St. Therese School publishes an annual yearbook. Students and parents are encouraged to contribute team pictures or pictures of classroom activities from holiday parties, field trips, etc. Be sure to include names and dates of the event.

Safety Patrol

The Safety Patrol is on duty after school in the parking lot at dismissal time. Students participating in the safety patrol program are under the supervision of a classroom teacher appointed by the Principal. Parent permission is required for participation. Safety Patrol members are expected to complete their duty on appointed days and should make arrangements to stay late on those days.

School Property

St. Therese School is proud of the fine campus buildings, furniture, and equipment which parents and patrons have made available for student use. Students are therefore expected to help maintain cleanliness in and out of the classrooms and school buildings. This respect is fostered through the Student Behavior Guidelines listed in this handbook. St. Therese School students and their families will be held accountable for any loss of or damage to school property. An appropriate fine will be charged for loss or mutilation of books, desks or other school property. These fines must be paid before report cards will be released.

Student Body Masses

Students usually celebrate the Eucharist at 10:00 a.m. on Wednesdays. Students are to wear the complete school uniform for liturgies. The first Mass of each month is “formal Mass”. Boys must wear long pants, button down shirts and tie, no pants or shorts for girls. Each class has the opportunity to prepare the liturgy for the Mass several times during the year. Students are invited to minister and give witness to the parish family at the Sunday liturgies through their role as altar servers and cross bearers. The student body Mass NEVER replaces their Sunday obligation. Parents are asked to fulfill this obligation with their children.

Student Government

Students from grades 6, 7 and 8 are eligible to hold office in the Student Government. Elections for the executive board (president, vice-president, secretary and sergeant at arms) are held in September for the current school year. Installation is held toward the beginning of October for the new Student Government officers. The Student Council is composed of representatives from grades three through eight elected by their respective classes in September of the school year of their term of office.

Appendix A

ST. THERESE EXTENDED CARE

Dear Parents,

St. Therese welcomes you to this school year. We are proud to serve the child care needs of the students attending St. Therese Catholic School.

We recognize the uniqueness of every child and strive to meet each child's needs. Our extended care program provides opportunities for each child to develop physical, mental, and social skills. The students are encouraged to take advantage of the opportunities offered in a safe and productive way.

Our staff members are present to guide student activities and to create a safe environment.

This Parent Handbook includes information regarding the times, fees, daily structure, emergency procedures, and expectations for student behavior. Please read.

Philosophy

As an extension of St. Therese School, we believe in modeling Gospel values. We strive to develop the individual self-esteem of each student by fostering the growth of each person spiritually, intellectually, physically, psychologically, and socially—to enable him/her to become a mature adult who is a positive, contributing member in the Church and society.

We also recognize that the student has a responsibility to embrace the opportunities provided. We see the parents as the primary educators of their children. Our services are meant to support, compliment, and strengthen their role.

Values

- St. Therese Extended Care values and respects the differences in each individual child.
- St. Therese Extended Care values and supports families within a diverse arena.
- St. Therese Extended Care values open communication with families while it provides a safe emotional and physical environment.
- St. Therese Extended Care values, promotes, and provides opportunities for staff growth and development, as well as, fostering teamwork and professionalism.

Program

The experiences offered to enhance development in these areas include the following:

- Creative arts and crafts
- Imaginative play
- Table games
- Games and sports – outside and indoor depending on weather
- Homework help

These activities are implemented in differing environmental spaces, allowing children the opportunity to choose from a variety of experiences.

Staff

As required by the State of Oregon and the Archdiocese of Portland, background checks are completed on each employee. Staff members are supervised by the principal.

Extended Care staff members are required to attend training workshops and in-services as required. This enables the staff to be up-to-date on emergency procedures.

Student Behavior

All school policies and rules as outlined in the School Handbook apply in all areas of the school, including the Extended Care Program. Students must show courtesy to adults and peers at all times. Inappropriate behavior will result in a student being excused from the program. Parents will be informed if there is a problem.

