



2021-2022

## Student & Family Handbook

St. Therese School  
1260 N.E. 132<sup>nd</sup> Ave.  
Portland, OR 97230

Phone: 503-253-9400  
<http://www.stthereseschool.org>

*Dear St. Therese families,*

*Welcome to St. Therese School! In choosing St. Therese School, you have demonstrated a commitment to the values and philosophy of Catholic education.*

*The St. Therese Family Handbook reflects the policies of St Therese School for the 2021-2022 school year. Please read this document carefully and sign the attached agreement; the agreement states that you intend to abide by the policies of St. Therese School during the 2021-2022 school year.*

*All of us at St. Therese School are committed to academic excellence and spiritual growth and look forward to supporting your students as they develop in their education and in their faith.*

*Together let us hold our beautiful community in prayer, asking our Loving God to envelop us in His care and guide us with His light.*

*God bless you all,*

*Rosemarie El Youssef  
Principal, St. Therese School*

### **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.

## GENERAL INFORMATION

### **A brief History of St. Therese School**

St. Therese School first opened its doors in 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 and Pre-Kindergarten, Title I reading and math, one-to-one iPads for middle school, FACTS student information systems and online grading access for parents, and before and after care, allow the school to respond to the changing needs of the students and their families. Through the COVID-19 pandemic, our students and staff showed incredible resilience and strength, weathering the stormy unknown and proving to all that Eagles truly go the distance.

Service to school and community is an important part of who we are; families serve the school by doing their fair share and supporting our fundraising efforts, and middle schoolers are given many opportunities to serve as well. By encouraging service to community, we introduce our youngest Christians to the love of Christ in action.

### **About St. Therese of Liseaux**

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.

### **Philosophy**

We, the Faith Community of St. Therese School, are committed to the following philosophy for our school:

- That the educational program, permeated by Catholic teaching and Gospel values, develops the individual by fostering the total growth of each person spiritually, intellectually, physically, psychologically, and socially in order to enable each child to become a mature adult who is a positive, contributing member of the Church and society.
- That each student, created in God's image, has a right to an education that develops the individual's potential and fosters human dignity.
- That the parents are the primary educators of their children. The school, church, and civic community support, complement and strengthen their role.
- That the school staff are the role models and leaders who set the tone of the school and work together to be examples of Catholic teaching and Gospel values.

Therefore, we commit to:

### Spiritual Development

- Sharing the experience of Faith Community through service, witness, community prayer, and liturgical celebrations.
- Assisting those in the Faith Community to discover their vocation in God's plan and reaffirming each person's baptismal call.
- Providing opportunities for sacramental and para-liturgical celebrations, as well as communal and private prayer experience.
- Teaching Scripture, the sacraments, church history, doctrine and tradition, liturgical seasons, lives of the saints, and moral decision making.
- Involving families in the religious development of their children through adult education classes, sacramental preparation, and liturgical celebrations.

### Intellectual Development

- Fostering a love of learning and creative thinking through the students' active involvement in the educational process.
- Developing good study habits through meaningful classroom and home assignments.
- Continually developing and using a well-rounded curriculum that challenges the students and encourages independent thinking.
- Sharing regular and open communication with families regarding student progress and suggestions for enrichment and/or remediation.

### Physical Development

- Providing a physical education program that stresses physical fitness, cooperation, and a sense of fair play with opportunities for success, satisfaction, and accomplishment.
- Providing a science/health program that promotes good nutrition and physical health in the present and future.
- Providing a program of education and formation in human sexuality within the context and guidelines of the Archdiocese of Portland.

### Psychological Development

- Encouraging a Christian atmosphere in which students can express their feelings and access the support they need to deal with stress and trauma.
- Making referrals for counseling and/or testing to meet the students' psychological and/or social needs.
- Focusing on social-emotional learning and nurturing of community both within the classroom and throughout the entire school.

### Social Development

- Inculcating the values of self-discipline, personal responsibility, and positive use of leisure and/or unstructured time.
- Providing for group interaction through school and class activities that encourage communication and development of positive peer relationships.
- Teaching the exercise of rights and obligations that will foster in students a responsibility to be agents of change and leaders of social justice.

## Schoolwide Learning Expectations

The St. Therese Student ~

1. Lives like Jesus
  - A. Develops a relationship with God
  - B. Serves others
  - C. Participates in liturgy and prayer
  - D. Celebrates church traditions
2. Is a life-long learner
  - A. Strives to do their best
  - B. Works independently and cooperatively
  - C. Solves problems
  - D. Communicates effectively
  - E. Uses creative and critical thinking skills
  - F. Applies their Christian values in learning
3. Is safe, respectful and responsible
  - A. Shows kindness and compassion
  - B. Accepts responsibility for their actions
  - C. Welcomes all cultures
  - D. Listens actively and thoughtfully
  - E. Develops community and global awareness

## ADMISSIONS AND REGISTRATION PROCEDURES

### Definition of terms:

**Application** refers to the first step in the process of enrollment. The interested family completes the online application and then following acceptance of the application, the school office sends an offer.

**Enrollment** refers to the second step in the registration process, confirming that the student will, indeed, be attending St. Therese School. Once enrollment is complete, the annual registration fee of \$200 is applied to the tuition account.

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

**Qualifying Family** refers to a family who is registered and participating in St. Therese Parish or any Catholic parish that does not have an associated elementary school. The family must worship regularly and contribute financially through regular use of parish envelopes for a period of at least one year. The pastor may make exceptions by situation to the one-year requirement.

