

# St. Clare School



1807 S.W. Freeman St.  
Portland, OR 97219

(503) 244-7600 *school office*  
(503) 293-2076 *fax*

[info@stclarepdx.org](mailto:info@stclarepdx.org)  
[www.stclarepdx.org](http://www.stclarepdx.org)

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*Debbi Monahan, Principal*  
*Carol Glasgow, Vice Principal & Office Mgr.*

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*Before & After School Care (BASC) Daycare (503) 244-8747*  
*St. Clare Preschool (503) 244-5458*  
*St. Clare Church (503) 244-1037*

**Tax ID #93-0465871**

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## **ST. CLARE PARISH VISION STATEMENT**

*To be a Catholic community which invites everyone to share and celebrate the transforming power of God's love through worship, education and service.*

## **ST. CLARE SCHOOL MISSION STATEMENT**

*St. Clare is a Catholic, parish-school community, rooted in Gospel values and dedicated to the spiritual and educational development of the whole child.*

## **ST. CLARE SCHOOL PHILOSOPHY**

*To teach as Jesus taught is the foundation on which the Catholic identity of St. Clare School is based.*

- ✚ We strive to be a community of faith, love, and respect for creation, others and self, where our children learn about God by what is taught and by example.
- ✚ We nurture our children's relationship with God through opportunities for liturgy, prayer, celebration, and the expression of Gospel values through community service.
- ✚ We collaborate with parents, the primary educators of our children, to ensure that thoroughness of instruction and respect for each child encourages the spiritual, intellectual, physical, and emotional development of the child.
- ✚ We challenge our children to use their abilities to achieve academic excellence, to be life-long learners, and to embrace their future with hope.

## SCHOOL WIDE LEARNING EXPECTATIONS

### *A faith-filled person who ...*

- participates at Mass and in the parish community.
- knows about God, scripture, and the Catholic tradition.
- respects God's creation, self, and differences among people.
- acts as Jesus taught us.
- acts as a peacemaker.

### *An effective communicator who...*

- expresses ideas clearly in a variety of ways.
- speaks and listens in a respectful manner.
- uses non-verbal communication appropriately.

### *A responsible citizen who...*

- demonstrates honesty, helpfulness, kindness, and forgiveness.
- takes responsibility for one's own actions.
- cares about what's happening in the community, nation, and world.
- fulfills duties as an active member of one's community.
- serves others.

### *A life-long learner who...*

- develops his or her body, mind, and heart.
- is open to new ideas and all subject areas.
- works well alone and in groups.
- learns from mistakes.
- uses positive problem-solving strategies and critical thinking skills.

## ENVIRONMENT MISSION STATEMENT

St. Clare School faculty, staff, students, and parents recognize the blessing of the earth and its natural resources. In order to preserve this gift for present and future generations, we pledge to support environmental sustainability by:

- Practicing resource efficiency e.g., permanent waste reduction, reusing/recycling, conserving energy, etc.
- Teaching and promoting an understanding of the importance of environmentally appropriate practices with students and families via classroom curriculum, etc.
- Using best practices in the purchase, use, and disposal of materials while minimizing use of finite natural resources.

# PARENT TEACHER COUNCIL (PTC) PARENTS' CLUB

## FAMILY FUNDRAISING GOAL (FFG) COMMITMENT

The objective of the Family Fundraising Program is to clarify the minimum fundraising responsibility of each family and to achieve a more equitable distribution of the fundraising burden. For 2017-2018, each family's commitment is to raise a minimum of \$600 through the school's fundraising efforts.

Most school families have supported fundraising efforts by doing their share and more. For these families, the requirement will prove inconsequential. We need all St. Clare families, however, to do their fair share with fundraising efforts in order to be successful. **This year, school families are asked to raise \$189,000 to help meet our operating budget. If each family raises or donates \$600, we will raise only half of what we need to meet our goal. The extra fundraising efforts and generosity of our parent community will help us close this gap.**

### Procedure

Each family\* is responsible for achieving an annual minimum of \$600 in fundraising. This Family Fundraising Goal (FFG) requirement may be satisfied by the following options:

- 1) Participate in the qualifying fundraising opportunities and receive the assigned percentage for each fundraiser.
- 2) Pay \$600 upfront during registration or at the start of the school year.
- 3) In-parish families can pay the total (actual) cost to educate, and will be considered exempt from FFG requirements.

\* *Single parents are defined as those having no spousal support, either in finances or in the raising of the child. Single parent family fundraising requirement is a minimum of \$300. Divorced families, where both parents are taking part in the upbringing and finances of the child/children, are considered two-parent families and will be subject to the same guidelines and rules of two-parent families. Final determination of who is a "single parent" will be at the discretion of the principal.*

**Remember, meeting your FFG is not an option – it is a commitment.**

**Thank you!**

### FFG Eligible Fundraisers

- **Scrip (5%)** Five percent of your total purchases qualify for FFG credit. Purchasing \$225 worth of scrip per month will accrue more than \$100 towards your FFG for the entire school year. Scrip is available for sale during the school year, as well as year-round during coffee and donuts after Masses on Sundays.
- **Fall Online Auction (90%)** Ninety percent of your online auction purchases count toward your FFG. Plus, items procured or donated to the auction qualify for a **\$100 maximum** FFG credit (for items totaling \$100 minimum value).
- **Wreath Sales (50%)** Fifty percent of your total purchase qualifies for FFG credit.
- **Annual Benefit Auction (90%)** The receipt you receive at the end of the night is used to determine 90% of all purchases. This percentage DOES NOT include silent auction-only tickets, dinner tickets, alcohol purchases, paddle bids, raffle ticket purchases, catalogue advertising, or table sponsorships. In addition, donated and procured items qualify for a **\$100 maximum** FFG credit (for items totaling a \$100 minimum value).
- **Fitness Challenge (100%)** Funds collected and/or donated to this event are not only tax-deductible, but every dollar also counts 100% toward your FFG.

## **FFG Record Keeping**

There is one Parent Teacher Council (PTC) position that will be the Family Fundraising Goal Coordinator. This position will manage the record keeping of each family's \$600 for the Parent Teacher Council.

The FFG coordinator will be tracking throughout the year from the data submitted by all the fundraising chairs. You may contact the coordinator via e-mail if you would like to check on what has been tracked year-to-date. Records will be updated and statements will be sent to parents in late winter and spring. You will receive an invoice at the end of the year requesting payment for funds short of the \$600 mark.

## **REFERRAL BONUS POLICY – revised January 2018**

For every family that is referred to and registers at St. Clare School, the referring family will receive a tuition credit of \$200, which will be applied to September tuition for the upcoming school year.

Policy Particulars:

Referral bonus does not apply or result from new families that register at St. Clare School but who are also currently registered at the preschool or in the parish. (Example: Your sister is currently registered in the preschool and has a child in Pre-K. She chooses St. Clare School and writes your name down as the referring family. You would not receive the Referral Bonus because the school does significant marketing to the Preschool already. However, if your brother belongs to Resurrection, comes to the Open House, and decides to register, you would get the bonus.)

Registering family must indicate the name of the referring family on their online application where the question is asked: "How did you hear about us? Please provide details."

The tuition credit will apply to September tuition for the upcoming school year.

## **PARENT INVOLVEMENT PROGRAM (PIP)**

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Parent involvement in St. Clare School is critical for keeping tuition increases at a minimum. The Parent Involvement Program (PIP) is designed to encourage and reward families who support St. Clare's teachers, community, and the school's fundraising programs. Strong parent involvement and the spirit of the community among families are two of St. Clare's many strengths. The PIP provides important and enjoyable opportunities to be involved in your child's education. The sharing of your time and talents creates for your whole family a unique and positive connection to other school families who share your commitment to quality education, faith development, and the nurturing of the whole child.

### **Policy**

Families\* are asked to give 30 volunteer hours\*\*, or \$300 per year (June 1–May 30) to support the school. School-based fundraising, and direct teacher support volunteer assignments are allowed full credit for each hour served. A maximum of 10 hours is allowed for school/parish community volunteer activities such as: CYO coaching, room parenting, parish community events, giving tree, etc. The CYO Director and CYO Registration Director are allowed a maximum of 20 hours. No credit hours are given toward attending school/parish-related events, field day, or soliciting for donations. If you have questions about whether or not a volunteer assignment qualifies for credit hours, please contact the PIP coordinator.

*\*Single parent families are asked to give 15 volunteer hours, or \$150.*

***\*\* Fourth grade parents must commit a minimum of 10 PIP hours to the auction – including leadership, management, organization, and/or work that leads up to the auction, not only work that occurs the week prior to the auction or auction night. (Effective May 2017)***

### **Procedure**

Each family's PIP Fee is due at the time of registration. Each family is responsible for recording their volunteer hours using the PIP Record Form (<http://stclarepdx.org/parent-community/forms>), and submitting it to the PIP coordinator. Families may choose to designate their PIP refund as a donation, or request a refund for all or a portion of the amount. Each qualifying volunteer hour is worth \$10. By request only, PIP refund amounts can be applied toward your FFG. Refunds can be requested after a minimum of 10 volunteer hours have been met. Refunds are processed at the beginning of each month.

