

Mission Statement



ST. PAUL PARISH SCHOOL

St. Paul Parish School provides a Catholic education fostering the spiritual, intellectual, physical, and social development of each student in a safe and nurturing environment.



St. Paul Parish School

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WELCOME TO ST. PAUL PARISH SCHOOL

School Philosophy

St. Paul Parish School is a community deeply rooted in the teachings of Jesus Christ expressed in the doctrine and tradition of the Roman Catholic Church. We emphasize respect, personal responsibility, and community service. We believe that spiritual, intellectual, physical, and social growth is fostered when home and school are partners.

Catholic education profoundly shapes the lives of students because faith enriches learning. Students are taught to live a life of faith, to give service to others, and to give praise to God. St. Paul Parish School has a well-rounded curriculum that promotes life-long learning and encourages our students to live the Gospel through their interactions with others.

History

St. Paul Parish and School began as a mission of St. Mary's Church in Eugene. Under the leadership of Monsignor Edmund Murnane, 26 acres was purchased in the North Eugene area in the early 1950's. In July of 1956, the congregation gathered in its first home which consisted of two new classrooms and an area for church services. Classes began at St. Paul Parish School that fall for grades 1 to 4. The following year, two more classrooms were added, the parish boundaries were set, and Father Charles Scott became the first pastor. Beginning in 1957, one grade per year was added to the school so that by September, 1960, St. Paul extended from grades 1 through 8. In 1987, Kindergarten was added. Most recently, preschool and pre-kindergarten programs were added in 2005 to complete the educational program.

Schoolwide Learning Expectations

Pre-School – Grade 3

Saint Paul students are...

Spiritually engaged people who:

- Show respect for God the Father, the Son, and the Holy Spirit
- Are Christ-like
- Learn about our Catholic faith
- Pray and go to church

Intellectually engaged people who:

- Are self-managers
- Do their best
- Are thinkers and problem solvers
- Are good communicators
- Read books and use computers

Physically aware people who:

- Make safe and healthy choices
- Use safe touch
- Are active

Socially responsible people who:

- Respect others
- Solve problems with words
- Help others
- Take care of God's Creation

Grades 4 - 8

Saint Paul students are...

Spiritually engaged people who:

- Demonstrate reverence and respect for God the Father, the Son, and the Holy Spirit
- Proclaim the teaching of Jesus through words and actions
- Demonstrate an understanding of Catholic teachings and values
- Participate in liturgies and in prayer

Intellectually engaged people who:

- Demonstrate independent learning skills
- Exhibit academic competency
- Exhibit critical thinking and problem-solving skills
- Communicate effectively through writing, speaking, and listening
- Utilize technology and resources effectively

Physically aware people who:

- Show respect for their bodies by making safe and healthy choices
- Demonstrate an understanding of safe touch
- Participate in a variety of physical activities

Socially responsible people who:

- Respect others
- Resolve conflicts in a peaceful manner
- Serve the local and global communities
- Respond to the needs of others with compassion
- Protect God's creation as good stewards

I. ADMINISTRATION

Archbishop

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

Department of Catholic Schools

The Archbishop, in his role as Shepherd and Teacher, delegates the everyday administration of the Catholic Schools in the Archdiocese to the Department of Catholic Schools. The Superintendent of Catholic Schools heads the department. The Department of Catholic Schools provides information, guidelines, assistance, and services to the schools that are ordinarily site-based managed and under the leadership of the principal. Although governance of the schools is at the local level, pastors and principals are expected to follow policies and guidelines approved for schools by the Archbishop. Schools are also expected to follow Archdiocesan and state curricula guidelines.

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

Pastor and Principal

The pastor of St. Paul Parish, by direction of the Archbishop of Portland and canon law, is responsible for all parish endeavors, including St. Paul Parish School. Since the parish school is an extension of the teaching mission of the Catholic Church, the pastor is responsible for the hiring of the school principal. The principal oversees the day-to-day operations of the school and maintains a close working relationship with the pastor.

St. Paul Parish School Advisory Council (S.A.C.)

The SAC is established by the pastor, in accordance with Archdiocesan policy, to assist him and the principal in the governance of the parish school. The Council is consultative in that the members cannot act apart from the administrative team and cannot make decisions binding for the parish school without approval of the administrative team. The SAC serves in an advisory role.

The areas in which the SAC will be consulted are: planning (establishing a mission statement, goals, future plans), policy development (formulating policies which give general direction for administrative actions), financing (including policies and budgeting for financial management), development (including public relations and marketing), and selection/appointment of the principal (through the Archdiocesan search committee process).

The SAC consists of seven committees:

- Executive Committee
- Student Enrichment Committee
- Budget and Finance Committee
- Facilities Committee
- Public Relations Committee
- Parent-Teacher Committee
- Strategic Planning Committee

Staff

St. Paul Parish School is staffed by very dedicated and experienced lay personnel. All teachers are certified by the state of Oregon and several hold advanced degrees.

Administration

Pastor – **Fr. David Brown**

Principal – **Kelli Braud**

Assistant Principal – **Kelly Hughes**

Administrative Assistant – **Anne Krush**

Teachers

Laurie Zerzan – Preschool and Pre-Kindergarten

Kristen Stacy – Kindergarten

Paula Kelly – First Grade

Debbie Thomson – Second Grade

Kelly Hughes – Third Grade; Director of Curriculum and Instruction

Linda Silva – Third Grade; Student Support Services

Sandy Conklin – Fourth Grade

Monnie Flint – Fifth Grade

Tracey Smith – Sixth Grade; M.S. Science

Scott Ahrens – Seventh Grade; M.S. Social Studies & Health

Barbara McCormick – Eighth Grade; M.S. Math

Caitlin Breitenstein – Reading Specialist; Computer 1–4

Meara Gilhooly – M.S. Language Arts; Computer 5–8

Josh Harbert – Physical Education, Athletic Director

Dianne Parshall – Reading Specialist

Mrs. Barb Stevens-Newcomb – Spanish K–8

Marie Bricher – Religion Specialist

Jim Reinking – Music

Support Staff

Lynda Weilbrenner – Business Manager

Krista Johnson – Fundraising and
Volunteer Coordinator

Joe Kiley – Maintenance Supervisor

Marcia Caruso – Instructional Assistant

Nelson Maynard – Evening Custodian

Patty Menezes – Instructional Assistant

Debbie McIlveen – Kindergarten Instructional
Assistant

Cissy Kast – Instructional Assistant

Ashleigh Pike – Preschool Instructional Assistant

School Personnel – Concerns

Constructive criticism of the school is welcome when it is motivated by a sincere desire to improve the quality of the education program and to assist the school to perform its task more effectively. Concerns with individual school staff members should first be directed to that staff member. **Only as a second step should the principal be addressed.** Should parents disagree with the school principal and the problem is of a nature needing further recourse, following consultation with the school principal, the pastor, and/or Superintendent of Catholic Schools may be approached. In all cases, the party concerned should be the first one approached.