Behavior Management Steps

1. Redirection or removal from an activity.
2. Verbal warning (between staff and student).
3. Parent contact (written behavior report and specified time allowed to change behavior).
4. See School Behavior Plan

Confidentiality of the child and family will be respected. We appreciate your help in our efforts to remind the children that they are responsible for their actions. We believe that, as a team, we can work together to help our children to become problem solvers.

Times

Morning Extended Care hours: 7:00 a.m. to 8:00 a.m.

Students arriving before 8:00 a.m. are required to go to the MPC where they will have proper supervision.

Afternoon Extended Care hours:

- Normal school day (Tu – Fri) 3:00/3:15 p.m. to 6:00 p.m.
- Mondays 2:30 p.m. to 6:00 p.m.
- Noon dismissal days 12:00 p.m. to 6:00 p.m.

The Extended Care Program is not offered on holidays or vacation times.

Students are required to be checked into the Extended Care Program if they have not been picked up within 10 minutes after dismissal of school.

Fees

There is a non-refundable registration fee of \$35.00 per family annually for students that attend St. Therese Extended Care. This fee helps to purchase educational toys, games, and craft supplies.

Extended Care is billed in half-hour segments. These segments begin on the hour and the half-hour. There will be no grace period. Any time used during a half-hour segment will be billed accordingly.

First child	\$3.00 / half-hour	\$6.00 / hour
Second child	\$2.50 / half-hour	\$5.00 / hour
Third or more children	\$2.00 / half-hour	\$4.00 / hour

Children **must** be signed in and out by an Extended Care staff person, a parent, or authorized adult in the presence of an Extended Care staff person. All parents and authorized adults picking up a child from extended care must have picture I.D available if asked by an extended care staff member. If students are not properly signed out, you will be charged for the full amount of time.

Students who are left at Extended Care after 6:00 p.m. will be charged at \$1.00 per child / per minute. These charges will be billed with your regular extended care charges on a monthly basis. This is in addition to regular fees.

Pick Up Time (based on dismissal time)		
Regular	Monday	Noon
3:30	2:30	12:30
4:00	3:00	1:00
4:30	3:30	1:30
5:00	4:00	2:00
5:30	4:30	2:30
6:00	5:00	3:00
	5:30	3:30
	6:00	4:00
		4:30
		5:00
		5:30
		6:00

	Fees Based on Number of Children			
	1	2	3	4
30 min	\$3.00	\$5.50	\$7.50	\$9.50
1 hour	6.00	11.00	15.00	19.00
1.5 hour	9.00	16.50	22.50	28.50
2 hours	12.00	22.00	30.00	38.00
2.5 hours	15.00	27.50	37.50	47.50
3 hours	18.00	33.00	45.00	57.00
3.5 hours	21.00	38.50	52.50	66.50
4 hours	24.00	44.00	60.00	76.00
4.5 hours	27.00	49.50	67.50	85.50
5 hours	30.00	55.00	75.00	95.00
5.5 hours	33.00	60.50	82.50	104.50
6 hours	36.00	66.00	90.00	114.00

Checking In

To ensure the safety and supervision of your child(ren), we employ the following system:

Before School:

- Parent are asked to personally bring their child to the MPC for check-in.
- Students are signed in by designated Extended Care staff member.
- At 8:00 a.m. the Extended Care staff member brings the students to the playground/breezeway area where supervised play will continue until the first bell rings at 8:10 a.m.

After School*

All students are checked into the program by an Extended Care staff member.

- Kindergarten students will be escorted to Extended Care by a teacher.
- Extended Care may begin in the MPC or on the Breezeway (depending on weather).
- Students then have the opportunity to choose what activity in which they will participate. (Student behavior may limit the choices of activities.)
- At 4:00 p.m. students are given a snack. At 5:00 p.m. students may be moved to the 5th grade classroom in the front of the main school building. (see section below for pick-up instructions)
- Cell phones (turned in to the office in the morning) should be given to the Extended Care staff for safe keeping until the parent arrives.