### 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.

### **Admission Priority Policy**

In the event that there are more applicants for a grade than there are openings, admission to St. Therese School shall be determined by the following priority listing:

1. Currently enrolled St. Therese students whose tuition is current, seeking re-enrollment.
2. Siblings of currently enrolled St. Therese students whose tuition is current
3. Children of Catholic families of St. Therese Parish who have no siblings enrolled in St. Therese School.
4. Children of parishioners of other Catholic parishes without a school, or have a school that is over-enrolled, and newly registered St. Therese Parish families.
5. Children of non-Catholic families with other siblings currently enrolled in St. Therese School.
6. Children of St. Therese staff who do not qualify under any of the above.
7. Children of other Catholic parishes without a school or with a school that is over-enrolled who have no siblings in St. Therese School.
8. Children of Catholic families who are not St. Therese parishioners.
9. Children whose parents support the philosophy of Catholic education.

### **Qualified Status for St. Therese Active Parishioner**

1. The family is registered at St. Therese Parish.
2. The family worships with the parish community on a regular basis.
3. The family contributes time and talent to parish activities and ministries.
4. The family tithes in regular and identifiable donations.
5. Families who do not meet requirements for qualified status must meet with the Faith Formation Coordinator to work out a plan.

Please note that because St. Therese Parish is associated with a school it does not subsidize other parish schools.

### **Qualified Status for Active Parishioners Outside of St. Therese Parish**

Families outside of St. Therese Parish are responsible for completing the application for qualified status and submitting it to their pastor, returning the signed document to St. Therese School by the identified deadline.

### **Application Process**

New families wishing to register at St. Therese School or place their name on a waiting list must meet with the principal 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 of \$40 is paid at the time of application or placement on a wait list. Registration and book fees are paid prior to the student attending once enrollment is complete. There will be a six-week probationary period to assure proper academic and social placement.

### **Age at Entrance**

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 seeks admission prior to their 5<sup>th</sup> birthday must be assessed by the kindergarten teacher prior to admission.

Students who are enrolling in preschool must be 3 years old by September 1 and potty trained. Students who are enrolling in Pre-Kindergarten must be 4 years old by September 1 and potty trained.

### **Probationary Period for New Students**

The first 90 days of the school year will be considered probationary for all students (including those who re-enroll) on the basis of ability to be successful within the academic and behavioral standards of St. Therese School. The student's ability to function in an acceptable manner physically, socially, emotionally, and academically, will be evaluated by the classroom teacher, parent(s)/guardian(s), and principal during this time. At the end or during this period a determination will be made if St. Therese is the "right fit".

St. Therese School offers a multitude of supports for student success, but there are some needs we are unable to meet. During this probationary period if it becomes clear that we are unable to meet the specific needs of the student, we may need to make the difficult decision to separate. Our duty first is to the child, and should the child require more than our resources can provide we will support the family in a search for a learning environment that will be more suitable to their needs.

### **Special Needs Policy**

St. Therese School believes in inclusive education, meaning that all students have equitable access to learning. We believe that every child should have the opportunity to participate and benefit from a loving, Catholic, community, and know that each child has unique gifts and abilities that we are privileged to nurture.

We strive to accept everyone into our classrooms for whom an acceptable academic program can be designed, implemented, sustained, and supported by available resources. If a child is believed to have special needs beyond the scope of our expertise, or the academic program designed isn't adequate, assessments will be required to determine whether St. Therese School is the best learning environment for the child. As educators, it is our obligation to do no harm; continued attempts to provide inadequate support to a child is doing harm, and therefore after every effort has been made to support a child, the principal may recommend an alternate placement for the child; St. Therese is committed to supporting parents/guardians as they explore such alternate placements.

### **Assessment Reviews**

If a student applies for admission to St. Therese School, the principal will contact the student's current or previous school to determine whether St. Therese can support the student's learning needs. In the case of kindergarten readiness, or a parent's request to advance or repeat a grade, the teacher(s) will be asked to conduct an academic and behavioral assessment to assist with that determination.

### **Learning Plans**

St. Therese School will collaborate with the teacher, student, and his/her family, to develop a learning plan for those students who are experiencing challenges with academics and/or behavior. The learning plan provides an ongoing template of support for the student, and will be reviewed every 12-18 months by the team to determine if any changes are necessary.

### **Withdrawal Process**

If a family chooses to withdraw a student during the school year, the parents/guardians are to submit this decision in writing and include the date of the child's final day. Prior to that date, it is expected that all financial matters have been cleared (tuition, library fines, before/after care bills, hot lunch fees, etc.). Additionally, all textbooks and devices must be returned to the homeroom teacher. If any items are missing, the cost to replace those items will be charged to the family.

### **Waiting Lists**

If a class or classes are filled, families wishing to apply for those classes may place their name on a waiting list. Families wishing to be placed on a waiting list for filled classes may do so during or following the registration period held the year or 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 the application and enrollment forms, paying the non-refundable application and registration fees.

The registration fee is refundable if a family removes their name from the waiting list, or if the school is unable to place a child in a class by the start of the school year.

### **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 fundraising projects, school activities and committees. Currently each family gives a minimum of 20 hours (10 hours for a single parent) in activities that provide a service that would otherwise be an expense to the school.

*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 \$300.00 or donate goods worth \$300.00 if they are not giving 20 hours of time. A \$15.00 donation equals 1 hour of Fair Share credit.

This agreement is posted clearly in the application/enrollment documents and all families agree to it prior to completing enrollment at St. Therese School.

### **Financial Obligation & Fundraising**

Each two-parent household/family is required to fundraise \$500. For single-parent households the requirement is \$300.

Funds can be raised through organized fundraising efforts supported by the Parents' Club, as well as individual efforts to generate donations and sponsorships from the community. Each family is obligated to reaching the appropriate goal by the end of May. If the family doesn't raise the required funds, they will be billed in June for the difference between what they were able to raise and their goal. This agreement is posted clearly in the application/enrollment documents and all families agree to it prior to attending St. Therese School.

Fundraising makes it possible for the school to keep the cost of tuition affordable.

### **Matching Gifts**

Many corporations match, double or triple monetary gifts made by their employees to non-profit organizations. Matching gift forms are available in the personnel office of participating firms. Please check with your firm's personnel office.