II. ADMISSIONS

A. Admittance Policy

Admittance to St. Paul Parish School is on an annual basis. After the establishment of specific yearly registration guidelines, students will be admitted in the following order:

A) Presently enrolled students (having satisfied prior year financial commitments by June 15)

Then: B) Additional siblings of presently enrolled students in the following order:

1) Siblings of registered St. Paul Parish families

2) Siblings of registered Catholic families from parishes fully supportive of the Archdiocesan Subsidy Plan or those willing to pay the full non-subsidy fee

3) Siblings of families from other traditions

Then: C) New students of families registered in St. Paul Parish

Then: D) New students of families registered in other Catholic parishes fully supportive of the Archdiocesan Subsidy Plan or those willing to pay the full non-subsidy fee

Then: E) Other interested students and families

The principal will interview all prospective students and families. The purpose of the interview is to ensure that a student's placement into St. Paul is in the best interest of the student and the school.

Application Procedures

All prospective students, including siblings of current students, are required to submit an application for admission to St. Paul Parish School. Applications for the next school year will be accepted, and an initial pool of applicants will be created, with admittance decisions made shortly thereafter. Applications are accepted throughout the year.

See Addendum 3 for information about eligibility for St. Paul Parish tuition subsidy.

Anti-Discrimination Statement

St. Paul Parish School admits students of any race, color, national origin, and gender to all rights and privileges, programs, and activities generally accorded or made available to all schools. It does not discriminate on the basis of race, color, national origin, or gender in administration of its educational policies, grant programs, and athletic and other school-administered programs.

III. OPERATIONS

Telephone

The St. Paul Parish School telephone number is 541-344-1401. It is school policy not to disturb classes during school hours, except in cases of emergencies. Written permission must be obtained from the teacher in the classroom before a student will be allowed to use the telephone.

School Times

Classroom doors open at 8:05 A.M. for all grades. Supervision is provided in the gymnasium from 7:55 A.M. to 8:05 A.M. Students arriving before 7:55 A.M. will be directed to Before School Care.

Preschool: 8:10 A.M.–11:00 A.M.

Pre K–4: 12:00 Noon–3:00 P.M.

K–4: 8:10 A.M.–3:00 P.M.

Grades 5–8: 8:10 A.M.–3:10 P.M.

(Wednesday dismissal is at 2:30 P.M.)

Arrival To and Departure From School Grounds

Prompt attention to dismissal times is very important. Wednesday dismissal is 2:30 P.M. to accommodate weekly staff meetings. Students are expected to be picked up as promptly as possible. The only exception will be emergency arrangements made through the office prior to dismissal. Families may be charged \$25.00 per hour to cover the additional cost of professional supervision for any student remaining after 3:15 P.M., or 2:45 P.M. on Wednesdays.

Should parents wish the school to permit someone other than the parents to pick up their child(ren), that person's name must appear in the "emergency pick up" section of the registration form or a note, signed and dated by the parent(s), must be presented to the school office granting authorization for the child(ren) to be picked up by that person at a specific time on a specific date.

Lunch Ticket Prices

A contract with School District 4J makes lunches available each full day of school at the following costs:

Grades K–8: \$2.75 (Includes milk)

Extra Entrée: \$2.00 (May be ordered along with a full lunch)

Milk: \$.50 (1/2-pint, white or chocolate)

Students needing lunches are required to place their orders in class at the beginning of each school day. Menus are published monthly in the Voyager. Only three charges will be allowed per student.

Weather/Emergencies

St. Paul Parish School follows Eugene School District 4J directives when the decision is to close or start school late. This is announced at approximately 6:30 A.M. on the radio and television stations. Whenever possible, we will notify our families of school closures or late starts by utilizing the school-wide phone messaging system by 6:30 A.M. Realizing that some families come from outside the 4J boundaries and that adverse weather can cause outlying districts to close, parents are relied upon to use their judgment in those cases. Should schools close early, 4J officials have agreed to notify St. Paul Parish School, at which point notification of parents will begin.

Attendance

All students are expected to be in class as much as possible in order to maximize the educational programs offered. If it is necessary for a student to be absent from school, a parent must call the office (344-1401) by 9:00 A.M.

According to the state attendance codes, reasons for excused absences or tardies are: personal or family illness, death in the immediate family, or emergencies.

A student may not leave the school grounds at any time during the day without being checked out by a parent through the school office. A parent must come to the main office to sign out a student who is leaving prior to dismissal and also to sign a child back in to school if they return that same day. **If someone other than the parent is picking up the student, written notification by the parent is required before that student will be released.**

Extended Absences

Should it become necessary for a student to be absent for an extended period, parents are asked to notify the school at the earliest possible date. **Absences of this type are detrimental to the student's classwork, and should be kept to a minimum.** Family vacations should not impact school time and should be taken in the ample free time available throughout the year. Students on vacation lose valuable classroom instruction time and teachers will not be required to provide and correct make-up work.

Tardiness

Parents are responsible to see that students arrive at school on time. Tardy students create a disruption in the flow of a lesson for the teacher and other students. If a student is late, please send a note with the student explaining the reason for the student's tardiness. If students are tardy 5 or more times in one quarter, parents may be asked to meet with the principal to discuss the issue.

Students in grades 6, 7, and 8 will receive one detention for each unexcused tardy in excess of five accrued in a quarter.

Dismissal for Appointments

Parents are requested to have student medical and dental appointments arranged for non-school hours. If an appointment cannot possibly be scheduled for non-school hours, a note must be sent to the teacher at the beginning of school providing the time and reason the student will be leaving school.

Withdrawal Procedure

Parents/guardians may withdraw a student after consultation with the principal and the completion of the appropriate paperwork. Prior to withdrawal parents are required to complete all financial and other responsibilities owed to St. Paul Parish School.

When a student is withdrawn from school during the school year, and tuition has been paid in advance, tuition will be prorated to the first of the month after the date of withdrawal, or at the discretion of the principal. Any outstanding fees owed, such as lunch, morning childcare, books, etc., will be deducted prior to any refund check being issued.

Withdrawals prior to September 1 for the new school year will receive a full refund of all tuition paid. Withdrawals occurring on or following the first of any month (including September) will receive a tuition refund for future months of pre-paid tuition; however, refunds are not given for the current month, even if the student is leaving early in the month. Registration and/or Vanco fees are non-refundable under any circumstances.

Collection Costs

In the event the school family's account is referred to an agency for collection, the school family agrees to pay all costs and expenses of collection, including but not limited to any court costs, collection agency fees, and attorney fees incurred in connection with the collection of tuition. At the time the account is referred to a collection agency, the collection agency fee and all other known costs will be added to the tuition account balance.

Lost and Found

If possible, items which are found will be taken to classrooms for identification. Otherwise, the items will be taken to the **Lost and Found** bin in the breezeway outside the gym and held there until the end of the term. At that time, unclaimed items will be given to St. Vincent De Paul. **Please label coats, sweaters, hats, etc. to help avoid confusion.**

Health

All students entering an Oregon public, private, or parochial school are required to comply with the state health guidelines.

- A. New students entering are required to provide "Evidence of Immunization," or an exemption.
- B. A transferring student is allowed 30 days to provide his/her record to the new school.
- C. Immunization Record must consist of:
 - **Five** DPT or DT
 - **Four** Polio
 - **Two** Measles, Rubella, Mumps
 - **Three** Hepatitis B
 - **Two** Varicella (Chicken Pox)

Medication

The school recognizes that administering of medication by the school to students may be necessary when the failure to take such medication would jeopardize the health of the student, or the student would not be able to attend school if medication were not made available during school hours. Consequently, students may be permitted to have non-injectable prescription or non-prescription medication at school in the office on a temporary or regular basis under school supervision.