## DAILY SCHEDULE

8:05	Doors open
8:10	Students are in their homeroom preparing for class
8:15	Bell rings: School begins
11:25-12:25	Lunch and recess periods staggered for three levels
3:05	Dismissal (M, W, Th, F)
2:05	Tuesday Early Dismissal

Students are expected to be in their classrooms each day between 8:05–8:10 and seated ready for class by 8:15. Students arriving after 8:15 are considered tardy and must report to the office for an Admit Slip. If a student has five unexcused tardies, a letter will be sent home alerting parents so that this situation can be addressed.

We cannot accept responsibility for children on the premises before 7:55 a.m. or after 3:20 p.m. unless the student is registered in BASC or under the supervision of a teacher. We do not accept responsibility for any BASC children dropped off before 7:00 a.m. Children must be picked up by 3:20 p.m. (2:20 p.m. on Tuesdays); if not, they must go directly to BASC (if they are registered). No exceptions will be allowed. If they are not registered in BASC, they will be sent to the office to phone a parent. When a parent arrives to pick up the student, they will be asked to register for BASC.

We respectfully request that parents not enter the building prior to 8:05 a.m. unless they are conducting business in the office, with a teacher, or on behalf of the school. Please be prepared to say goodbye to your child and exit the school hallways by 8:10. Parents should feel free to gather in the cafeteria until 8:30 if they would like to visit.

# PERSONNEL

## **ARCHBISHOP**

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

## **PASTOR**

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

## **PRINCIPAL**

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

## **OFFICE MANAGER**

The school's Office Manager is responsible to the principal for the efficient operation of the school office and for the performance of all secretarial, clerical, and other assigned duties related to the principal's office and the general administration of school business.

## **BOOKKEEPER**

The bookkeeper provides bookkeeping and performs other related financial or administrative support to the school as directed by the principal or parish business manager.

## **FACULTY**

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

## **OTHER SUPPORT STAFF**

Other staff is responsible to the principal for the efficient operation of the school and for the performance of duties according to their job description.

## ADMISSION AND REGISTRATION

*St. Clare School is a Catholic, parish-school community rooted in Gospel values and dedicated to the spiritual and educational development of the whole child.*

### **VISITATION AND ADMISSION POLICY**

It is with this hopeful, positive, and values-based approach, coupled with our academically-strong curriculum, that we successfully nurture and educate children every day, helping them to attain their true potential and become life-long learners.

We invite all families who embrace our mission and want to learn about our special community to come visit our school. You may visit us during our annual Open House or by appointment.

During the Open House, families are able to tour our facility, talk with our faculty, pick up a registration packet, schedule a visit with our principal, and learn more about the parish community, faculty, families, educational philosophy, and programming that make St. Clare such a special place for your children to grow.

If you can't make it to Open House, please call us to schedule an appointment to tour the school and meet with the principal.

### **Application process for kindergarten:**

- Attend Open House or call the school
- Pick up a registration packet
- Schedule a parent/principal meeting and a short assessment for your child that confirms he/she is ready for success in kindergarten
- Child meets with the kindergarten teacher for the assessment while parents meet with the principal; turn in completed registration form and required fees
- Family is notified of acceptance
- Registration is complete when all remaining fees are paid and all completed forms are turned in

Newly registered kindergarten students will be invited to Kindergarten Roundup in the spring so they can spend part of a day in their kindergarten classroom with their new teachers, experiencing the environment and meeting their new classmates.

### **Application process for students in grades 1-7:**

St. Clare welcomes children into grades 1-7 when space is available. Please call to check availability and to schedule an appointment with the principal. New students in grades 1-7 transferring from another school will be evaluated during a one-day visit in the grade in which they are currently enrolled. The learning specialist conducts informal assessments in reading, writing, and math; we also observe social interaction. The benefit for the family and new student is to truly experience St. Clare and determine if there is a good fit for both the school and the family. After the student visit, a recommendation will be made regarding a student's acceptance into the school.

**Priority Admission:** Students (families) are accepted at St. Clare in the following manner:

- Returning St. Clare students
- Siblings of current St. Clare students
- New St. Clare parish students/families (registered in the parish) and St. Clare Preschool students who are from St. Clare parish
- New students/families registered in other parishes and non-parish St. Clare Preschool students
- Those other than Catholic students/families

## **CLASS SIZE FOR STUDENTS IN GRADES KINDERGARTEN – 8**

The class size at St. Clare is 28 students per class. St. Clare will consider an exception to the class size limit of 28 students per class for one sibling of a new or existing student thereby extending a class size to 29 students. The student requesting an exception must successfully complete all aspects of St. Clare's application process so the administration can make a well-informed decision regarding acceptance. As a general practice, St. Clare School does not accept new 8<sup>th</sup> grade students. In extraordinary circumstances, an exception may be made to consider an 8<sup>th</sup> grade applicant. The principal and pastor make all final decisions pertaining to student admittance, class size, and issues arising under the established criteria.

## **RECORDS AT ENTRANCE**

Students entering school for the first time are required to bring a baptismal record, and a record of state required immunizations. Students with incomplete immunization records on the first day of school will not be allowed to attend until all immunizations are brought up to date.

## **NON-DISCRIMINATION POLICY**

The Catholic schools of the Archdiocese of Portland, as stated in Policy 3020, shall admit 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, in the administration of its education policies, admission policies, scholarship or loan programs, and athletic and other school administered programs.

## **LEARNING SPECIALIST PROGRAM**

The Learning Specialist Program (LSP) serves the entire school community, and is designed to help each student feel and be successful at school. Programs administered through this department include differentiated instruction for all learners, special supports for students who struggle and/or excel, the school-wide assessment program, learning intervention groups, ongoing teacher education and support, parent education programs, and a parent education library.

The learning specialist is also responsible for some individual educational testing for students in grades K-8. The process begins with a recommendation from the student's teacher. Therefore, parents who feel their child should be assessed should initially contact his or her classroom teacher. Students with testing on file documenting a specific disability qualify for an Individual Learning Plan (ILP), and are eligible for a program of classroom accommodations determined by the learning specialist in consultation with teachers, parents, and the principal.

We make every effort to help our students through classroom accommodations and learning interventions, along with outside tutoring and counseling. We must ask that parents respect our professional judgment in this area, and support our recommendations; this cooperation ensures that students can productively remain at St. Clare School. We also ask that parents share any and all educational testing to help us meet our students' needs. Confidential testing material is treated with extreme sensitivity and care. Occasionally, even with intervention,

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a student presents needs beyond the resources we have; we will make every effort to work with a family towards mutually agreeable placement for those students.

**TRANSFER STUDENT PROCESS AND REQUIREMENTS**

Upon completion of the registration process and formal acceptance into the school, parents are required to sign a release of information form to transfer students' records from the previous school.

**WITHDRAWAL PROCESS**

The school requires a two-week written notification as to the withdrawal of a student. All fees are non-refundable at the time of withdrawal.

# ATTENDANCE

## APPOINTMENTS

Should you need to conference with a teacher for any reason regarding your child, please contact the teacher to arrange a time. If you would like to meet with the principal, please call the office to arrange a time.

## GAINING ENTRANCE TO THE SCHOOL

Both entry doors – Freeman St. & Spring Garden - are on a timer and can be opened by using your key card. Please do not enter the building before 8:05 a.m. unless you have official business. Parents will have access to the building with their key cards until 6:00 p.m.

## ABSENCES

In the event a student becomes ill at school, every effort will be made to contact the parents so that they can assume responsibility for transportation and care of their child. Home is the best place for a sick child. If a student incurs a minor injury at school, basic first aid will be administered if the supervising teacher or office personnel deem it necessary. Depending on the seriousness of the injury, either an ambulance will be called and the parent notified, or the parent will be called to pick up the child for medical assessment and treatment.

***Please keep your child's emergency information updated and inform the school office of new work numbers, emergency contact numbers, and home phone numbers.***

Please make every effort to schedule doctor and other appointments outside of the school day. We also urge you to schedule vacations when you know we will be out of school. Students should not miss school during our assessment windows.

Parents must notify the school by 7:30 a.m., either by phone or e-mail, if their child will be tardy or absent from school that day. If emailing, please email the office or email the classroom teacher (and cc the office) regarding an absence or late arrival of your student. If the office does not hear from you regarding your child's absence, you will be called at home or at work to verify the whereabouts of your child. All absences and tardies are recorded.