### **Tuition**

Tuition rates vary for Qualifying or Non-Qualifying Families (see definition under Admission Procedures) and there is a discount for each additional child enrolled from a single family. There is no financial assistance, or multiple child discounts for preschool or pre-kindergarten.

Tuition payments are due on the date set by the family, beginning in June and ending in May. It is important to communicate when a financial situation jeopardizes a family tuition account, so that the business office can support the family in formulating a plan. Failure to pay tuition in a timely manner

### **Tuition Assistance**

Tuition assistance is granted based on financial need as determined by a family's completed FACTS Financial Aid application. This application must be completed each year for the family to be considered for financial aid.

Our tuition assistance fund is supported by generous donations from parishioners, foundations, and the Archdiocese of Portland. While we try to keep our aid to families consistent each year, it is dependent upon the amount of funds available and the amount of need requested by families.

## **ACADEMIC INFORMATION & STANDARDIZED TESTING**

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 people 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 social justice.

### **Academic Integrity**

Integrity is a core value of Catholic education, and is expected from students, families, faculty, staff, and all councils and organizations affiliated with St. Therese School. Students at St. Therese School will be held accountable to a standard of academic integrity and will hold them accountable to conduct themselves with honesty and fairness in every activity. Violations of integrity include, but are not limited to, the following:

- Copying another student's work
- Receiving credit for a group assignment in which the student didn't participate or contribute
- Plagiarizing
- Cheating on a test or quiz
- Lying to or about a teacher or staff member
- Using technology irresponsibly

Discipline at St. Therese School is built upon the foundation of community; when a member of the community causes harm, they must take steps to repair that harm. The goal is always to guide the student to responsible action.

## Curriculum

Development of curriculum is the responsibility of the principal and faculty following Archdiocesan guidelines.

Graduation requirement: it is expected that all 8<sup>th</sup> graders will complete all classes in order to receive their diploma. Failure of any subject will result in the student receiving a certificate of completion, rather than a diploma.

## Compliance With the Buckley Amendment

This school complies with the provisions of the Buckley Amendment and parents may view their children's files upon request; no more than 48 hours may elapse between request and review. Parents will be given copies of their children's files upon request.

## Daily Schedule

### *K-8 Daily Schedule*

8:00 a.m. drop-off begins

8:15 a.m. Classes start

3:15 p.m. Dismissal (exception, 2:30 p.m. on Wednesdays)

### *Preschool & Pre-Kindergarten*

8:00 a.m. drop-off begins

3:00 p.m. Dismissal (exception, 2:30 p.m. on Wednesdays)

School-age students who arrive before doors open at 8 a.m. or stay after dismissal will be sent to our before or after care program and charges will accrue; there is no before/after care available for preschool.

## Grading

Report cards are issued three times each year and serve as a record of student academic progress in scholastic subjects and in elements of attitude and behavior.

### Effort Grade Scale:

- + Consistently/Often
- ✓ Sometimes
- Seldom

In grades K-4 student work and achievement is evaluated and marked according to the following scale.

- 1 Exceeds Expectations
- 2 Meets Expectations
- 3 Close to Meets Expectations
- 4 Does not Meet Expectations

In addition, all students may receive marks based on the Archdiocese Standards.

- E Exceeds Standards
- M Meets Standards
- D Developing toward Standards
- N Not Yet Sufficient Progress

In grades 5-8 student work and achievement is evaluated and marked according to the following scale:

A	90 – 100%
B	80 – 89.9%
C	70 – 79.9%
D	60 – 69.9%
F	59% or less

### **Honor Roll**

To prepare students for the way Honor Roll and High Honor Roll are calculated in high school and college, St. Therese School calculates these rankings based on Grade Point Average (G.P.A.). Student GPA is calculated at the end of each trimester based on the following system:

- A = 4 points
- B = 3 points
- C = 2 points
- D = 1 point
- F = NO points

Each letter grade issued to the student is added and divided by the total number of classes to yield the grade point average.

3.75 – 4.0 = High Honor Roll

3.5 – 3.74 = Honor Roll

### **Homework**

The purpose of homework is to reinforce material already taught and build academic habits to prepare students for academic challenges they will face in their future. Homework assignments vary depending upon the subject area and age of the student. The Archdiocesan general guideline for homework assignments is as follows:

- Grades 1 and 2: 20-30 minutes
- Grades 3 and 4: 40-50 minutes
- Grades 5 and 6: 50-70 minutes
- Grades 7 and 8: 60-80 minutes

These are guidelines and in no way indicate a daily expectation.

### **Supplies**

Students and families are responsible for obtaining and maintaining their own basic school supplies. Grade specific supply lists will be published each summer for families to prepare for the school year.

### **Textbooks**

Students are responsible for the care and maintenance of the textbooks assigned to them at the beginning of the school year. Books should be covered to protect them from damage.

Lost books will be replaced at the parent/guardian's expense and there will be no refund if the book is found later. Damages will be assessed at the end of the year and appropriate charges will be made.

### **Physical Education**

A regular program in Physical Education is part of the curriculum. All students are expected to participate, unless excused for medical reasons (with appropriate medical documentation). 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 impact the student's grade.

### **Progress Reports, Report Cards & Conferences**

Progress is formally communicated in the form of a Progress Report at the 6 week mark (midway through the trimester). Parents/Guardians 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 and in the spring. Parents/Guardians are encouraged to contact individual teachers at any time if the need arises.

Report cards will be sent home at the end of each trimester (12 weeks). Final report card grades are documented on the student's cumulative card.

FACTS Student Information System, also known as the FACTS Family Portal, gives families access to grades, attendance, assignments, and direct communication to their child's teacher. Some teachers will continue to utilize Google Classroom as a way of creating, assigning, and storing student work.