Any student requiring medication during school hours must have a parent fill out a medication form in the office. All medication must be in an original container; prescriptions must have a current pharmacy label attached and physician's instructions. Parents are the only individuals from whom the school may accept medication. **No medication brought in by a student will be accepted.**

Unused medication must be picked up by parent/guardian when treatment is complete or at the end of the school year. Medication left at school past the end of the school year will be destroyed.

St. Paul Parish School reserves the right to reject a request to administer prescription or non-prescription medication when, in the judgment of the school, the administration of such medication is not feasible.

Communicable Diseases

In the school environment, many communicable diseases or conditions are easily transmitted from one individual to another. Among the most common school restrictable diseases or conditions in students are head lice, chicken pox, mumps, and measles. Parents should notify the school immediately if their child has come into contact with or has any contagious disease or condition, such as but not limited to, chicken pox, pinkeye, and/or head lice.

Access to School Procedures and Materials

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

Review of Student Education Records

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

Student Information

St. Paul Parish School has designated the following as student information which the school may disclose without specific consent: the student's name, address, telephone listing, email, photograph, date and place of birth, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, awards received, and the most recent previous educational agency or institution attended. Parents who wish to "opt out" of any part of this information must notify the school office in writing.

Emergency Disclosure of Information

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

Use of School Facilities

St. Paul Parish School shares its facilities with various parish organizations. School-sponsored activities and school-sponsored sport teams will take precedence over any other request. Scheduling of the gym and fields is made through the Athletic Director.

When school facilities are used for practice, games, group activities etc., students/children not associated with the activity must be left at home or closely supervised by an adult in the area of the activity. Sending children to the playgrounds or to other parts of the facility creates an unacceptable liability situation and may result in an individual or group being denied use of the facility.

Before and After School Care

Morning care is available in Room 7 from 7:30 A.M. until 7:55 A.M. before school each day. The daily charge for use of any portion of Before School Care is \$3.00 per child.

After school care is available by Eugene Creative Care and is held in the Library. They provide care from dismissal until 6:00 P.M., with a snack included. Registration packets are available in the school office or by contacting David Frank of ECC at 683-7291.

Lunch Bunch Program

Lunch Bunch is offered for our preschool and pre-kindergarten students whose parents need some mid-day childcare support. From 11:00 A.M.–12:00 P.M., Monday through Friday, supervision is provided while students eat lunch (brought from home) in the cafeteria, and then participate in activities in the library. This program requires registration for a minimum of three days per week and is not a drop-in program. The cost is \$5.00 per day.

Visitors/Volunteers

Visitors and volunteers must use the front office entrance, exclusively, during school hours. This procedure is to ensure the safety and smooth operation of St. Paul Parish School.

Visitors and volunteers must sign-in and obtain a badge at the front desk before entry to any other part of the facility. Loitering on or about the school property is forbidden by state law.

Volunteer Background Checks

St. Paul Parish School requires all parents and volunteers, in any school program or activity, to undergo background checks and complete the Called to Protect trainings. Ordinarily any person with an adult criminal conviction is not eligible to serve. The school further reserves the right to decline to accept the services of a volunteer, or to request a volunteer to withdraw from service in school activities whenever, in the judgment of the school, it is in the best interest of the school to do so.

Volunteer Code

Volunteers serve to enhance the school's ability to provide for the students' development and to benefit the school. Volunteers serving in the school will support and model the moral teachings of the Catholic Church and function faithfully within the mission and structures of the school, parish, and Archdiocese with proper respect for those serving in ministries.

Volunteers work in a collaborative role with others ministering to the development of the children and the school as an educational institution. Volunteers are asked to recognize **confidentiality** as a living principle and respect the dignity of those with whom they work and come into contact. Volunteers may not contact families in regard to observations made while working in the classroom.

IV. STUDENT CONDUCT

Discipline

St. Paul Parish School seeks to be a place characterized by respect for God, for the dignity of each person, for authority, for property, and for our world; a place where students will act, speak, and think in ways that are safe, caring and nurturing, and Christ-like. To achieve these ends, St. Paul Parish School strives to create a positive, encouraging environment that is coupled with interesting educational activities. In general, this will eliminate most discipline problems. However, when the need for disciplinary action occurs, the following procedures will ensue:

- A. The teacher will speak with the student about the negative behavior and explain why it is unacceptable and also what is acceptable. The teacher will inform the student of what the consequence will be at the time and what it will be if the negative behavior continues. Most problems will end here. The teacher may document the behavior and the action taken. If the student is asked to leave the classroom she/he is still responsible for completing classwork and homework.
- B. Should the negative behavior continue beyond the tolerance level already established, then the consequence discussed will be implemented. The student's parents will be notified and the teacher will document the behavior and action taken.
- C. If the negative behavior continues or if an initial behavior is deemed serious enough, then the student has earned a visit to the principal's office. Discussion of the problem will be among the student, the teacher, and the principal. Parents will be notified of the behavioral problems and the results of the meeting.
- D. If the negative behavior still persists, a meeting may be held among the student, the student's parent(s), the teacher, and the principal. Depending upon the circumstances, the options discussed at this meeting may include a plan to change behavior, a behavioral contract, or the possibility of leaving St. Paul Parish School.

Note: Refer to Middle School Policies.

Suspension and Expulsion

A. Suspension

Suspension is the temporary prohibition of a student's attendance in the classroom and shall be within the jurisdiction of the principal. Suspension shall be limited to a maximum of five school days. Any cause listed for expulsion, with mitigating circumstances, is adequate for the suspension of a student. To ensure the continuation of student learning, a suspended student is expected to complete, without credit, all class and homework assigned.

B. Expulsion

Expulsion is the permanent exclusion of a student from school. The expulsion of a student from attendance is a most serious matter and should be invoked rarely and only as a last resort.

The principal shall consult with the pastor regarding the expulsion of a student, and shall notify the Department of Catholic Schools when an expulsion is completed.

In no case may a teacher on his or her own authority expel a student.