We understand the difficulty of being a working parent and having a sick child, but we are not equipped with either staff or facilities to care for sick children. If a child becomes sick during the school day, parents will be contacted to pick up their child immediately. Students should be kept home from school if:

- Illness prevents student from participating in school activities
- Student requires more care than the school staff can provide
- Any of the symptoms listed below are observed
  - fever greater than 100 degrees
  - vomiting
  - stiff neck or headache with fever
  - rash - with or without fever
  - behavior change – irritability, lethargy, somnolence
  - jaundice (yellow color to skin or eyes)
  - diarrhea
  - skin lesions that are “weepy” or pus filled
  - colored drainage from eyes, nose, ears
  - difficulty breathing
  - head lice

All contagious diseases, including head lice, must be reported to the office.

**STUDENTS SHOULD BE SYMPTOM-FREE FOR 24 HOURS BEFORE RETURNING TO SCHOOL.**

## **HOMEWORK DURING ABSENCE**

Students who are absent due to illness or vacation are responsible for asking their teachers about assignments missed during their absence on the day they return to school. Students will then have as many days to make-up the assignments as the number of days they were absent.

When appropriate, teachers may give assignments prior to a vacation or prepare homework for students who are ill. Parents who request homework for a sick student should do so before 10:00am for pick-up at the end of the school day or to be sent home with a sibling.

## **LATE ARRIVALS**

Students not in their classroom seated and ready for class by 8:15 are considered to be “tardy” and must report to the office for an Admit Slip. Please come to the office and sign in your child in the book provided on the office counter. If a student has five unexcused tardies, a letter will be sent home alerting parents so that the situation can be corrected. Students who have an “excused tardy” due to medical appointments must still come to the office to get an Admit Slip and be signed in by the parent.

## **EARLY STUDENT RELEASE**

If you need to pick your child up early from school, please alert the office so that he/she can be prepared for the early dismissal. Please check into the office first (do not go to the classroom) when coming to pick up your child. You will need to sign your student out at that time. The office will call your student from their classroom. Any legal orders giving specific direction to the needs of your child must be filed in the school office in order to carry out specific directions

## **STUDENT RELEASE FORM**

Your child(ren) will only be released to those authorized by you with a handwritten note or email (this includes those you have listed on your registration form for emergency pick-up). If you make special arrangements to have a friend or relative pick up your child during or after school, the office, daycare, and/or the homeroom teacher must be informed in writing. If we have not received, in writing, special instructions releasing your child to someone other than yourself, we will not release them until we have made contact with you.

## **VISITATION RIGHTS, ETC.**

The school needs to know specifically what the legal visitation rights of non-custodial parents are and rely on your cooperation to avoid embarrassing confusion. In addition, the school may request a copy of the court decree of custodial authority and visitation rights. Your cooperation in this matter will contribute to the safety and security of your child(ren).

## OFFICE BUSINESS

### STUDENT MESSAGES

We ask that before you leave for school in the morning you make sure your student has all homework, projects, and items for after school activities, and his/her lunch. Students are NOT allowed to telephone home for forgotten items, including their lunch. Also, to avoid classroom interruptions for communication, make sure your student knows where s/he will be going after school.

Messages left on the phone during the last half-hour of school may go unnoticed until it is too late. If you need to leave a message for your child, make sure you speak with someone directly.

### USE OF TELEPHONE

The phones in the office are for business only. The school is limited to two lines, which must be available to teachers and the office. Except in cases of emergency, teachers or students are *not* called to the phone during school hours. Students may use the school phone only with permission of the classroom teacher. Please take care of after school arrangements, including pick up, before children leave for school in the morning.

### CELL PHONES AND ELECTRONIC EQUIPMENT

Students in grades K-5 should not have cell phones at school. If, however, a parent needs an exception to this policy, please contact the school office for a Cell Phone Exception Request form. Students in grades 6-8 may bring a cell phone to school with parent permission.

Cell phones and all other electronic devices (iPads, music devices with headphones, etc.) must be turned off at the threshold of the school doors when students enter the building. Students must turn in cell phones to their homeroom teacher when they enter the classroom - no later than 8:15 a.m.

Cell phones may be picked up from the homeroom teacher after the dismissal bell. Students will be allowed to turn on cell phones and other devices as soon as they cross the threshold of the school doors when they exit the building.

Students who do not follow this policy may have their cell phone (or other device) held until a parent comes to school to retrieve it.

# CURRICULUM & SCHOOL PROGRAM INFORMATION

## COURSE OF STUDIES

Religion, Reading/Literature, Language Arts, Math, Social Studies, Science, PE/ Health, Music, and Art

## RELIGION CURRICULUM

The school religion program follows the liturgical year and has significant emphasis on Advent and Lent. The children focus on values and morality, on the scriptural sources of those values, on application to life and on the Church's structure and interpretation of God's word. Community service projects are a component of each grade's religion curriculum. Through service, students learn to understand first-hand what it means to live the Gospel. Our religion program also includes discussion of current Catholic social teachings. A comprehensive Family Life program is a part of the religion curriculum in grades 4-8. The Second Step program (social-emotional growth, bullying prevention, and child protection) is implemented throughout all the grade levels.

## SACRAMENTAL PREPARATION

First Eucharist and First Reconciliation are received in second grade. Direct preparation for receiving the Sacraments is made through the parish program, which relies on the parent as the primary educator of their child. Instruction is made to the parent who has the charge of transmitting his or her understanding to the child. The children attend classes in the evenings, as do their parents; family activities are assigned between sessions. We believe it is an enriching experience for families to share in sacramental preparation in a direct way and by interacting with members of the parish community who are not school parents. Questions about the program should be directed to our parish office (503-244-1037).

## BACKGROUND CHECKS

Anyone (parent, relative, friend, etc.) dealing with children through St. Clare School must submit to a background check and comply with the "Called to Protect" program. For example, before taking children on a field trip, a background check must be processed. Background checks need only be processed once every three years. Prevailing current cost will be charged to the parent before a check is run. Volunteering in the classroom or chaperoning cannot be permitted until we have confirmation that requirements have been met. First-time background checks can take up to three weeks to complete. Parents are required to view a safety video and comply with Archdiocesan policy on "Called to Protect" in addition to passing a background check. For more information on how to access this training, please contact our school bookkeeper at 503-244-7600.

## FIELD TRIPS

Field trips are taken periodically throughout the year to enhance learning. A permission form will be sent home each time explaining the destination, purpose and cost of the trip, and asking for your signed permission to allow your child to travel. A phone call to give permission is not legally acceptable; however, faxing a written permission with parent signature is an alternative.

Admission fees and transportation are paid by parents and collected by the teacher prior to the trip. When parent drivers are used, all drivers must be insured, and all children seat-belted. Students must be seated in the back seat of the vehicle, unless the driver chooses to place his/her own child in the front seat. We must have an insurance information form filled out by the drivers regarding coverage prior to all field trips. Coverage must be current at the time you are driving. **If time has lapsed between coverage dates, a new form must be filled out.** In the case of an accident, parent driver's insurance will be used as the primary insurance. School or diocesan insurance can be utilized **only after** the driver's insurance and assets are exhausted.

St. Clare siblings, other than those required to go on the field trip, are not allowed to go with parents if the parent is chaperoning. We must have full supervision of school students going on the field trip. Volunteers participating in a field trip must meet all the child protection requirements including having a current background check and being up to date on the training.

### **C.Y.O. YOUTH SPORTS PROGRAM**

CYO is the Catholic Youth Organization inter-school sports league. The youth of St. Clare School and parish participate in swimming, football, volleyball, basketball, and track and field beginning with third grade. CYO emphasizes teamwork, sportsmanship, and the love of the game. All children who belong to our parish or attend our school are eligible to play!

It is our hope that students will participate in athletics, but this is contingent on the number of moms and dads who are willing to coach. Please give this consideration. Phone the Athletic Director for more information about athletics and to offer your services as “Coach.” While CYO is not affiliated with our school, we do encourage our children’s participation in athletic interests.

### **EXTRA-CURRICULAR ACTIVITIES**

Extra-curricular activities that are sponsored by St. Clare School are offered solely to those students enrolled in the school.

### **SCHOOL LIBRARY**

St. Clare School library has an excellent collection of books, periodicals and resource material which is fully automated and growing annually. Books given to the library contain bookplates noting the donor for posterity. We have a Book Fair where families are encouraged to buy books for the library as well as for their own recreational reading.

Children are allowed to check books out for two weeks (one week in Kindergarten and first grade). If a student fails to return a book by the due date, they have, at the librarian’s discretion, the option to check out one more book. After that, the computer system will not allow the student to check out additional books until the overdue books are returned. Overdue notices will be posted in the homeroom class and sent home for individual students. If a book is three weeks overdue, the book will be assumed lost and the student’s family will be billed for its replacement cost.

### **HOMEWORK**

A St. Clare School homework assignment notebook is required of all students beginning in first grade, and must be purchased from the school at the start of the year. The teachers will instruct the children in the use of the notebook, but it is intrinsically a child’s responsibility to use it.

The teacher will contact parents when homework is not completed. Quiet time in BASC is scheduled, with a longer period of study time provided for older students. BASC teachers will provide a quiet atmosphere that is conducive to study; it is the child’s responsibility to make productive use of this time.