*At 3:00/2:30 p.m. students in grades K – 3 are dismissed to Extended Care (3:15/2:30 for students in grades 4 – 8)

Checking Out

The following procedures are employed to keep you child(ren) safe and under proper supervision:

- Pick-up is in one of two locations and may be time or weather dependant
 1. Breezeway or MPC (gymnasium)
 2. Room 105 (located at the front of the main school building. Knock on the door for entrance.
- Parents or authorized persons must come to Extended Care.
- Every student **must** be signed out of the program everyday they attend extended care.
- Written notice must be given for a person to be designated to pick up a student.
- Cell phones that have been carried to school by a student will be returned to them upon check-out from Extended Care.
- For safety reasons, all parents and authorized adults picking up a child from extended care must have picture I.D. available if requested by an Extended Care staff member.
- **Read Carefully:** If any individual authorized to pick a child up from Extended Care appears to pose an imminent danger to the health or well being of the child(ren), or staff, St. Therese Extended Care employees will contact local law enforcement and refuse to release the child(ren) pending investigation or to follow the instructions of the local law enforcement officers.
- If the individual authorized to pick up the child appears to be under the influence of intoxicants or appears to pose an imminent danger to the health or welfare of the child(ren), or staff, we will adhere to the following procedure:
 - ❖ If the individual in question is not a parent, we will attempt to contact a parent for further instructions. If we are unable to make contact or unable to obtain instructions which appear to correct the imminent danger of harm to the child(ren), or staff, we will contact law enforcement agents and will refuse to release the child(ren) until we have been authorized by those law enforcement agents.
 - ❖ If the individual is a parent, we will attempt to contact the other parent.
 - ❖ Harassment of staff, children, or parents is always inappropriate and may be grounds for immediate dismissal from the program.

Schedule

The times indicated are general and subject to change as needs of the student population change.

Morning:	7:00 a.m. – 8:00 a.m.	Sign-in and care in the MPC
Afternoon:	3:00 p.m. – 3:30 p.m.	Sign-in and change clothes (times vary by grade dismissal)
	3:15 p.m. – 4:00 p.m.	Free play on playground or in MPC
	4:00 p.m.	Snack (provided)
	4:30 p.m. – 6:00 p.m.	Teacher directed activities, arts & crafts, games, videos**etc.*. (Breezeway or Rm 105 depending on weather)

* Children are not to bring toys from home (including, but not limited to ipods, cell phones, or electronic games). There are plenty of games and toys available, but we are open to suggestions for purchase of new toys. We also suggest that gum, candy, and money also be left at home. St. Therese Extended Care is not responsible for the loss of personal items, which includes damage.

**Extended Care shows movies on an occasional basis. Extended Care will only show movies or short subjects with a “G” rating or of an age appropriate educational nature.

Inclement Weather Procedure

If there is a late opening, there will be NO extended care before school, however, there will be extended care after school. Should weather conditions get worse during the time care is provided, St. Therese Extended Care may decide to contact parents and request your child be picked up as soon as possible.

Emergency Procedures

The Extended Care staff has available to them emergency information on each student in the school. All students enrolled at St. Therese are required to have emergency information on file.

Special Needs

Please advise the Extended Care Director of any allergies, disabilities, fears, strong dislikes or other conditions which affect your child's health, happiness, or ability to function in a group. While our goal is to meet the needs of every student, a child's specific condition may limit our ability to care for him/her in this type of setting. Each case will be evaluated on its own merits and concerns or restrictions will be addressed with the parents privately. The staff and principal determine the ability of St. Therese Extended Care to meet special needs.

Illness

If there is any illness or injury to a child needing specific instructions or action, parents or guardians will be notified immediately. If you cannot be reached, the designated persons will be contacted. It is extremely important that information is current and up-to-date. If no one is available to respond, Extended Care will exercise its judgement depending on the situation.

If a child is suspected of having a communicable disease or fevers such as: rash, pink eye, diarrhea, or chicken pox, etc. he/she shall be isolated. The parent/guardian will be contacted to pick up the child as soon as possible.