Various situations may lead to the suspension/expulsion of a student from school. These may include but are not limited to the following offenses:

1. Acts which endanger the moral, academic, or physical well-being of the student body, such as, but not limited to:
 - a. Actions gravely detrimental to the moral and spiritual welfare of other students;
 - b. Assault, battery, or any threat of force or violence directed toward any school personnel or student;

- c. Habitual profanity or vulgarity;
- d. Harassment of any kind (sexual, physical, psychological, etc.);
- 2. Prolonged and open disregard for school authority, such as, but not limited to:
 - a. Open, persistent defiance of the authority of the teacher;
 - b. Continued willful disobedience
- 3. Illegal acts as defined by law, such as, but not limited to:
 - a. Stealing;
 - b. Willful cutting, defacing, or otherwise injuring in any way property, real or personal, belonging to the school;
 - c. Habitual truancy;
 - d. Arson: The intentional setting of fire to property or facilities;
 - e. Assault: Physical violence to persons;
 - f. Burglary: Stealing of personal or public property;
 - g. Drugs: Sale, use, or possession of alcoholic beverages, tobacco in any form, or illegal drugs;
 - h. Explosives: Use or possession of any kind of explosive on school property or at school-sponsored events;
 - i. Extortion, Blackmail, Coercion: Obtaining money or property (even lunches) by violence or threat of violence forcing someone to something against his/her will by force or threat of force;
 - j. Firearms/Weapons: Possessing, carrying, using or threatening the use of firearms/ weapons on school property or at school-sponsored events;
 - k. Larceny: Theft or taking of personal or public property;
 - l. Loitering: Being in or near a school building or grounds without a specific legitimate reason for being there;
 - m. Robbery: Stealing from an individual by force or threat of force;
 - n. Trespass: Being present in an unauthorized place or refusing to leave when ordered to do so;
 - o. Unlawful Interference with School Authority: Interfering with teachers or administrators by intimidation with threat of force or violence;
 - p. Vandalism: Defacing or damaging property (Students and their parents/guardians are responsible to pay for all damage to equipment or school property.)

Weapons Policy/Violent and/or Threatening Student Behavior

- A. Any student in possession of a weapon may face disciplinary consequence up to and including expulsion from school.

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

- B. The principal will respond to a student displaying threatening and/or violent behavior according to the process adopted as policy by the SAC on May 25, 2000:

The administration, staff, parents, and students of St. Paul Parish School have a compelling interest in the health and safety of all members of the school community

while they are on school grounds. The following guideline is designed to maximize protection and to delineate responsibilities in a situation involving a student who may be displaying threatening and/or violent behavior. When a student is alleged to have displayed threatening and/or violent behavior:

1. The principal will bring the student into the principal's office for an interview and possible risk assessment.
2. The student will remain outside the classroom in a supervised setting while the principal, in consultation with staff, investigates and determines the facts of the situation.
3. Parents/guardians of the student will be notified and, if reasonable cause exists, the student will be suspended and released into the custody of the parents/guardians.
4. If a student is suspended, the principal will contact the Archdiocesan Superintendent of Catholic Schools in Portland and the principal and Superintendent will determine if law enforcement authorities should be contacted.
5. If the situation included a "hit list" or any list of specific individuals to be harmed, those individuals and/or their parents will be notified within 12 hours.
6. In all cases, the principal will meet with the student and parents/guardians to outline the results of the investigation and the actions that will follow (i.e. expulsion, suspension, risk assessment, counseling, behavioral contract, academic contract, restriction of school activities and privileges, detention, service to the school, etc.)
7. The principal will respond to parents, students, and staff and this response will:
 - provide accurate information to parents, students, and staff
 - respond to concerns about safety and security, as the situation warrants
 - include a letter to send home to designated parents explaining the situation and the measures being taken
8. The principal will:
 - supervise contact with the media
 - develop a plan of assessment, intervention, and assistance for the student as warranted
 - develop a plan to work collaboratively, as warranted, with other agencies involved in the situation and/or in assisting the student
 - develop a plan for meeting with the student and his/her parents/guardians to monitor compliance with the action(s) required in number 6 above.

Required Reports to Law Enforcement Agencies

Violations of school rules relating to guns and dangerous weapons; vandalism and the intentional or reckless destruction of school property; and coercion, assault, or threats must be reported to the police. A school official may inform the appropriate law enforcement agencies when a student is suspected of committing other illegal acts on the school campus or at a school-sponsored activity.

Hallway/Breezeway Conduct

While classes are in session, students are expected to walk, not run, from room to room in a respectful and quiet fashion. Students should enter and exit the buildings on the right side and hold the doors for those following them.

Cell Phones, Pagers, Electronic Games

The use of cell phones, mp3 players, electronic games, or other electronic devices which are not connected to the teaching/learning experience is inappropriate and prohibited. Such items will be confiscated if seen or heard during school hours.

First Violation: The item will be confiscated by the teacher and the student can meet with the teacher after school to have it returned.

Second Violation: The item will be confiscated by the teacher. The item will be returned only to the parent.

Physical Restraint

Corporal punishment is not used as a means of student discipline. However, there are times when physical restraint may be necessary to maintain order in the school or classroom or at a school activity or event, whether or not it is held on school property, or to prevent a student from harming him/herself, other students, and/or school/staff/property. Oregon law and the policy of the Archdiocese 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 for such purposes.

St. Paul Dress Code

Philosophy

St. Paul Parish School's dress code is an extension of the mission of the school. It is driven by the belief that appropriate attire facilitates the school's educational mission and displays an image of personal pride. The St. Paul Parish School Advisory Council and St. Paul Parish School Staff expect active and positive parental support. The principal is given discretion for interpreting dress code policy.

School attire should be clean, neat, and modest at all times.

Acceptable Tops – All acceptable tops must have sleeves and be **solid, striped, or plaid**

- Collared Shirts
- Turtleneck Shirts
- Crew neck & V-neck sweaters – Must be worn with collared or turtleneck shirts underneath and visible
- Blouses

*****All tops must be long enough to prevent exposure of skin and/or undergarments.***

Sweatshirts & Jackets –

- Solid color without printing
- Zip, hooded, and/or crew made of sweatshirt material with a collared shirt underneath
- St. Paul Parish School logo
- St. Paul Parish School sponsored clubs and middle school athletic programs
- Marist High School

*****All jackets and sweatshirts will be permissible on the playground and for activities outside the building. Once inside the building, only sweatshirts and jackets that meet the criteria listed above will be permissible.***

Acceptable Pants –

- Jeans
- Khaki pants & dress pants
- Capris
- Waistlines of all pants or shorts are expected to be worn above hip level with all undergarments completely covered
- Pants may not be oversized
- Walking shorts which are at or above the kneecap, below mid-thigh, and hemmed

*****Gym/athletic shorts (including lycra, spandex, or sweat material), cutoffs, sweatsuits, camouflaged, fatigues, overalls, and clothing that is dirty or with tears and holes are not considered appropriate school attire.***

Dresses and Skirts –

- May not be more than 3 inches above the kneecap
- Dresses do not require collars
- Tights, stockings, nylons and leggings are allowed to be worn with dresses and skirts

Hairstyles –

- Student hairstyles should be neat and clean
- Extreme variations are unacceptable
- Only the hair color which grows naturally from the head will be permitted
- Heads should remain uncovered inside the school buildings
- Boys: The length of hair may not fall below a standard shirt collar. The front of the hair may not fall below the eyebrows.

Shoes –

- Safety concerns require closed-toe, closed-heel shoes or sneakers at all times, including Mass days

Earrings & Tattoos –

- The wearing of earrings is permitted for girls only and is limited to one stud-style earring per earlobe
- Visible tattoos are unacceptable.

Mass Dress –

It is customary to show increased attention to student dress on special occasions, such as liturgies or prayer services. Jeans and shorts are not appropriate for these occasions. Parental support in developing a respect for these events is appreciated and expected.

Students in violation of the dress code shall be given a verbal warning and may be provided with an appropriate change of clothes. In the event of a second violation, the student's parent/guardian will be notified.