### **Promotion and Retention**

*Promotion:* A student satisfactorily completing each grade's work will be promoted to the next grade, granted they have complied with school attendance requirements.

*Retention:* Recommendation for retention of a student is made by the teacher in consultation with the principal and the parent/guardian. If appropriate, other advisory staff may be asked to participate in the decision, which 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 STAR 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.

## **ATTENDANCE**

Regularity of attendance and punctuality are of utmost importance. Tardiness is disruptive to learning and encourages the development of negative habits.

### **Reporting Process**

Students are expected to arrive on time. Doors will open at 8:00 a.m. and all students will immediately report to their classroom and get ready to start their day. The final bell will ring at 8:15. Students arriving after 8:15 a.m. must enter the building at the front office doors and receive a tardy slip.

Teachers will report attendance to the office by 8:30 a.m. and the office will begin calling home to verify absences by 9 a.m. If your child is going to be absent from school, please notify the office by 8:15 a.m.

Any student missing more than 20 days of school will not be promoted to the next grade level until after a review by the principal. However, if the student has a long-term illness that is documented by a medical doctor, and the school has been included in providing educational support from the beginning of the child's illness, a waiver may be obtained to allow the student to promote to the next grade level.

### **Absences**

If you know in advance that your child is going to be absent, please call or email the office as soon as you are able so that arrangements for missed work can be made.

If your child will be leaving school at a time other than the designated dismissal time, please send a written note to school or call the office. Only adults listed as authorized to pick-up can sign your student out of school.

If your child is absent from school due to illness, they should not participate in after school activities. Any time your child is ill, please notify the school and follow the protocols related to communicable diseases.

If you want your student's assignment for the day, please call the office before 9:30 a.m. and the assignments will be available after 3:00 p.m. in the main office. Please note that virtual learning is not an option for absences, regardless of reason.

### **Extended Vacations**

Absence from school for vacation is not recommended as it disrupts the student's learning sequence and undermines the perception that each school day is important. We are also aware of the value of family activities and the educational value of some trips, but we ask you to coordinate these times with the school calendar as closely as possible. Extended absence may impact the student's standing in class and their ability to advance to the next grade.

A student absent from school is required to make up the work missed as designated by their teacher. Students are responsible for making these arrangements with the support of their family. Teachers are not obligated to have work prepared for the student beforehand – advance notice is required.

### **Tardies**

If a student arrives after 8:15 a.m. they will be marked as tardy.

During the school day, middle school students must move from class to class; should they arrive to class after the designated start time without a note from the previous teacher they will be marked as tardy. The teacher will call home to notify parents after the third tardy, and a lunch detention may be assigned.

## **STUDENT BEHAVIOR**

St. Therese School is dedicated to guiding students in their academic, behavioral, and social-emotional growth. The St. Therese student is seen as a member of the community, and is therefore expected to be:

- ✓ A Christian role model who lives like Jesus
- ✓ A life-long learner
- ✓ Safe, responsible, and respectful

## St. Therese School Expectations

1. Treat all people and property with respect and courtesy
2. Take ownership for words and actions
3. When harm has been done it must be repaired appropriately
4. Be prepared and be on time
5. Walk quietly indoors
6. Food or drink with permission only – no gum

St. Therese School is committed to creating an atmosphere of trust and safety, where all members can live out their Christian values. Each student has the right to participate in their own education and they also have the privilege of being accountable to their choices and actions. Regardless of age, we are an academic institution, and our primary responsibility is to teach – our focus is always to teach our students how to navigate situations where they must make a choice, as well as support them as they take ownership for choices they make. A student's behavior is their choice, and therefore their responsibility. Students can be disciplined for conduct, whether inside or outside the school, that is detrimental to members of the school community and/or the school.

### Sanctions for Discipline Infractions

Sanctions for Preschool through 3<sup>rd</sup> grade may include:

1. Removal from the situation
2. Time out – a student will be requested to sit in a designated quiet spot to think about better ways to resolve their concern
3. Bench time – a student will be given "seat time" on the bench during recess
4. Home referral – a student who is having a very difficult day will have a telephone call with a parent/guardian. The administrator will also talk to the parent/guardian and the child will be referred home for dialogue with parent/guardian.
5. Family conference – to talk through the problem and develop a plan to support the student moving forward.

Sanctions for grades 4-8 may include:

1. The same sanctions as grades Preschool -3, and
2. Lunch Detention – held during lunch every day, the student will bring their lunch to the detention room and sit quietly to eat. The principal will have a restorative conversation with the student and coach them to make better decisions in future.
3. After School Detention – held after school as necessary for 45 minutes. Parent/Guardian will be called prior to the detention assignment to discuss the infraction.
4. Suspension – If a major school rule infraction occurs, and after dialogue with the student, principal, and faculty, a student may be excluded from school and related activities for a period of up to three school days. Parent/Guardian will be notified, and a meeting will be held prior to the student's return to school.
5. Release – the student and parent/guardian are informed of immediate suspension from school with possible release.
6. Expulsion – permanent exclusion of a student from the school.
7. The principal and pastor are the final recourse in all disciplinary situations and may waive any and all regulations for just cause at their discretion. Thus, the school has sole discretion to determine the final outcome of any inappropriate behavior and retains all rights to provide appropriate consequences.

*Examples of disruptions that would earn an immediate lunch or after school detention:*

- Removal from the classroom and being sent to the office by a teacher or aide.
- Disrespectful language or behavior to an adult in charge
- Cell phone disruption during class, or possession of cell phone during the school day
- Inappropriate physical contact
- Inappropriate or bullying language
- Three uniform violations.
- Gum chewing after one warning
- Misconduct in the cafeteria, church, or during safety drills
- Three transitional tardies (tardies between classes)

*Examples of disruptions that would earn an immediate suspension:*

- Fighting
- Repeated offense that has already earned 2 detentions
- Leaving campus without permission

### **Safety Issues**

St. Therese School is committed to the safety of all students. If a student exhibits signs of presenting an unsafe demeanor in the school community, the principal and pastor can release the student from St. Therese at will. Repeated infractions, bullying, fighting, or other actions that create disruption and unsafe situations may require immediate conference with parent/guardian and potentially result in immediate release from the school. The school could require behavior contracts, counseling, and other outside interventions in lieu of release. Possession of a weapon on campus, drugs, alcohol, or other illegal substances, will result in automatic release from school.