With few exceptions, students in grades 1 through 8 will be assigned homework every night. The length of time devoted to homework depends on age, attention span, motivation, ability, and students’ efficient use of their time. At least 20 minutes each night should be devoted to recreational reading.

## **PROMOTION AND RETENTION**

Elementary school students satisfactorily completing the course of studies will be promoted to the next grade.

The teacher, in consultation with the principal and other advisory staff, will make recommendation for retention of a student. Such a decision will be 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.

## **ASSESSMENTS**

St. Clare School, along with all schools in the Archdiocese of Portland, assesses all students in reading and math three times each year, and reports are sent home to parents. Teachers use these assessments to plan instruction and create interventions to best meet the needs of each student. The learning specialist will be consulted when necessary to make sure all students are supported.

## **EDUCATIONAL TESTING**

The learning specialist at St. Clare is qualified to administer individual educational tests for students in grades K-8 (see learning specialist's webpage). Because the learning specialist can do testing in-house, this adds to our ability to identify and support our enrolled students. Upon parent request, the public school district can provide psychological, educational, ASD, speech and language, and other testing for students if they qualify after the initial evaluation.

## **REPORT CARDS, PROGRESS REPORTS, AND CONFERENCES**

Approximately every twelve weeks (one trimester), students will receive a formal report card. In addition, students will receive progress reports mid-way into the trimester. During the fall trimester, conferences will be scheduled for all parents. Spring conferences for students will be by teacher and/or parent request.

## **THE LEARNING TEAM APPROACH**

St. Clare embraces a team approach in working toward our student growth. It is our practice, especially when unique learning needs become apparent, to include all affected team members in the planning and communicating of an effective learning plan for student success: student and parent, immediate teachers, learning specialist, and on occasion, additional consultants. Our motivation is to provide for an optimal learning environment for each student we serve.

# PARENT/STUDENT EXPECTATIONS/DISCIPLINE

## CHANGES COMING TO THIS SECTION FALL OF 2018

### **DISCIPLINE**

The purpose of discipline is to provide an atmosphere conducive to learning. Discipline is an aspect of moral guidance and not a form of punishment. The purpose of discipline is four-fold:

- To provide a classroom and school environment conducive to learning
- To help students develop a sense of responsibility and self-control
- To foster our values as a Catholic, Christian community
- To nurture the formation of conscience

It is our intent to maintain the dignity of the student in the process of disciplining. If a student does act out, s/he will be spoken to and given an appropriate consequence. For repetitive or other unacceptable behaviors, parents will be notified via a Behavior Communication Form, email, or phone call.

Participation in a Catholic school is a privilege, not a right. Students must accept responsibility for their actions, and work to uphold the standards, policies, rules, and spirit the school promotes. The faculty will work to encourage and inspire a student to reach their best potential, including positive follow-up with a student after he/she has incurred a consequence. It is our hope that every student cooperates in the social milieu which encompasses the Catholic school.

### **GENERAL BEHAVIOR EXPECTATIONS**

1. Students will show courtesy and respect to all adults, students, and visitors.
2. Students will respect other students' property.
3. Students will keep classrooms, school facilities, books, and materials in order and treat them with respect.
4. Students will follow established classroom rules and procedures.
5. Students will wear the correct uniform.
6. Students will be on time for school and classes.
7. Students will come to class prepared with all the necessary materials, including homework.
8. Students will not have gum at school.
9. Students will walk quietly when they enter or leave school buildings, halls, or classrooms.
10. Students will show appropriate response to requests for correcting behavior.
11. Students will not have cell phones, electronic games, etc., during the school day.
12. Students will observe all other classroom rules.

### **GENERAL CLASSROOM EXPECTATIONS**

1. Students will be attentive and quiet while the teacher is teaching or others are speaking.
2. Students must have the teacher's permission to leave the classroom.
3. Students will be tolerant and respectful of other's ideas.
4. Students will put forth their best effort.
5. Students will use polite language.
6. Students will complete homework assignments on time.
7. Students will speak respectfully at all times.

## SAFE AND WELCOMING SCHOOL (SAWS) POLICY

St. Clare School is committed to providing a safe and welcoming learning environment that is free from bullying/harassment in any form and is respectful of the self-worth and identity of each individual. Behaviors that would disrupt or interfere with the school's mission or the education of any student will not be tolerated. Students who believe they have been harassed or bullied or any community member (parent, bystander, other) with any reliable information of such harassment or bullying are expected to report the incident to school staff and/or administration.

Forms of bullying/harassment include, but are not limited to the following:

<b>Verbal</b>	<b>Nonverbal</b>	<b>Relational</b>
<ul style="list-style-type: none"> <li>• name calling</li> <li>• threats</li> <li>• insults</li> <li>• put downs</li> <li>• teasing</li> </ul>	<ul style="list-style-type: none"> <li>• gestures</li> <li>• dirty looks</li> <li>• eye rolling</li> <li>• disrespect of others' personal property</li> </ul>	<ul style="list-style-type: none"> <li>• spreading rumors</li> <li>• exclusion</li> <li>• gossiping</li> <li>• humiliation</li> </ul>
<b>Physical</b>	<b>Sexual</b>	<b>Cyber/Electronic</b>
<ul style="list-style-type: none"> <li>• hitting</li> <li>• tripping</li> <li>• pushing</li> <li>• fighting</li> <li>• destruction or theft of property</li> </ul>	<ul style="list-style-type: none"> <li>• inappropriate jokes</li> <li>• inappropriate touching, pinching, etc.</li> <li>• inappropriate advances</li> <li>• teasing</li> <li>• inappropriate drawings</li> </ul>	<ul style="list-style-type: none"> <li>• use of e-mail, cell phones, text messages, social networking, personal web sites, etc., designed to be vulgar towards or personally destructive of another person or group</li> </ul>

Consequences for inappropriate behaviors will be defined by the severity or level of the offense. These are described as Level I, II, or III. Depending upon the nature of the offense, a student may be issued a Behavioral Communication Form (BCF) for parental notification. Student actions may rise to the designation of Level II or III without having warranted an earlier Level I consequence. The following are possible, but not exhaustive examples of the various levels. At any phase of the process, principal involvement may occur up to and possibly including detention or suspension.

### **Level I**

Not following class procedures  
Out of uniform  
Disrupting the learning environment

### **Level II**

Academic dishonesty  
Foul language  
Disrespect of adults or peers

### **Level III**

Weapons possession  
Malicious vandalism  
Threats of violence

## BEHAVIOR COMMUNICATION FORM (BCF)

Name \_\_\_\_\_ Grade \_\_\_\_\_ Issuing Teacher \_\_\_\_\_ Date \_\_\_\_\_

Incident Location \_\_\_\_\_ Repeated Behavior?  Level: I II III

**What?**

- |  |   |   |
|--|---|---|
| <input type="checkbox"/> Talking out in class          | <input type="checkbox"/> Inappropriate language                   | <input type="checkbox"/> Bullying         |
| <input type="checkbox"/> Disruptive in class           | <input type="checkbox"/> Disrespectful attitude/<br>words/actions | <input type="checkbox"/> Verbal           |
| <input type="checkbox"/> Unprepared for class          | <input type="checkbox"/> Breaking cafeteria rules                 | <input type="checkbox"/> Nonverbal        |
| <input type="checkbox"/> Tardy for class               | <input type="checkbox"/> Physical fighting                        | <input type="checkbox"/> Relational       |
| <input type="checkbox"/> Out of uniform                | <input type="checkbox"/> Damage to property                       | <input type="checkbox"/> Physical         |
| <input type="checkbox"/> Gum chewing                   |   | <input type="checkbox"/> Sexual           |
| <input type="checkbox"/> Breaking classroom rule _____ |   | <input type="checkbox"/> Cyber/Electronic |
| <input type="checkbox"/> Other _____                   |   |   |

**Level I:** Isolated event or minor misbehavior  
**Level II:** Frequent or repetitive Level I or more serious behavior  
**Level III:** Severe misbehavior  
*See Student/Parent Handbook for details.*

**Details:**

**Action Taken/Consequences Given:**

Teacher Signature/s \_\_\_\_\_

Parent Signature \_\_\_\_\_ Date \_\_\_\_\_

*Please return this form to the Issuing Teacher by \_\_\_\_\_*

### CORPORAL PUNISHMENT/PHYSICAL RESTRAINT

Corporal punishment (the willful infliction of or willfully causing the infliction of, physical pain on a student) will not be used as a means of student discipline.

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

### SUSPENSION

Suspension may be invoked for a sufficient reason. Students will be released only to parent or guardian in case of suspension. The principal determines suspension, the temporary prohibition of a student's attendance. The suspension can be in school or at home, and should not exceed five days. Parents will be notified by phone or in writing stating the reason for the suspension and how long the suspension will last. Students returning from a suspension may do so only after a conference with the principal, teachers, and parents, and only after signing a contract agreeing to specific terms in order to remain in school. Generally, students who have received a suspension make every effort to improve their behavior and attitude.