V. ACADEMICS

A Christian education in the Catholic tradition is best realized by programs which seek to create the widest opportunities for students to receive systematic catechesis, to experience daily living in the Christian community, and to develop commitment and skill in serving others.

St. Paul Parish School maintains the highest standards of academic excellence and encourages family involvement in the educational process. St. Paul Parish School offers a challenging, traditional academic program which emphasizes the mastery of basic skills and the extension of those skills toward independent learning and decision-making. The goal is to lay the foundation for life-long learning. Teachers and administrators work closely with students and parents to provide a safe and nurturing Catholic Christian educational environment.

Homework

Homework is very important to the overall educational goals. Normally, students will have homework each night. The amount of time required will, of course, vary by grade level and subject matter. Parents play a vital role in the successful completion of homework. By offering assistance when necessary and by scheduling consistent, quiet homework times, parents are helping students to get the maximum from the educational program.

Students are expected to be responsible for bringing their own homework, textbooks and school supplies to school with them each morning. No such items will be accepted at the office for delivery to a student or teacher during the school day.

Physical Education

If a student is unable to participate in P.E. due to injury, illness, or special modifications, a note from a parent will be needed and accepted for up to three days. Middle School students are expected to complete physical activities to make up the time lost from class.

If more time out of class is needed, as per state law, a doctor's written note will be required. If special accommodations are needed, the doctor will need to include specific directions as to which activities are excluded.

It is understood that if a student needs modifications or exclusion from P.E. activities, the child would also have a consistent exclusion from recess and sport activities.

Band

Band classes are offered from 7:30 to 8:05 A.M. each day for grades 4 thru 8. An additional charge for these classes is \$180.00 for the year (\$18.00 per month). The music teacher will provide the information about the content and structure of these classes.

Parent-Teacher Conferences

Conferences are a means of emphasizing the mutual responsibility of the home and the school in the guidance of the student. A formal conference is held during the first and third grading periods. These opportunities to meet with teachers are important to the progress of each student and should not be missed for family vacations. **It is expected that at least one parent will attend scheduled conferences.** Conferences may be requested at other times by parents or teachers.

Report Cards

Report cards are issued four (4) times a year. Parent conferences may be scheduled in conjunction with any of these reports. If a student needs additional help and is not progressing satisfactorily, parents will be informed. In grades 5-8, letter grades are determined according to the following scale:

A = 92% – 100%	C = 72% – 77%
A- = 90% – 91%	C- = 70% – 71%
B+ = 88% – 89%	D+ = 68% – 69%
B = 82% – 87%	D = 62% – 67%
B- = 80% – 81%	D- = 60% – 61%
C+ = 78% – 79%	F = Below 60%

Contacting Teachers

Parents are asked to contact teachers through the school office during regular school hours. If a teacher is unavailable, a message will be given to the teacher. Teachers' before and after school time is valuable for planning and working with students. Therefore, parents are asked to make prior arrangements for conferences with the teachers. Parents are encouraged to use e-mail or voice mail (see Staff Contact Directory). Please expect to receive a response within 24 hours, or feel free to call back.

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

Promotion and Retention

A student satisfactorily completing each grade's work will be promoted to the next grade. Recommendation for retention of students is made by the teacher(s) in consultation with the principal and the parents and, if appropriate, with other advisory staff. Such a decision is

based on the total evaluation of a student's growth in all areas of development. In all cases, the decision for retention rests with the principal.

Standardized Testing

St. Paul Parish School participates in the Archdiocesan standardized testing program for grades three to eight in the fall. Students' test scores will be sent home in December.

Educational Field Trips/Musicals

Field trips are part of the educational program, are organized by the teachers with the approval of the principal, and should be attended by the students for whom the trips are being coordinated. Non-attendance will require students to do make-up work just as in any other absence. Parents will receive a written notice concerning the details of any field trip and a parent must sign a field trip permission form before a student may participate. Adults are often needed for student field trips to drive and supervise students. Adult supervision of students is important therefore alternate care should be arranged for younger siblings. To be able to drive students, a person must be at least 21 years of age, have a clear background check, and a completed Archdiocesan Driver Information Form on file at the office.

All St. Paul Parish School students participate in a Christmas and a Spring musical each year and some students participate in the annual band concert. ***Rehearsal, participation, and attendance at the performances are mandatory and are part of the Music grade for each student.***

VI. PARENTAL OBLIGATIONS

Attitudinal

A student's spiritual, intellectual, physical, and social growth is maximized when home and school are partners. Parents share in the responsibility of teaching Christian values, promoting positive images, and stimulating the creative abilities of their children. Parents are asked to take an active role in support of school policies, classroom activities, sports programs, religious functions, and the Family Participation Program (FPP).

Under normal circumstances, a student should not be deprived of a Catholic education on grounds relating to the attitude of 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 from the school.

Parents who choose Catholic education for their children take on an added responsibility of financial support for the school through the payment of tuition. Prompt and regular execution of this responsibility helps keep St. Paul Parish School on secure financial ground and teaches students a model of proper fiscal behavior.

Tuition and Fees Policy

A tuition and FPP contract must be signed prior to each new school year according to the timeline set forth by school officials. A ***non-refundable*** registration fee must be paid by March 31st to secure student positions for the next school year. St. Paul Parish School has contracted with VANCO Financial Services to collect and monitor all tuition due to the school. The only exception to this would be if a family chose to pay the complete tuition in one or two payments. In these cases, the tuition would be paid directly to St. Paul Parish School and would be due August 10, but not later than Orientation Day of the new school year. (January 10th for the second payment.) All other tuition payments will be debited by VANCO and are due on the 5th or 20th of each month, on a ten-or-eleven month payment schedule. A late fee will be added to overdue tuition. A non-sufficient funds (NSF) fee of \$20.00 will apply to returned checks and/or VANCO returns.

If a student enters St. Paul Parish School after the start of the school year, the monthly tuition for that student will be figured at 11.1% of the total yearly tuition. The family of

a student beginning on the 15th of the month or prior will be responsible for a full first month's tuition. The family of a student beginning after the 15th of the month will be responsible for one-half of the first month's tuition.

Contact will be made with each family past due in the payment of tuition after one month. After two months, a representative of the school's Budget and Finance Committee will request a meeting with the family to make written financial arrangements for payment. The representative will make arrangements in writing with each family, and report his/her progress to the School Advisory Council (SAC). The SAC will have the ultimate responsibility to accept, modify, or reject arrangements made by the representative. After the third month of delinquent tuition, if no arrangements are made, the student will be dismissed from St. Paul Parish School.

At the end of a school year, if a family in a delinquent situation has not made arrangements for payment, students of that family will not be registered for the next school year.

Family Participation Program (FPP)

St. Paul Parish School is a family-centered school in which parents form an integral part of all our educational and spiritual programs. As a Catholic school, it seeks to make a Catholic education available to all families who wish to have their children attend. The Family Participation Program is established to allow and encourage parental involvement and to support the efforts to reduce tuition costs associated with operating a school facility. It is the intent that all parents be afforded the opportunity of participation in events/activities that support their interests and talents. All required FPP hours must be completed or payment received in lieu of hours prior to the final day of school. Any unpaid hours will be added to the new school year contract amount. Please see the FPP guidelines in Addendum 1.