### **Probation**

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

### **Expulsion**

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

Expulsion (including but not limited to):

1. The student has been suspended three times during one school year
2. The student refuses to follow the school expectations 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 substances on or near 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, Search, and Seizure**

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, or school/staff 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 purpose as to prevent the student from self-harm or harm to others. Lockers, 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. Lockers, 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.

#### **Harassment Policy**

All students are to be respectful of one another. Bullying, physical harassment, and relational aggression are not acceptable behaviors in a Catholic school environment. Students who are involved in bullying can be required to have counseling, a behavior plan, or be expelled from school. Please also see **Teen Dating Violence and Domestic Violence Policy (ORS 339.366 and 339.368) on pages 34-35 of this handbook.**

#### **Valuables**

In order to avoid loss, we ask that students do not bring valuables to school. If a child is bringing a special personal item to school for a specific purpose (show and tell), we ask that they put it safely in their cubby or give it to the teacher for safekeeping, and then take it home at the end of the day.

#### **Buying and Selling**

Buying or selling of personal items and trading are not permitted.

## **Vandalism/Property Damage**

Students and their parents/guardians are liable for all damage to equipment or school property.

## **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.

Middle school students will be assigned an iPad and be expected to only use that iPad to support their academic work in school. All guidelines listed in the Technology Agreement apply.

## **Lunchroom Guidelines**

1. All lunchroom rules concerning proper behavior will be enforced.
2. Permission from the lunchroom supervisor must be obtained before leaving the lunchroom (gym)
3. Remain seated until finished eating lunch – stay within the space of your shield to prevent spread of germs.
4. Food may not be shared.
5. Food may not be heated in a microwave.
6. A mask must be worn when moving around the lunchroom to throw garbage away or enter/leave.
7. Walk at all times.
8. Keep a safe social distance at all times.
9. When the tables have been checked, remain seated until the supervisor dismisses the table.

## **Playground Rules**

1. General rule: be safe, respectful and responsible.
2. Students are to remain on the playground within the gated area at all times.
3. Keep the entry to the gym doors clear at all times.
4. Keep a safe distance from people using play equipment
5. Lunch boxes are to be stored in designated areas
6. Candy, food, and gum are not allowed on the playground – healthy snacks must be eaten at the tables under the breezeway.
7. Potentially dangerous or distracting toys are not allowed on the playground or school grounds (remote control cars, squirt guns, etc.)
8. Skateboards and roller blades are not allowed on school grounds.
9. Balls, frisbees and jump ropes must remain on the blacktop only.
10. The walls or the building are off limits to ball games of any sort.
11. Students will respect other people's play areas by not interfering intentionally with other people's games.
12. All students must be accepted and allowed to play. No exclusive games, groups, or "clubs".
13. No wrestling, tripping, pushing, hitting, fighting, or pulling on clothing.
14. Stop play and line up when the whistle is blown.

### Playground Equipment Use

- Sit with feet first on slide
- Mount from ladder only – slide downward and dismount from bottom of the slide only
- One person on the slide at a time.
- K-4<sup>th</sup>: 4 people on the tower
- 5-8<sup>th</sup>: 2 people on the tower
- No climbing up the slides.

### Bars and Play Structures

- Mount and dismount with caution
- Use all parts of the structure with caution
- Dismount, one at a time, always feet first
- Stay out from underneath the play structure
- No sitting on top or outside rails

### Swings

- Stay clear of swings in front and back when in use
- When “counting” on a student to finish their turn, stand away from their reach near the wooden bench to avoid injury.
- When your turn is over, switch and await your next turn
- Do not twist the swing or intentionally swing into another student’s area
- Do not play tag in the swing zone

## UNIFORM POLICY

Uniform suppliers that carry logo items and specialty items:

### **Dennis Uniforms**

On-line ordering ONLY

[www.dennisuniform.com](http://www.dennisuniform.com), school code **#59450**

### **Land’s End Clothing**

On-line ordering at [www.landsend.com](http://www.landsend.com), school Code **900143298**

### Approved Clothing

- Blackwatch plaid box pleat jumper, skort or skirt – (Jumpers PK to 4<sup>th</sup>; skirts 4-8, Skorts PK to 8<sup>th</sup>)
- Navy Sailor dress (PK to 2<sup>nd</sup> Gr)
- Navy or Green Polo dress (PK to 5<sup>th</sup> Gr)  
(Navy or green bike shorts for under girls’ skirts, dresses or jumpers – or white, navy, green, or black tights or leggings)
- White, navy, or green polo shirts (no brand logo)
- Khaki pants, shorts or girls’ skorts
- Cardigan or pullover sweaters or sweater vests
- Navy or green Sweatshirt with school logo – Dennis Uniforms
- Navy or green fleece vests (1/4 or full zip front)
- Navy or white knee-hi socks (girls only)

### **General Uniform Guidelines**

- Shoes must be closed toed and closed heeled.
- Shirts must be tucked in at 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 Uniforms
- Skirts, skorts or shorts should be no shorter than 2 -3" above the knee nor extend below the knee.
- Socks must be worn – any color or pattern is acceptable.
- No hats or caps are to be worn in the building.
- Jackets, coats, or sweatshirts worn on cold mornings must be put away once inside the building unless the sweatshirt is uniform.

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.