### CLASS EXCLUSION

Class exclusion is a method of disciplinary action that denies a disruptive student the ability to attend a particular class for a period of two days or less. During this time of exclusion, the student is expected to work on classroom assignments while under the supervision of other teachers or staff members. The purpose of class exclusion is to place mildly disruptive students for short periods of time, in an appropriate, supervised, in-school environment where student learning can continue. In implementing class exclusion action, teachers and principal shall arrange, in advance, cooperative plans in dealing with disruptive students who are to be excluded from class.

## **EXPULSION**

Expulsion is the permanent exclusion of a student from a school. The expulsion of a student's enrollment is a most serious matter, and should be invoked rarely and only as a last resort. St. Clare School follows Archdiocesan policy in the matter of suspension/expulsion. Parents and students may request from the principal to see further details about suspension/expulsion procedures according to Archdiocesan policy.

Full credit will be given for all work accomplished by the student up to the date of expulsion.

Reasons for suspension/expulsion may include, but are not limited to the following offenses:

### **Acts which endanger the moral, academic, or physical well-being of the student body, such as, but not limited to:**

- Actions gravely detrimental to the moral and spiritual welfare of other students
- Assault, battery, or any threat of force or violence directed toward any school personnel or student
- Actions which are inappropriate and/or detrimental to the physical well-being of other students
- Habitual profanity or vulgarity

### **Prolonged and open disregard for school authority, such as, but not limited to:**

- Open, persistent defiance of the authority of the teacher
- Continued willful disobedience

### **Illegal acts as defined by law, such as, but not limited to:**

- Use, sale, or possession of narcotics
- Use, sale, or possession of any alcohol for beverage purposes on or near school premises
- Smoking or having tobacco
- Stealing
- Willful cutting, defacing, or otherwise injuring in any way property, real or person, belonging to the school
- Habitual truancy
- Arson: The intentional setting of fire to property or facilities
- Assault: Physical violence to persons
- Burglary: Stealing of personal or public property
- Drugs: Sale, use, or possession of alcoholic beverages or illegal drugs
- Explosives: Use or possession of any kinds of explosive on school property or at school-sponsored events

## **WEAPONS POLICY**

Any student in possession of a weapon will be expelled from the school.

## **LEAVING SCHOOL GROUNDS DURING SCHOOL DAY**

No student may leave the school grounds during school hours without the permission of the principal and written authorization of parents or guardian.

## **SEARCH AND SEIZURE**

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.

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## **COMPLAINT/ISSUE RESOLUTION**

Constructive criticism is always welcome when it is motivated by a sincere desire to improve the educational program. Please be as courteous to the teacher as you would expect him/her to be to you. Questioning the teacher's authority is not helpful in front of the child. If you have a disagreement, please request an interview with the teacher privately. If you are dissatisfied after this conference, you may ask for the principal to mediate. Finally, if the concern is still unresolved, the pastor may be contacted. Please try to be open to both sides of the story if a problem arises. Perception differences and information reported incorrectly can lead to unnecessary confrontations with the teacher. Modeling good problem solving skills and reconciliation are part of your child's education. Such modeling must come from parents and teachers.

## **REMOVAL OF STUDENTS RESULTING FROM PARENTAL ATTITUDE**

Under normal circumstances a student should not be deprived of a Catholic education on grounds relating to the attitude of the parents. Nevertheless, a situation may arise in which the uncooperative or destructive attitude of parents so diminishes the effectiveness of the school that the family may be asked to withdraw the student from the school. The principal should keep the pastor informed about the situation and request his approval for the dismissal, as well as that of the Superintendent of Catholic Schools.

(Archdiocesan Policy #3550)

## UNIFORM AND FREE DRESS POLICY

The purpose of the uniform is to prevent children from judging themselves and others by their dress and to help alleviate pressures on the family. How a student dresses, even when wearing a uniform, is a statement of character. Please view this uniform and free dress code as a positive character building aspect of Catholic education and comply as stated by school policy.

### SCHOOL UNIFORM PURCHASING INFORMATION

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*Please purchase items from the approved lists from the following vendors:*

- **Dennis Uniform:** 105 SE Hawthorne Blvd, Portland, OR 97214  
www.dennisuniform.com/onlstore/searchschoolcode.asp  
School Code: 58630
- **Lands End:** Sears Washington Square, 9800 SW Washington Square Rd, Tigard, OR 97223  
www.landsend.com/schooluniforms  
School Code: 900103722

*Any configuration of the following components is acceptable:*

### BOYS AND GIRLS: GRADES K-5

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<b>Pants:</b>	Dennis Uniform or Lands End Uniform (plain or pleated front); navy only
<b>Walking Shorts:</b>	Dennis Uniform or Lands End Uniform (plain or pleated front); navy only
<b>Shirts:</b>	Dennis Uniform, Lands End, Clare Wear, or any polo-style; long or short sleeves; red, white, or navy (no logos other than Clare Wear; no trim) Any brand solid colored turtle neck; red, white, or navy
<b>Sweatshirts:</b>	Clare Wear hoodie sweatshirt; red or navy St. Clare School logo sweatshirt; red or navy Zippered St. Clare School logo vest; red or navy
<b>Sweater:</b>	Dennis Uniform; red or navy cardigan Lands End Uniform; fine gauge cardigan sweater in red, navy or white

### GIRLS: GRADES K-5

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<b>Dress:</b>	Dennis Uniform sailor style
<b>Jumper:</b>	Dennis Uniform Stewart Plaid (Woodland); basic jumper or shift
<b>Blouse:</b>	Dennis Uniform; short sleeve, Peter Pan collar, white only
<b>Skirt:</b>	Dennis Uniform Stewart Plaid (Woodland) or Dennis Uniform solid navy
<b>Skort:</b>	Dennis Uniform Stewart Plaid (Woodland) or Dennis Uniform solid navy
<b>Athletic Shorts:</b>	All girls must wear athletic/spandex shorts under skirts & jumpers unless they are wearing tights.

### BOYS AND GIRLS: GRADES 6-8

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<b>Shirts:</b>	Dennis Uniform, Lands End, Clare Wear, or any polo-style; long or short sleeves; red, white, or navy (no logos other than Clare Wear; no trim) Any brand solid colored turtle neck; red, white, or navy
<b>Sweatshirts:</b>	Clare Wear hoodie sweatshirt; red or navy St. Clare School logo sweatshirt; red or navy Zippered St. Clare School logo vest; red or navy
<b>Sweater:</b>	Dennis Uniform; red or navy cardigan Lands End Uniform; button front fine gauge cardigan in red, navy or white

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**BOYS: GRADES 6-8**

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**Pants:** Dennis Uniform or Lands End Uniform (plain or pleated front); khaki only  
**Walking Shorts:** Dennis Uniform or Lands End Uniform (plain or pleated front); khaki only

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**GIRLS: GRADES 6-8**

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**Pants:** Dennis Uniform (twill flat front, flat front stretch, or pleated front) or Lands End Uniform (plain front chino, feminine fit, plain front stretch chino, or pleated front chino); khaki only  
**Walking Shorts:** Dennis Uniform or Lands End Uniform (plain or pleated front); khaki only  
**Blouse:** Dennis Uniform (over-blouse, ¾ length sleeve, white only) or Lands End Uniform (¾ length sleeve oxford shirt, white only)  
**Skirt:** Dennis Uniform Stewart Plaid (Woodland) or Dennis Uniform solid khaki or navy  
**Skort:** Dennis Uniform Stewart Plaid (Woodland) or Dennis Uniform solid khaki or navy

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**P.E. UNIFORM: GRADES 5-8**

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P.E. t-shirts, shorts, and sweatpants are purchased through the P.E department and must be worn throughout the school year by all students in Gr. 5 through Gr. 8 during P.E. classes.

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**CLARE WEAR: ALL GRADES**

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- **Clare Wear** uniform options, including sweatshirts, are available for special order at designated times during the school year.

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**UNIFORM EXCHANGE: ALL GRADES**

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The Uniform Exchange is available year round in the storage room downstairs. It operates on a one-on-one exchange basis. New families can join the exchange by making a contribution to the library fund.

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**KEEPING IT NEAT: ALL GRADES**

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- All visible undershirts or t-shirts must be white and may not hang below the outer shirts
- School shirts must not hang below uniform sweatshirts or sweaters
- No long sleeve shirts may be worn underneath short sleeves (shirts or dresses)

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**SHOES—ALL GRADES, INCLUDING FREE DRESS DAYS**

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Shoes must be comfortable, sturdy, and safe. No boots or shoes which extend above the ankles will be allowed. Students should wear shoes that lace, buckle or have a secure Velcro closure. Snug-fitting loafers are also allowed. Shoes should also have rubber or other non-slip soles. No ballet flats, sandals, Crocs, open-toed, open-heeled, or raised-heel shoes will be permitted.