Non-Payment of Tuition/Fees

St. Paul Parish School reserves the right to do any of the following with regard to the payment of past due accounts for which no payment arrangements have been made:

1. Withhold grade reports
2. Deny a student enrollment for the following year
3. Deny a graduating student participation in graduation ceremonies and/or withhold a diploma.

VII. COMMUNICATIONS

Open lines of communication are vital to the partnership in education between the parents and staff of St. Paul Parish School. The following means of disseminating information and establishing dialogue are utilized:

- A. St. Paul Parish School families receive a summer letter from the principal containing registration and school information for the upcoming school year. Registration is held the day prior to the beginning of school where parents receive a school handbook as well as information about the following:

- Athletics
- Band
- Health Insurance
- Sacramental Preparation
- Hot Lunch/Attendance
- School Advisory Council Committees
- Business Office/Tuition
- Family Participation Program
- Scouting/Campfire

- B. A "Welcome Reception" is held at the start of the school year to introduce new students and parents to the school and to a contact family to help with any questions that may arise during the school year.

- C. Every family is provided with a Parent/Student Handbook to be read and a consent form to be signed.
- D. Parents are requested to attend Curriculum Night at the beginning of the school year. This evening provides an opportunity for school officials to speak with parents and for parents to visit informally with teachers in the classroom.
- E. St. Paul Parish School communicates through a weekly newsletter, the Voyager, which contains highlights of upcoming events, school news, school needs, fund-raising information, a monthly calendar, and principal's letter. This is the most important vehicle of communication between the school and the home.
- F. Parents are notified of their child's academic progress with access to Teacherease, conferences, report cards, phone conversations, and written communication.
- G. Parents are invited to attend classroom prayer services, liturgies, special school events and programs, and the weekly Monday Morning Muster assembly.
- H. Parents are required to participate in the Family Participation Program to fulfill program and fundraising hours. Quarterly reports are sent to each family.
- I. A school brochure is available for applicants, new families, and businesses.
- J. A parent information bulletin board in the office includes: School Advisory Council minutes, calendar, fundraising notes, and other information.
- K. The School Advisory Council publishes agendas, holds open meetings, and posts minutes. The Public Relations Committee of the School Advisory Council is responsible for overseeing the public relations efforts of the school.
- L. Parents are invited and encouraged to attend the monthly meetings of the School Advisory Council (SAC). At each meeting there are two opportunities for public/parent comment and if an issue of import has been raised it may be assigned to one of the SAC committees.
- M. Parents are invited to speak with SAC members concerning information about or clarification of school-related issues.
- N. The school web page (www.sploveskids.com) contains updated information about all school programs. All staff members have e-mail addresses and parents are encouraged to use e-mail to communicate with teachers and other staff members.

Verification of Compliance

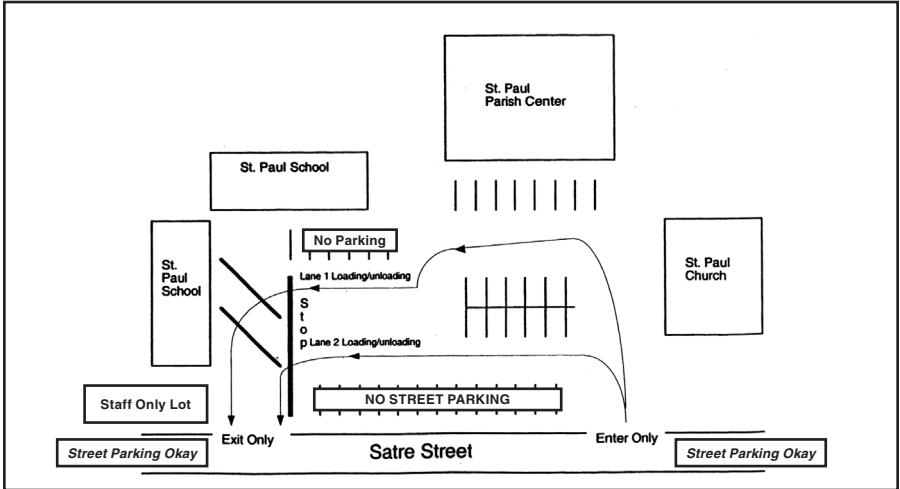
A written statement (Handbook Agreement Form) signed by the parent should be returned at the beginning of each school year. Such statement verifies that the parent is aware of and will comply with all regulations as written in the handbook.

VIII. SAFETY

Parking Lot Procedures

With so many students arriving at school and departing from school at the same time a specific traffic pattern for each parking lot has been designed for the safety of the students. *Staff is actively supervising the parking lot at dismissal. Conversations/conferences should be avoided while staff is on duty.*

Front Parking Lot



A. BEFORE SCHOOL – All Grades

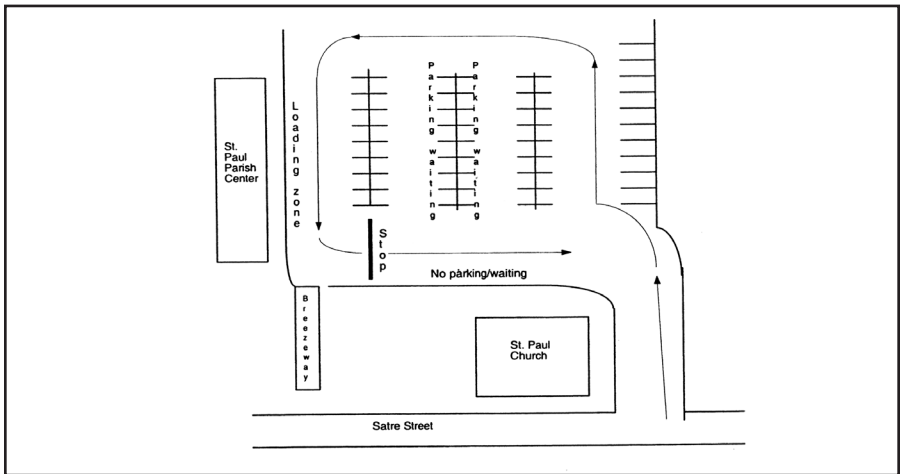
1. When dropping off students, please use either Lane 1 or Lane 2. Students arriving in Lane 2, please use the crosswalk.
2. Students dropped off on the Satre Street sidewalk are expected to use the crosswalk.
3. Students using the crosswalk are expected to follow the direction of the Safety Patrol.
4. When exiting the parking lot, Lane 1 vehicles must always turn right onto Satre. Lane 2 vehicles must always turn left onto Satre.
5. If you want to park to drop off students or to come to the school office, please use the back parking lot or park on Satre Street in front of the church or to the north of the exit driveway. Please avoid parking directly in front of the school between the enter and exit driveways to allow visibility.
6. The parking area west of the upper wing classrooms is for staff only.
7. All dogs must be on a leash at all times in accordance with the Eugene City Ordinance and are not allowed inside school buildings.

B. AFTER SCHOOL – 5th – 8th Grade

1. All upper wing students will be picked up in the **front parking lot** after school. Students will be lined up by grade and will remain with their class until they are picked up.
2. If a family has lower and upper wing students, the lower wing student(s) will be picked up in the **front parking lot** with the upper wing student(s) (5–8).
3. Students will only load in Lane 1 and 2 loading zones.