### **Personal Appearance**

- Hair is to be neatly groomed and can only be dyed in "natural" colors.
- Hair should not hang in the student's face
- No body piercing is allowed.
- Jewelry is not to be excessive or distracting (no hoops or dangling earrings).
- Lightly applied makeup is ok for middle school students only.
- Skin should be free of markings

No fragrances (body spray, perfume, etc.), nail polish, nail polish remover, make-up, or hair products may be on the school campus at any time.

**PE Uniform** - Grades 5-8 only. Red or grey t-shirt, and black shorts. Distance learning t-shirts are ok. On days your student has PE, it is recommended they choose to wear comfortable uniform clothing and shoes.

**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, school appropriate neckline, and be long enough to reach waistband with arms raised.
- Skirts or skorts are no shorter than 2-3" above the knee
- Stylish jeans with holes are acceptable, as long as the holes are no higher than 2-3" above the knee.
- Leggings – with shirt long enough to cover hips.
- Shoes MUST be closed toe

### **Free Dress Exclusions**

- Logos or clothing advertising sex, alcohol, tobacco, drugs, gangs, violence, profanity, cult and music groups, or insulting phrases or gang-related symbols

### **St. Therese School Celebration Days**

On certain days and events, such as Halloween, jog-a-thon, and themed free dress days, the free dress code may not apply. The school will send home specific guidelines.

### **Purchasing Uniforms**

Uniforms can be purchased at any store that carries the appropriate color and style. Dennis and Land's End carry logo items and dresses.

### **Uniform Exchange**

When students outgrow their uniforms, families are encouraged to bring them to school and donate them to our uniform exchange. Families are always welcome to look through the collection and use items for their students. Please only send items that are in good condition, and free of holes/tears.

## **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 will attend to students. It is imperative that a parent has current emergency information on file in the school office.

Accident reports will be filed in the log located in the health room within 24 hours of injury. For all head injuries, parents will be notified immediately by phone.

In the event of a natural disaster, students and staff will shelter in place. If it becomes necessary to evacuate the premises, we will evacuate to the Portland Rescue Mission building across the street on Halsey. Staff will carry family directories and emergency contacts; upon taking roll, staff will begin contacting families with instructions about next steps.

In case of fire, students will be evacuated to the designated space and staff will take roll. Parent/guardian or emergency contacts will be notified. Evacuation maps are posted in each room, at each exit.

### **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/Guardians and community members interested in serving on the Council should contact the Principal.

### **Arrival**

Students may enter the building starting at 8:00 a.m. each morning. Preschool enters separately from the building entrance on 131<sup>st</sup> Ave. K-8 enters from the gate near the church.

### **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.

### **Building Hours**

The school is open from 8:00 a.m. to 4:30 p.m. After hours the Extended Care staff should be contacted regarding emergencies. Preschool operating hours are 8 a.m. – 3:30 p.m.

### **Cell Phones**

Bringing cell phones to school is not encouraged. Since the school provides telephone service to any student who needs to call their parents, the use of a cell phone is not necessary. If a parent/guardian would like their child to have a cell phone with them at school, the permission form must be completed and returned to school and the cell phone must remain in the locker/cubby for the entirety of the school day. Please note the following conditions:

1. Phones must be kept OFF and in the student's locker/backpack during the school day.
2. Cell phones may not be used for picture taking during the school day.
3. No harassment or threatening of persons via the cell phone is permitted (text, social media, etc.)
4. Cell phones may not be used for game playing, internet or email access, gambling or making purchases of any kind during the school day.
5. Those who violate any of the rules regarding cell phones will lose their cell phone for the day (or more, depending on severity of the violation) and will receive a detention. A second offense will result in the school confiscating the cell phone until a parent/guardian can come in for a conference and pick it up. The student may lose the privilege of having a cell phone at school.

Smart watches are allowed to be worn and used as a watch unless they cause classroom disruption/distraction, at which time it will be confiscated and held until the end of the school day. Repeated disruptions may result in requiring the student to leave the device at home.

### **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 Department of Human Services.

### **Closed Campus Policy**

St. Therese is a closed campus. 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/guardian 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.

### **Daily Dismissal**

Students are dismissed at the end of the school day when the bell rings. Students either go directly to Extended Care, stay in the classroom with a pre-assigned teacher, or leave the building and grounds. If students are to leave the building they may go with their teacher to the car pickup line. Preschool students are dismissed separately, by the building exit to 131<sup>st</sup> Ave.

### **Emergency Contacts**

Each student must have at least two persons listed on file for the school to notify in case parents/guardians 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/guardian or emergency contact person will be asked to take them home. See Illness and Communicable Disease section for more information.

### **Pediculosis**

Occasionally we receive a report of head lice. If you should find head lice in your family, please notify us so we can alert families to check students. In some cases the school may be required to check members of the class to determine the significance of the spread.

### **Lunch**

Hot lunch is suspended for this school year, with potential the exception of pizza Fridays. All students are expected to bring a healthy, balanced, lunch to school each day, as well as a snack to eat during morning recess. Preschool students will have two snack times in the day, both morning and afternoon.

### **Illness and Communicable Diseases**

Please OHA / ODE Communicable Disease Guidance.

### **Immunizations**

Students entering school for the first time must present current proof of immunizations. All students, Preschool through eighth grade, are required to be immunized according to current Oregon State Law. Students requiring an exemption must provide the school with proof of exemption (medical or religious). New students without immunization records and who are not exempt will not be admitted to school.

### **Lost and Found**

Parents/Guardians are asked to **label all items** that their child uses: binder, sweatshirt, backpack, water bottle, lunch box, etc. The Lost and Found is located near the entrance to the gym. All items left unclaimed will be donated to a local charity.

### **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 must have an Epi pen at school.

St. Therese does not have a nurse or other medical staff on site, so there are limitations to medication administration. Staff are trained to administer general medications, care for diabetic students, and provide medical rescue in the event of a severe allergic reaction. As part of the admissions process, families give the school permission to treat their student in the event of a medical emergency in their absence.