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**SOCKS AND TIGHTS—ALL GRADES**

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Boys and girls **MUST** wear socks that are easily visible above the top of their shoes. Socks must be solid red, white, navy, or black and must be a matching pair. Discreet logo is allowed. Girls may also wear solid red, white, or navy tights. Leggings are not allowed with uniforms.

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**ALL GRADES, INCLUDING FREE DRESS DAYS**

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- No make-up (exceptions are clear Chapstick and prescriptive acne-blemish cover)
- Non-dangling post earrings only (girls only)
- No unnatural hair color
- No scarves or bandannas in class
- No hats in classrooms or lunchroom

*All Grades, Including Free Dress Days continued...*

- Hair bows and headbands must be red, white, or navy (Stewart Plaid headband is allowed)
- Hair combs and barrettes may be brown, black, metal, tortoise shell, or similar
- Outerwear such as jackets, non-uniform sweatshirts and sweaters, hats, scarves, etc. may only be worn on the playground, not in the classroom, lunchroom, or church
- Boys' boxer shorts should not be visible above the waist band of their pants
- Girls' shorts and skirts should not be shorter than 3" above the knee.

### **FREE DRESS DAYS: ALL GRADES**

The last Friday of each month, unless otherwise noted, is a "bring food/wear free dress" day. The principal may call additional free dress days. On free dress days, students' dress may be casual but appropriate for school wear. All clothing must be clean, presentable, and without inappropriate slogans or pictures, such as anti-Christian in nature or promoting drug/alcohol, sexual connotations, etc.

**Pants and Shorts:** All clothes should be clean, without tears, holes, or ragged hems. Slim-fitting jeans are allowed. All girls may wear leggings; however when wearing leggings, girls in grades 5-8 must wear a shirt/tunic that hangs below their "backside." Boys must wear pants at the waist rather than below it; pants that sag are not allowed. Sweatpants/warm-ups/athletic shorts are allowed as long as they meet the above criteria.

#### **Shirts:**

No tank tops, spaghetti straps, or low cut shirts may be worn by girls in any grade. All shirts must have sleeves. Shirt lengths for boys and girls should extend below the pants waistband so that no midriff skin is visible when students sit, stand, bend, or raise arms. Shirts must have a relaxed fit (not form-fitting). See "pants" section above for requirements regarding shirts with leggings.

### **OUT OF APPROPRIATE UNIFORM OR FREE DRESS**

Parents will be notified via a Behavior Communication Form if students are out of uniform or wearing inappropriate free dress on designated days. Students may be sent to the Uniform Exchange to change out of inappropriate clothing.

# FINANCIAL RESPONSIBILITY

## FINANCIAL PROCEDURES

Tuition, BASC, hot lunch and some incidental fees will be invoiced/paid through FACTS Tuition Management. At times, you may be asked to write a check (fundraising, for instance, and collections for the needy). All appeals for money or donations of any kind must be cleared through the principal.

## STUDENT INSURANCE

Student Accident Insurance will be provided for all students.

## TUITION PAYMENTS AND DELINQUENT TUITION POLICIES

Please refer to FACTS Tuition Management.

## FACTS AND TUITION AID

It is our wish that parish families who would like to provide a St. Clare K-8 education to their children have the opportunity to do so. Tuition assistance may be available to registered families who cannot pay the full tuition cost. There are two sources for tuition aid: the Archdiocesan Education Fund and the St. Clare School Tuition Assistance program. This last source is generally funded through donations to the Annual St. Clare Endowment and the Support-A-Student Program sponsored by St. Clare Parish and School. Please make an inquiry at the office (which will be kept confidential) if we can provide further information about financial aid.

At the time of registration, parents may begin the tuition assistance application process by submitting the necessary information to [FACTS](#) through their website. FACTS Grants and Aid Assessment is a third party who determines financial need based on confidential financial information provided by parents to this organization. Notification of tuition aid is usually provided by late May. Given available funds by the Archdiocese and St. Clare, as well as the number in need requesting aid, the finance committee will make the final determination of tuition grants. All information is kept in the strictest confidence. Anyone requesting tuition assistance must complete and submit the FACTS application by the stipulated deadline.

## HEALTH AND SAFETY

### **MEDICATION**

School policy and Oregon State Law requires parents to bring medication to the school office in the original container. Pharmacies will provide you with a duplicate container. The label will state the student's name, the dosage, time, prescription number and the physician's name. Parents must pick up unused medication; it cannot be sent home with your child. Medication Record and Authorization Forms are to be completed by parents in the school office. Emergency medications, such as a bee sting kit, must be accompanied by your doctor's written directions for use. All asthma medications must be registered through the office. No medication of any kind is allowed on a student's person during the course of the school day. However, special arrangements may be made, if necessary. You must re-register all medications at the beginning of the year. Authorization forms cannot be carried from one year to the next. If your child is seen with medication, they will be sent to the office and a phone call will be made to the parent to come and either retrieve the medication or appear in the office to register it with the office.

### **EMERGENCY INFORMATION**

In emergencies, information may be released to appropriate persons if deemed necessary in the judgment of the principal or administrative assistant to protect the health or safety of the student or other persons. All emergency information needs to be currently updated and filed with the office in order to best serve the needs of your student in an emergency situation. If any information has changed regarding physician, dentist, allergies, medications taken since you filled out your registration form, please alert the office.

### **SKATES, SKATEBOARDS AND SCOOTERS**

Students are encouraged not to bring skates, skateboards, or scooters to school. These may not be used on school property. This includes shoes with skates built into the sole. This is strictly a safety policy.

### **CELL PHONES AND ELECTRONIC EQUIPMENT**

Students in grades K-5 should not have cell phones at school. If, however, a parent needs an exception to this policy, please contact the school office for a Cell Phone Exception Request form. Students in grades 6-8 may bring a cell phone to school with parent permission.

Cell phones and all other electronic devices (iPads, music devices with headphones, etc.) must be turned off at the threshold of the school doors when students enter the building. Students must turn in cell phones to their homeroom teacher when they enter the classroom - no later than 8:15 a.m.

Cell phones may be picked up from the homeroom teacher after the dismissal bell. Students will be allowed to turn on cell phones and other devices as soon as they cross the threshold of the school doors when they exit the building.

Students who do not follow this policy may have their cell phone (or other device) held until a parent comes to school to retrieve it.

### **FIRE AND EARTHQUAKE DRILLS**

Each year the entire student body practices fire and earthquake drills. We encourage you to do the same in your home in order to heighten students' awareness of what to do in this rare event.

## **SCHOOL LOCKDOWNS**

As per police recommendations, the following procedures will be implemented for school lockdown:

- Doors will be locked
- Blinds will be closed
- No one will be permitted to enter or leave the building
- If possible, an emergency email will be sent out explaining the circumstance
- Lockdown will continue until the school receives an “all clear” signal from emergency personnel. Please do not call the school so the phone will be available to emergency personnel.

## **EMERGENCY**

Should there be an emergency at school, we will institute an emergency e-mail, if we are able. It will be marked as an emergency with specific instructions to follow, such as:

*Please be advised that St. Clare School is in a lockdown mode at the request of the police. There is a hostage situation two blocks from the school. We will notify you when the lockdown is lifted. Please stay tuned to your TV or radio, and frequently check your email for notices from the principal. Do not try to enter the building to pick up your children. We will notify you by whatever means available to us when it is safe to do so.*

***PLEASE DO NOT CALL THE SCHOOL SO THE PHONE WILL BE AVAILABLE TO EMERGENCY PERSONNEL.***

## **PETS ON SCHOOL PREMISES**

Personal pets will not be allowed on the premises of St. Clare School, except for service animals, service animal trainees, and animals specifically approved for St. Clare School programs or functions. To this end the following are reminders to school families:

- Pets are not permitted in spaces that are specifically designated for St. Clare School, unless the owner has received prior approval from the principal.
- Animals are permitted on the outdoor school grounds, except for the field and play areas, so long as the animal is on a leash and under the full control of the adult owner. The owner must immediately pick up and appropriately dispose of all animal waste.
- Pets are welcome to visit the school once a year for our annual St. Francis Prayer Service, which is held on or near October 4. We look forward to seeing your pets at this special event.

# DROP-OFF AND DISMISSAL PROCEDURES

## DROP-OFF

### Spring Garden Street

DO NOT drop off children at the Spring Garden doors. This entrance is only for people who choose to park in the parking lot and enter the building with their children, using their key card for access through the main doors. As in the past, no one will be on duty at this entrance.

### Freeman Street

Freeman Street is a NO PARKING ZONE to allow for a steady flow of traffic. A staff member will be on duty from 7:55-8:15. Students may not use the buzzer to gain access into the building through the Freeman Street doors after 8:15. If families arrive after 8:15, they must park in the parking lot on Spring Garden and come to the school office with their children to sign them in.