4. Students will be directed to their vehicle by a staff member.
5. If the student(s) are delayed, parents will need to exit the front of the line and circle around back in line.
6. Parents should remain in their vehicles at all times. No vehicle in line should be left unattended under any circumstances.
7. Lane 1 cars must turn right when exiting and Lane 2 cars must turn left.
8. There is **NO PARKING** in the area in front of the school between the enter and exit driveways and in undesignated areas (yellow curb) during pickup times to allow departing vehicles greater visibility.
9. If you need to park on Satre during pick-up, please park along the front of the church or to the west of the staff parking lot.
10. Please leave the spaces to the west of the upper wing classrooms for staff.
11. All dogs must be on a leash at all times in accordance with the Eugene City Ordinance and are not allowed inside school buildings.

Back Parking Lot (for after school pickup only)



C. AFTER SCHOOL – Pre K – 4th Grade

1. All lower wing students (Pre K–Fourth) will be picked up in the **back parking lot after school.** Students will be lined up by grade and will remain with their class until they are picked up.
2. If a family has lower and upper wing students, the lower wing student(s) will be picked up in the **front parking lot** with the upper wing student(s) (5–8).
3. Vehicles need to stay to the right when entering/leaving the back lot, due to the narrow driveway. Please be courteous and allow cars to exit to avoid back up. (See map.)
4. After entering, proceed in a single direction around the perimeter of the lot. The loading zone is in front of the Parish Center.
5. Vehicles must be in single-file along the loading zone near the Parish Center.
6. Students will be directed to their vehicle by staff and checked off a list.
7. Once your student(s) are loaded, you must wait for the vehicles ahead of you to move before proceeding, due to safety reasons.

8. Parking is available in the **CENTER SPACES** and **SOUTH SPACES ONLY**.
9. Students **will NOT** be permitted to walk to their parked vehicle. Parents will need to pick up their student(s) and escort them to the vehicle.
10. There is **NO PARKING** along the sidewalk closest to the Church, including the handicapped areas and in the **first row of spaces closest to the Parish Center**.
11. All dogs must be on a leash at all times in accordance with the Eugene City Ordinance and are not allowed inside school buildings..

Emergencies/Emergency Procedures

- A. Parents are notified immediately of serious injury or illness that occurs during school hours. Parents are required to keep the emergency information current. Please notify the office of any changes, as soon as possible.
- B. Each room in the school is supplied with an Emergency Procedures Handbook which details the appropriate responses to different types of emergencies. In accordance with State and Archdiocesan requirements, fire, earthquake, lockdown, and other drills are conducted periodically to practice and evaluate safety procedures.

Search and Seizure to Protect Students and School Personnel

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 personnel. 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.

Bicycles

Students are encouraged to ride their bicycles to school. However, upon arriving on school grounds, students should dismount and walk their bicycles to the bike rack. All bicycles should be chained to the available bike racks during the school day. After dismissal, students should walk their bicycles until they are off of school grounds. The wearing of helmets is mandatory for students who ride their bicycles.

For liability and insurance reasons skate boarding, roller skating, roller blading, and scooter riding are NOT permitted on school grounds.

Leaving School Grounds During the School Day

No student may leave the school grounds during school hours without the permission of the principal and written authorization of a parent.

Reporting of Suspected Child Abuse

The Child Abuse Reporting Law (ORS 419B.005 to 419B.045) was enacted to identify children who are victims of abuse or neglect and to provide services needed to assist caretakers in resolving problems underlying such abuse or neglect. School employees, due to their work and frequent contact with children, are classified as "mandatory reporters." If a staff member, in either a professional or personal capacity, has a reasonable cause to believe that any form of abuse (physical abuse, neglect, mental injury or emotional maltreatment, threat of harm, sexual abuse, sexual exploitation, fatality) has occurred then s/he is required to make a report to proper civil authorities.

Accident Insurance

Each year the Archdiocese of Portland offers supplemental accident insurance for students. Information about this program is provided on Orientation Day.

Asbestos-Containing Materials

The Archdiocese of Portland conducted a survey of all school buildings for the presence of asbestos-containing materials. St. Paul Parish School has developed a maintenance plan to manage those areas in which asbestos-containing materials have been found. The plan includes preventative measures and response actions we will follow to keep our school as safe as possible. This plan is kept in the principal's office and is available for review. A safe school is a top priority at St. Paul Parish School. Please read the letter in Addendum 2.

IX. COMMUNITY SERVICE/OUTREACH

“What good is it for someone to say he has faith if his actions do not prove it? Can that faith save him? If your brothers and sisters have nothing to wear and no food for the day, and you say to them, ‘Good-bye and good luck!’ Keep warm and well fed, but do not meet their bodily needs, what good is that? So it is with faith: if it is alone and includes no actions, then it is dead.”

James 2:14-18

Recognizing that service is an integral component to our curriculum, St. Paul Parish School participates in a variety of community service projects including:

- **Christmas Hospitality** – Our gym becomes home for approximately 40 homeless people for 10 days at Christmas time. The students contribute food and personal items and raise money for gifts for all our guests. Many students work with their families and other parishioners in the many volunteer positions required to make this happen each year.
- **Food Baskets** – During Catholic Schools Week, students contribute food items which are gathered and brought to one of the local social service organizations for distribution to needy families.
- **Christmas Bags and Letters** – Each year, students write letters, design paper ornaments, and provide a small gift to prisoners in the Lane County jail.
- **Project Starfish** – A Lenten program which focuses on raising money to sponsor families in Project Starfish, a process of help/self-help which stays with homeless families for one year and provides support, counseling, education, etc. in return for volunteer hours. The objective is to stabilize the lives of these families by being there for a full year. In the last nine years, St. Paul students have raised a total of more than \$78,000.
- **Can-A-Week** – Families are asked to bring in one can/box of food per week to support the food pantry at St. Paul parish.
- **Cans and Bottles Program** – Once a month families are asked to bring deposit cans and bottles to be collected and redeemed to support the St. Vincent de Paul prescription drug program.
- **Newspaper and Magazine Collections** – Drop boxes are always available for the collection of old newspapers which are gathered by the Eugene Mission and sold for recycling.
- **Clean Out Desk Project** – At year's end, students and adults clean out their desks and usable materials are given to the Relief Nursery and/or St. Vincent de Paul.
- **Catholic Relief Services Food Fast** – 8th graders and supporting adults fast once a year to raise funds for the relief of world hunger.
- **Miscellaneous** – Individual classes may participate in other service opportunities.
- **Plastic Bags Recycling Program** – Students collect used plastic bags in the community to help the environment.

X. MIDDLE SCHOOL HANDBOOK

Middle School Policies (Grades 6, 7, 8)

A. General Requirements

Students are encouraged to conduct themselves in a manner consistent with the values and spirit of St. Paul Parish School. To create a pleasant, productive learning environment the following procedures and policies are established:

1. Students are not allowed on the playground before or after school.
2. Students must bring all necessary supplies to class. There is no returning to homeroom once class has begun.
3. Teachers' desk areas are off-limits to students.
4. Students must use standard headings on papers. Full name, date, subject, and page number (upper right hand corner). Only blue or black ink may be used.
5. Grooming supplies should be kept in the coat area/lockers, and grooming should not be done in the classroom.
6. Gum is not allowed at any time on school property.
7. Food may be eaten at designated times only.
8. The office phone may be used only in the event of an emergency or with written permission from the teacher in the classroom.
9. Late slips are necessary to be admitted to the first class after 8:15 A.M.
10. Classrooms will be locked during lunch; students must bring all they will need for lunch and recess with them.
11. Boyfriend/girlfriend relationships are not encouraged and should be avoided. Public Displays of Affection (PDA) stemming from such relationships are prohibited.