### **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**

In accordance with Oregon law and the Archdiocesan policy, students may not have medication on their person, in a desk, locker, bag or lunchbox. 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. Some medications can be self-administered with parent/guardian permission on file, such as inhalers.

### **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, and Treasurer. 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.

### **Birthday 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. 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. In general, parties are reserved for holidays (Valentine's Day, Christmas, etc.) and are not allowed for individual birthdays, as it is our duty to provide a full academic day without disruption to learning.

### **Holiday & End of Year Parties**

The room parent will coordinate with the teacher and classroom families to organize the collection of party supplies, snacks, treats, and activities for holiday celebrations. These celebrations should be in the spirit of the holiday and inclusive of all students in the community – careful attention must be paid to allergies and respectful of how families regard the holiday.

With respect to Halloween, we must be culturally responsive to the various ways our Catholic community regards the "holiday" and plan celebrations that do not exclude students from the classroom or the school day.

### **Parking Lot Procedures**

Due to COVID-19 health and safety concerns, students must be dropped off in the "Student Loading Zone" near the library. There is only one flow of traffic, and parking to walk students to class is prohibited unless the student is arriving to school after 8:15 a.m.

At dismissal, all cars must line up in the designated lane and students will be walked out to the appropriate lane for pick-up. Families are prohibited from parking and walking to the building to pick up their students, unless they are arriving after pickup is complete.

### **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. The 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 without exception.

### **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](http://www.stthereseschool.org)
- Local radio and TV stations will carry school closure information.
- Parents/Guardians will be sent an email alert with details of a school closure.
- Parents/Guardians who have a cell phone number on file in FACTS Family Portal will receive a text alert.

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.

### **School Pictures**

Photographs of the students will be taken in the fall and in the spring. Information will be sent home in advance. Pictures may be purchased on a voluntary basis and will be used in the yearbook.

### **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**

With permission from the classroom teacher, a student will be permitted to call home. If a parent/guardian needs to get a message to their student, they should call the office and the student will be notified. Student cell phones must remain in lockers throughout the school day.

### **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.

### **Wednesday Newsletter – Eagle's Edge**

Every Wednesday, families and community members will receive a link to the weekly newsletter. Families are responsible for reading this newsletter in order to be certain they are not missing important information.

### **Visitors**

Due to COVID-19 health and safety concerns, visitors are limited at this time. If you need to come into the office, please make an appointment.

### **Volunteers**

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 guidelines for background checks and trainings as appropriate. The school office will have current training materials that must be completed prior to work with children. At this time, all volunteers must be completely vaccinated in order to be on campus with our students – exceptions will not be accepted.

## STUDENT ACTIVITIES

### **Altar Servers**

St. Therese Parish Religious Education Office conducts Altar Servers training. Any interested student or adult can contact the 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 Athletic 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 will not 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/guardians may be asked to drive. Parents/Guardians 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/Guardians who drive may take students only to the field trip destination and back. For insurance reasons, stopping for fast food or other side trips are not 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 Drama and Music classes are provided for all students Preschool-8<sup>th</sup> grade. Classes meet 2 to 3 times a week with an emphasis on improv, speaking, basic music theory, music appreciation, singing, movement, and instrumental skills.

## **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 for school.
- Students may not enter another student's locker without permission.

## **Outdoor School**

Sixth grade students have an opportunity to experience Outdoor School with their classmates (in a typical school year). The cost of Outdoor School varies by program, and sixth grade families generally participate in fundraising to support this program, minimizing the out of pocket cost to families.

Due to COVID-19 it is unclear whether St. Therese 6<sup>th</sup> graders will have the opportunity to participate in Outdoor School this year.

## **Preschool & Pre-Kindergarten**

St. Therese School is blessed to have the Little Flower Preschool in the regular academic program. This program is designed for 4 year olds (3 year olds with the Principal's permission). Classes are ½ day Monday through Friday, or full day Monday through Friday. 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.

## **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 will celebrate school mass at 9 a.m. on Wednesdays, unless there is a special feast day. These week day masses never replace their Sunday obligation; families are encouraged to fulfill this obligation with their children.

## ST. THERESE SCHOOL BEFORE & AFTER CARE

St. Therese School has a before and after school program referred to as Extended Care. The program is run by the school and is certified by the State of Oregon. Our teacher/student ratio is 1:15 and the program is only available to school age children (Kinder – 8<sup>th</sup> grade). Snacks are provided on a daily basis and hours are:

### 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 gym where they will have proper supervision. Charges accrue in 30 minutes increments.

*Afternoon Extended Care hours:*

- Normal school day (Mon, Tues, Thurs, Fri) 3:30 p.m. to 6:00 p.m.
- Wednesdays 2:30 p.m. to 6:00 p.m.
- Noon dismissal days 12:00 p.m. to 3:00 p.m.

The Extended Care Program is not offered on days where there is no school. If there is a late start due to inclement weather, there will be no morning Extended Care.

Students are required to be checked into the Extended Care Program if they have not been picked up within 15 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	Weds	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	
	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

### Checking In

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

#### Before School:

- Parents are asked to personally bring their child to the gym for check-in.
- Students are signed in by designated Morning Extended Care staff member.
- At 8:00 a.m. the Morning Extended Care staff member releases students to class.

#### 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 gym 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. Between 4:30 and 5:00 p.m. students may be moved to the 5<sup>th</sup> grade classroom in the front of the main school building. (see section below for pick-up instructions)

### Checking Out

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

- Pick-up is in one of two locations and may be time or weather dependant
  1. Breezeway/gymnasium
  2. Room 100 (located at the front of the main school building, formerly the computer lab. 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.