Please remember that Freeman Street is an **IDLE-FREE ZONE**.

### **Other important information regarding Freeman Street:**

- The Freeman Street gates will be unlocked from 7:45-8:15. The first parent in the drop-off line must use his/her key card to open the gates. The gates will close and lock at 8:15.
- The Freeman Street sidewalk gates will be unlocked from 7:45-8:15 for those who walk to school. The first parent through the gates must use his/her key card to activate the “unlock” feature. Just push the gates to open them – do not turn the handle. The gates will lock at 8:15.
- Freeman Street is a one-way street. Traffic must flow to the west. Please follow the arrows.
- Cars should pull over to the right side of Freeman Street to drop off children. Children should exit on the “sidewalk” side rather than the “traffic” side of the car.
- Cars may pull over all the way down Freeman Street, not just in front of the first door.
- PLEASE adhere to a 5 mph speed limit.
- If you are inside the gates and heading toward the exit when the gates begin to close, stay behind the yellow area. A sensor will cause the gates to re-open, allowing you to exit.
- BASC families should park near the BASC entrance, ring the doorbell to enter the building, and exit Freeman Street via 17<sup>th</sup> Avenue.

## DISMISSAL

- Students whose last names begin with A-M must be picked up on Freeman Street. A staff member will be on duty.
  - The street gates will be unlocked from 2:50-3:20 (1:50-2:20 on Tuesdays). The first parent in line must use his/her key card to open the gates.
  - The sidewalk gates will open 15 minutes prior to dismissal for parents who plan to walk to school to meet their children, and they will lock 15 minutes after dismissal.
  - Please pull over all the way down Freeman Street, not just in front of the first door.
- Students whose last names begin with N-Z and all kindergarteners must be picked up in the Spring Garden Street parking lot. A staff member will be on duty.
  - Kindergarten students (accompanied by their teacher or a staff member) will be waiting at the cafeteria door.
- Please follow the traffic patterns indicated in the handbook.

## Walkers and Bike Riders

Students will be allowed to leave the school property independently (on foot or by bike) ONLY if they have signed permission on file in the office.

- Students who walk/bike from school on a regular basis must have a signed permission form on file in the office. “On duty” staff members will consult the office if questions arise. Students with this permission must sign out in the office prior to leaving.
- Students who walk/bike from school only occasionally must bring a signed form from their parent on those days. The form must be given to the office, and the student must sign out in the office prior to leaving.
- All students who have permission to walk/bike must check out with the “on duty” staff member, and then proceed by sidewalk only to their destination. Under no circumstances, are they to be walking across the parking lot.

## Important reminders

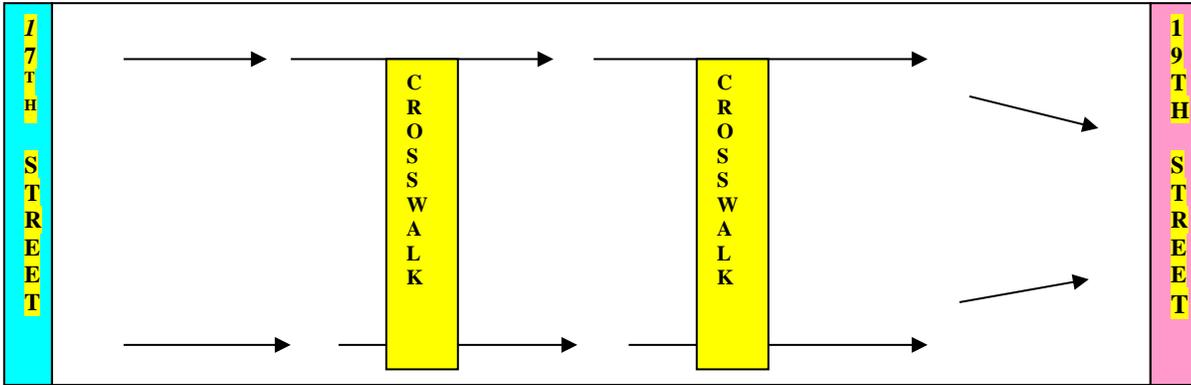
- Please adhere to a 5mph speed limit.
- Watch out for students crossing Freeman Street at the crosswalks.
- Do not call for your child to go to your waiting vehicle across the parking lot. Please drive to the pick-up area.
- If you have business in the school, your children must stay with you at all times.
- Freeman Street is a NO PARKING zone.
- Freeman Street is an IDLE-FREE zone.
- At both arrival and dismissal, please drive all the way down Freeman Street before you stop rather than stopping at the first door.
- Please instruct your relatives without key cards to ask the person behind them for help with opening the gate if they find themselves at the front of the Freeman Street line.
- Please do not give your key card to your child. School staff will take keycards from your child, if necessary.

..... **FREEMAN STREET DISMISSAL** .....

**Last Names: A–M**

*All Kindergarteners: See Spring Garden Street Pick-up Instructions*

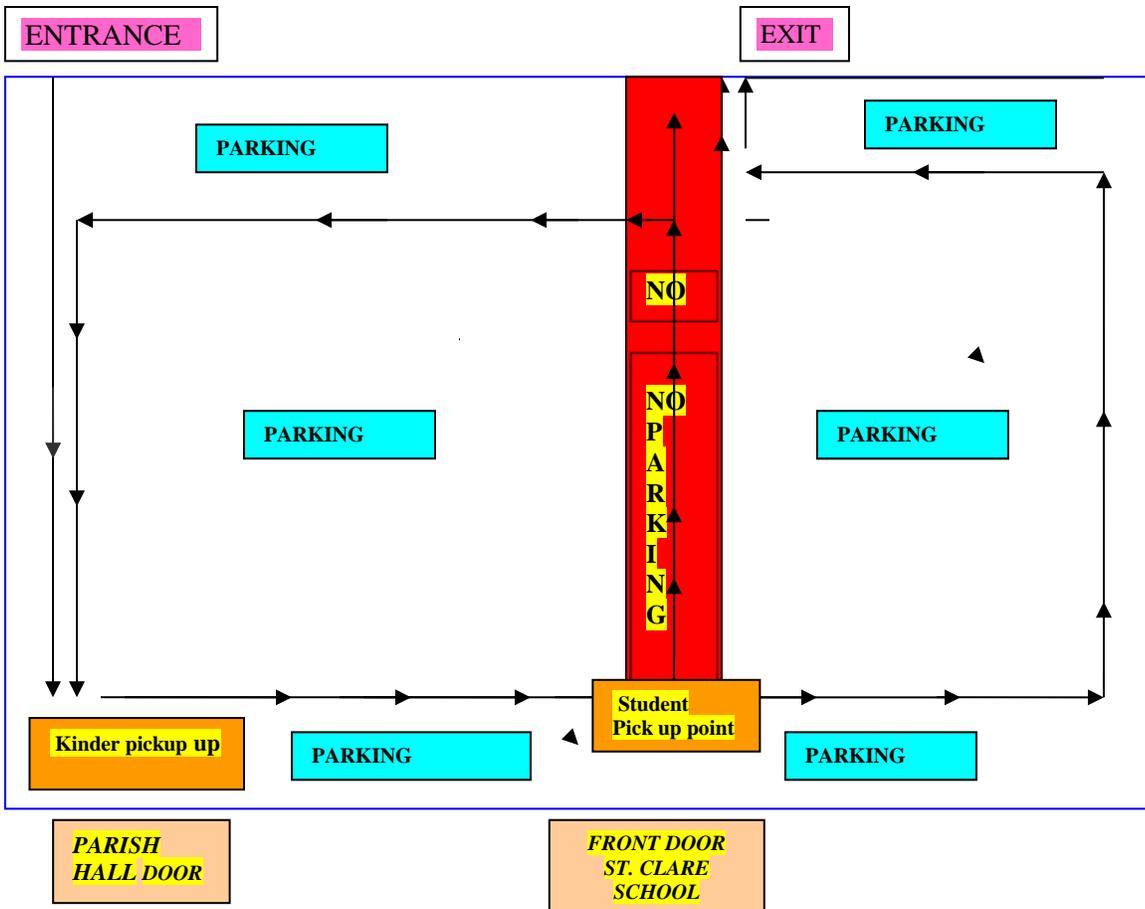
(Playground side)



(School side)

..... **SPRING GARDEN DISMISSAL** .....

**Last Names: N–Z, and  
All Kindergarteners**



## SCHOOL ACTIVITIES

### SCHOOL CLOSURE

Archdiocesan policy requires that we follow the decision of Portland Public Schools concerning snow days. Listen to the early morning radio reports on KEX (1190 AM) and KINK (102 FM), or these TV stations: KATU (Ch. 2), KOIN, (Ch. 6), or KGW (Ch.8). We are in the “Wilson Cluster” in case the schools are closed by areas. If a violent storm comes up during the school day and we need to dismiss early, we will use a phone tree and/or get word out over the radio/TV, and our e-mail and voice mail message system. We can release your child to one of the people designated on the emergency release form. We will try our best to use this method when the status of opening or closing school is in question. However, there are times when power or phone outages shut down our voice mail system, making it impossible to communicate with families in this way. Please continue to check the St. Clare website for updated information on school closures or late openings. We will be able to keep the website updated with current information during school closure days unless there is a power outage.

There is no BASC if school is closed due to inclement weather. If there is a late start, there will be no morning BASC, but after school care will be available as usual.

### PARTIES OUTSIDE OF SCHOOL

If there is a party outside of school hours and the whole class is not invited, we ask that invitations not be distributed at school and that the party not be talked about at school so as not to offend those not invited. The school is not responsible for non-school sponsored parties or events.

### PARTIES IN SCHOOL

Class parties are arranged with individual teachers by the room parents. Treats must be purchased and not home-baked to comply with state health laws.

Parents should check with their child’s teacher regarding birthday treats. All treats must be store bought. Children celebrating their birthday may have free dress. This should also be cleared with the teacher.

### END OF YEAR PARTY

Any special arrangements made for graduation or end-of-the-year events must include all students. School sponsored graduation celebrations are planned by the school and will be chaperoned by school-related personnel and parents. The school does not endorse or allow fundraising for non-school sponsored celebrations.

### DANCES

Students who wish to attend parish, CYO, or other school dances may do so, but not with St. Clare School endorsement. Class lists will not be provided. School sponsored Middle School activities are planned with staff consultation.

### HOT LUNCH PROGRAM – Tuesdays and Thursdays

You will receive a lunch ordering reminder via email. The ordering covers a two-month period and lunches need to be pre-ordered for those two months. Ordering must be completed via ParentsWeb (RenWeb) for each child. Lunch ordering will have a deadline date. **The deadline date is firm** and no exception can be made. If ordering is not complete by the deadline, your child will need to wait until the next two-month lunch menu.

Lunch Credits: If your student is absent on a lunch day that s/he has ordered, a refund will not be given.

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## **SNACKS AND LUNCH**

We break for a morning snack in K-5th grades, and at a mid-morning break for 6-8 graders. Please send additional food for snack time, as this should not be an early start on your child's lunch. Please pack healthy snacks, such as muffins, carrots and celery, crackers and cheese, etc. We appreciate it when you pack lunches that do not include a lot of packaging. Recycling is always a concern; keep packaging to a minimum. Soda pop at snack or lunch is not allowed, rather students are encouraged to drink either milk or fruit juice. Please remember to include a spoon, knife or fork in your child's lunch if one is needed. Microwave ovens are not available for student use in accordance with school health laws.

## **LEADERSHIP AND SERVICE PROJECTS**

Leadership is encouraged through participation in Student Council, Peer Mediation, and other activities. These opportunities advance the spirit of the school through various activities and service outreach projects. Service to others is a hallmark of Catholic education and our religious education program. Each class chooses a charity or cause to serve throughout the year. Our goal is to teach our children how to live the Beatitudes and understand the Gospel in today's world.

## **CONFLICT RESOLUTION**

We encourage parties to express their concerns to the immediate person with whom their conflict exists, be it parent, teacher, or principal. Clear and respectful communication must include careful listening by all parties. In the event mediation is required, please consult with the principal. If no resolution results, the pastor should then be contacted.

# ASBESTOS NOTIFICATION



August, 2018

Dear Parents, Teachers, Staff and Building Occupants

Uncontrolled asbestos contamination in buildings can be a significant environmental and public health problem. Both the public and private sectors have been dealing with the asbestos issue for many years. In 1986, Congress enacted the Asbestos Hazard Emergency Response Act (AHERA) primarily to require school districts to identify asbestos-containing materials (ACM) in their school buildings and take appropriate actions to control the release of asbestos fibers. In 1987, the U.S. Environmental Protection Agency (EPA) finalized a regulatory program, which enforces the AHERA.

In compliance with the AHERA regulations, we had our school facilities inspected by an EPA accredited building inspector. During the inspection, samples were taken of building materials suspected of containing asbestos. The results of the inspection and laboratory analysis of the samples have confirmed the presence of ACM in portions of the school facilities. It is important to note that these materials are in a form and condition that does not pose a health threat to students, faculty or employees.

With confirmation of the presence of ACM, an Asbestos Management Plan was developed for our schools by an EPA accredited management planner. The Management Plan includes the inspection and physical assessment reports, the training program for our custodial and maintenance personnel, the plans and procedures to be followed to minimize disturbance of the asbestos-containing materials, and a program for regular surveillance of the ACM. Every three years, a re-inspection by an accredited inspector must be conducted on all friable and non-friable known or assumed asbestos containing building materials (ACBM) to determine whether the condition of the ACBM has changed and to make recommendations on managing or removing the ACBM.

During the 2018/19 school year, we will conduct **two periodic inspections**, one in the fall of 2018 and one in the spring of 2019 to check the condition of the asbestos and to determine if any action is needed. The next three year re-inspection will be in the fall of 2019.

For further details on the locations of the ACBM or on the asbestos activities, you are welcome to review a copy of the Asbestos Management Plan in our school administrative office during regular office hours. Mr. David Hodgkin, Risk Management/Environmental Coordinator of the Archdiocese of Portland, is our asbestos program coordinator and all inquiries regarding the plan should be directed to him at (503) 233-8313.

Sincerely,

Debbi Monahan  
*Principal*



## **Standards of Conduct for Ministry with Children and Youth**

It is a privilege for church personnel and volunteers to assist parents in the Christian education and formation of their children.

For purposes of this policy, “church personnel” includes clergy, religious, and lay persons who work in staff positions in parishes, schools, cemeteries, or other archdiocesan or parochial agencies.

Together, we express the care and concern of the entire faith community for our young people. We recognize that in serving our children a strong bond may develop between an adult and a child. Because of this personal relationship, it is particularly important that proper boundaries be maintained and that the dignity of each child and young person be recognized and respected.

With this in mind, the following standards of conduct apply to church personnel and volunteers who work with children and youth:

- All church personnel and volunteers support the rights and roles of parents while ministering to the needs and concerns of their dependent children.
- All church personnel and volunteers engaged in ministry with children and youth are subject to background checks and regular safe environment training in abuse awareness, prevention, and reporting procedures.
- All ministry with children and youth must be sanctioned by the proper authorities and comply with archdiocesan and parish policies relating to safety, transportation, parental permission, and medical emergencies.
- Church personnel and volunteers must maintain appropriate physical and emotional boundaries with the children and young adults with whom they work. Physical contact (hugging, etc.) with children and youth can be easily misconstrued and should occur only when it is completely non-sexual and when other adults are present. Corporal punishment or demeaning language will never be used when working with children and youth.
- Overnight accommodations in a private sleeping room should never be shared between an adult and a minor on or off church property unless the adult is either a parent or a legal guardian.
- Any use of tobacco, alcohol, marijuana (in any form) or illicit drugs (or being under the influence of alcohol, marijuana, or drugs) is absolutely forbidden while ministering with children and youth.
- Church personnel and volunteers must avoid developing inappropriate relationships with minors or other church personnel.
- Observation of serious misconduct, including sexual misconduct, regardless of the circumstances, should be taken seriously and should be reported to the pastor or other supervisor, and, when appropriate, civil authorities.
- When working with children and youth, church personnel and volunteers should never use their positions of authority to foster a relationship of psychological or emotional dependency.
- Personal and professional contact with children and youth should take place in a visible area or in situations that are public. Under no circumstances should minors be allowed in the living quarters of the clergy.

# SIGNATURE PAGE

## Parent Agreement

I/We \_\_\_\_\_  
(Parent(s) or Guardian(s))

have read and discussed the rules, policies and procedures contained in the *2018-2019 St. Clare School Student/Parent Handbook*. We agree to follow and uphold the rules, policies and procedures set forth in the Handbook.

Parent/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_

Parent/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_

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## Student Agreement

I/We (Student Name(s)) \_\_\_\_\_

have read and discussed the rules, policies and procedures contained in the *2018-2019 St. Clare School Student/Parent Handbook*. I/We agree to follow and uphold the rules, policies and procedures set forth in the Handbook while enrolled at St. Clare School.

Signature: \_\_\_\_\_ Grade: \_\_\_\_\_ Date: \_\_\_\_\_  
(first student in the family attending the school)

Signature: \_\_\_\_\_ Grade: \_\_\_\_\_ Date: \_\_\_\_\_

(2<sup>nd</sup> student in family attending the school-if applicable)

Signature: \_\_\_\_\_ Grade: \_\_\_\_\_ Date: \_\_\_\_\_

(3<sup>rd</sup> student in family attending the school-if applicable)

Signature: \_\_\_\_\_ Grade: \_\_\_\_\_ Date: \_\_\_\_\_  
(4<sup>th</sup> student in family attending the school-if applicable)