## TECHNOLOGY POLICY

Safety is our primary goal at St. Therese and creating an environment where our students feel safe to learn and thrive is critical to their learning. In order to support our students' education by utilizing technology and devices, we must all be vigilant in guiding our children to make good choices online and use these incredible tools to create and not to destroy.

Technology resources at St. Therese School are provided for the purpose of supporting the educational mission of the school. Use of devices is a necessity, especially during distance learning, and therefore it is not optional. All students must be good digital citizens and make choices reflective of our Catholic values and behavioral expectations at St. Therese School; responsible, ethical, and safe.

Whether a student is using a school issued device, or a personal device, all school rules and expectations will be followed. Should a student make a choice that violates these rules and expectations, the school will evaluate the situation and take action if deemed necessary – loss of privilege, suspension, and possible expulsion. Our intent in disclosing these consequences is to deter potential behaviors, so that we can support our students as they work to achieve their academic goals.

### **All students will...**

- Only download, display, and/or send/share material that is appropriate and supports learning
- Only use language that aligns with our Catholic values
- Never engage in bullying behaviors online, or use devices as a tool to do harm
- Keep their passwords private for their own protection, and the protection of others
- Take care of their device, keeping it fully charged and updated
- Take care of their online learning community, keeping it positive, safe, and focused on learning

Devices checked out from school are the responsibility of the student and their parent/guardian to repair or replace should they be damaged while in your care, or should you fail to return it at the specified time because it is lost. Damage includes: broken/cracked screens, water damage, electrical damage (won't power on), and general inoperability because of misuse. Should the cost to repair exceed the cost of replacement, the student and their parent/guardian will be responsible for the fair market value of the device. Lost items, such as cases and cables, will incur a charge for the full replacement cost.

The protections and safeties that the St. Therese wifi network provides are not in place outside of the school. It is the responsibility of the parent/guardian to monitor screen time, and contact their internet provider to add limitations, protections, and safeguards to the home wifi should the parent/guardian deem this necessary.

If you have concerns about your student's behavior, or the behavior of another St. Therese student, please contact the office immediately. We are all responsible for the safety and care of all of our children; that is the strength of a community.

## **Teen Dating Violence and Domestic Violence Policy Pursuant to ORS 339.366 and 339.368**

Teen dating violence is unacceptable and prohibited at St. Therese School. Each student has the right to a safe learning environment. St. Therese School will comply with all current requirements (including those in Oregon law) for educating its students, personnel, and others on the prevention, recognition of, and reporting requirements for teen dating violence and domestic violence. This policy applies to behavior on school grounds, at school-sponsored activities, on school-provided transportation.

### Education and Training

Students in grades 7 through 12 will receive age-appropriate education about teen dating violence and domestic violence in the curricular program at St. Therese School, annually.

The following resources are currently in place and/or at use at Catholic Schools in the Archdiocese of Portland:

- Committee for Children Second Step (grade 7 and 8)
  - Unit 2: Recognizing Bullying and Harassment
  - Unit 4: Managing Relationships & Social Conflict
- Virtus Online (grades 7 and 8)
  - Lesson 2: Safe Adults, Safe Touches, and Special Safe Adults
  - Lesson 3: Boundaries, You Have Rights

School faculty and staff, including agents, contractors, and volunteers at St. Therese School will receive training on the topic of teen dating violence and domestic violence annually.

St. Therese will provide training for all faculty, staff, agents, contractors, and volunteers at the school including,

- Review of SB 197
- Review and discussion of Second Step and Virtus materials

St. Therese School has adopted a poster that contains information, in both English and Spanish, regarding domestic violence, including a toll-free hotline number that a student may call to obtain information and help regarding domestic violence. Posters are in clearly visible locations on the school campus.

### Response and Reporting Procedures

Any violation of this policy must be reported immediately to the school principal or designee in absence of the school principal.

Procedures for reporting incidents of teen dating violence that takes place on school grounds, at school-sponsored activities, on school-provided transportation includes:

- Complete Reporting Teen Dating Violence or Domestic Violence Documentation Form
- Notify the principal of the incident of teen dating violence that the staff member became aware of and share the Documentation Form.
- Complaints against the principal shall be filed with the Pastor. Complaints against the Pastor shall be filed with the Archdiocese of Portland.

- The official receiving the complaint shall promptly investigate. Parents will be notified of the nature of any complaint involving their student. The official will arrange such meetings as may be necessary with all concerned parties within [five] working days after receipt of the information or complaint. The parties will have an opportunity to submit evidence and a list of witnesses. All findings related to the complaint will be reduced to writing. The official(s) conducting the investigation shall notify the complainant and parents as appropriate, [in writing,] when the investigation is concluded and a decision regarding disciplinary action, as warranted, is determined.
- The principal has the responsibility for investigations concerning incidents of teen dating violence.

#### Notification of Policies

At a minimum, St. Therese School shall make the policy:

- Annually available to parents, guardians, school employees, and students in a student or employee handbook; and
- Readily available to parents, guardians, school employees, volunteers, students, administrators, agents, contractors, and community representatives at each school office or at St. Therese School office and on the school website.

The school principal at St. Therese School is responsible for ensuring the policy is implemented.

#### Definitions

**“Dating” or “dating relationship”** means an ongoing social relationship of a romantic or intimate nature between two persons. **“Dating” or “dating relationship”** does not include a casual relationship or ordinary fraternization between two persons in a business or social context.

**“Domestic violence”** means abuse as defined in ORS 107.705 (Definitions for ORS 107.700 to 107.735) between family and household members, as those terms are defined in ORS 107.705 (Definitions for ORS 107.700 to 107.735).

**“Teen dating violence”** means a pattern of behavior in which a person uses or threatens to use physical, mental, or emotional abuse to control another person who is in a dating relationship with the person, where one or both persons are 13 to 19 years of age; or behavior by which a person uses or threatens to use sexual violence against another person who is in a dating relationship with the person, where one or both persons are 13 to 19 years of age.