B. Service Philosophy

In seventh and eighth grade, students are also expected to perform individual service as part of their religion course requirements. In order to fulfill this obligation, seventh graders must perform ten hours and eighth graders must perform fifteen. We believe that this experience prepares students to recognize their commitment to a larger community, discover individual talents, and to identify and pursue opportunities to make a difference in the lives of others.

C. Integrity Policy

Honesty and respect for the work of others are key components of good character. Cheating, copying, and plagiarism are opposed to these values. Cheating and/or copying of another's work will not be tolerated. A student will earn a grade of zero (0) on the test or assignment when s/he is caught cheating or copying. Parents will be contacted. If a student allows another to cheat or copy on a test or assignment, s/he will earn a grade of zero (0) and parents will be contacted. Plagiarism will be clearly defined by each individual teacher. Students will not be given a grade for work that is not theirs.

D. Discipline Procedures

At St. Paul Parish School we strive to create a safe environment that allows for spiritual growth and academic excellence. We have created discipline procedures that reflect our community values in encouraging students to lead a life that is Christ-like. Our philosophy of discipline is based on the premise of educating about appropriate behavior and making restitution and restoring relationships when misbehavior has occurred. Listed below is an outline of procedures followed by teachers in the Middle School.

1. Discipline Notification (1/4 sheets)

A student may be issued a Discipline Notification (1/4 sheet) if s/he is unable to maintain appropriate behavior in a class after verbal warning by the teacher. The teacher will complete a *Discipline Notification* in order to record the incident. Additionally, a teacher may refer a student to another classroom where the student must go to do the assigned classwork for the duration of that class period. The student

is responsible for all classwork and homework assignments that were missed by being removed from the classroom. At the end of the class period, the student will return the *Discipline Notification* to the teacher who issued it. The homeroom teacher, issuing teacher, and principal will all receive a copy of the *Discipline Notification*. Parents will be notified when a student receives a *Discipline Notification*.

2. *Detention Slip*

A Detention Slip may be given to a student from a teacher or principal if the behavior is at a level that requires an intermediate level of discipline. If a student receives three *Discipline Notifications* in one quarter a *Detention Slip* will be given by the homeroom teacher and the student will serve afterschool detention. Additionally, a student will receive one detention for each unexcused tardy in excess of five accrued in a semester.

Detention Slips will be sent home with the child to be signed by a parent or guardian. Detentions are served on Thursday afternoons from 3:15 – 4:00. Middle School Teachers will use the time to best meet the need of restitution for the individual student.

3. *Discipline Referral*

A *Discipline Referral* will be given to a student for a more serious violation of school regulations. A student receiving this notice is sent to the principal and/or pastor who will have discretion over possible consequences for the student. Parents will be contacted and required to meet with the principal and/or pastor if a student receives a *Discipline Referral*.

A student who receives a Detention Slip or Discipline Referral in a grading period will be ineligible for an Overall Outstanding Citizenship.

Middle School Awards (Grades 6, 7, 8)

Middle School students are recognized for their academic achievement at the end of each academic quarter. The following awards can be earned:

- | | |
|---------------------|---|
| • Principal's List | GPA of 4.0 and Overall Outstanding Citizenship |
| • Honor Roll | GPA of 3.5 to 4.0 and Overall Satisfactory Citizenship |
| • Honorable Mention | GPA of 3.0 to 3.49 and Overall Satisfactory Citizenship |

The citizenship grade is an evaluative tool through which teachers provide feedback each academic quarter as to how students are meeting the directives of our mission to act, speak, and think in ways that are safe, caring and nurturing, and Christ-like. The following, though not all-inclusive, is a set of criteria which is intended to provide focus to the components of a Citizenship grade. In each class, a student who consistently demonstrates these behaviors will be given a grade of Outstanding (O); a student who generally demonstrates these behaviors will be given a grade of Satisfactory (S-, S, S+); a student who infrequently demonstrates these behaviors will be given a grade of Needs Improvement (N). To achieve an overall citizenship grade of O, a student must receive at least three Os from at least two different teachers in core subjects. A student is expected to:

- Treat others as s/he would like to be treated.
- Demonstrate respect for God, for the dignity of each person, for God-given authority, for property, and for our world.
- Demonstrate attentiveness.
- Demonstrate safe behavior.
- Cooperate to solve problems peacefully.
- Be prepared for class.

Semester Grades

Students in seventh and eighth grades will be required to take semester exams at the end of the second and fourth quarters in the subjects of language arts, math, social studies, and science. The semester grade for each of these subjects will be computed as follows:

7th Grade Each quarter = 45% of the semester grade,
Semester Exam = 10% of the semester grade

8th Grade Each quarter = 42% of the semester grade,
Semester Exam = 16% of the semester grade

Semester grades will appear as separate entries on the report cards for these two grade levels.

An eighth grader with a semester failing grade in language arts, math, social studies, or science may be required to do make-up work before being promoted to 9th grade.

Participation in Extracurricular Activities

While extracurricular activities are an important part of the overall development of a student they should not overshadow the primary educational goals of the school. With this as a guiding principle, the following eligibility rules are set forth:

A. Academic Progress

A sixth, seventh, eighth grade student will be eligible to participate in school-sponsored extra-curricular activities (e.g. athletics, student council, clubs, etc.) if, when grades are checked by the principal, athletic director, or the principal's designee, s/he:

1. Has an overall GPA of 2.0 or higher and
2. Has no "F" grade or no more than one "D" in the core subjects (religion, math, social studies, science, language arts) and
3. There is evidence of satisfactory performance in all other subject areas. Satisfactory performance is considered passing three non-core classes (i.e. music, physical education, Spanish, etc.)

B. Eligibility Process

Grade checks will occur three times during an academic quarter. The process will be as follows:

1. Progress Report #1 and #2 (issued on a date specified in the school calendar and via Teacherease)

- a. If a student is INELIGIBLE, then s/he may fully participate for one week. All make-up work is due by the end of that week or arrangements made to improve the grade(s) with the teacher(s) in the class(es) where problems exist.
- b. A note from the teacher(s) is due to the principal or athletic director by the end of that week. Parents may call the principal, athletic director or the principal's designee after that time to find out their child's status. If the student is eligible, then s/he may continue to participate fully.
- c. If a student is still INELIGIBLE, then s/he may not participate at all for seven calendar days. All make-up work is due by the end of that period or arrangements made to improve the grade(s) with the teacher(s) in the class(es) where problems exist.
- d. A note from the teacher(s) is due to the principal, athletic director, or principal's designee by 9:00 A.M. on the eighth day indicating the status of the student's grade. Parents may call the principal, athletic director, or the principal's designee after noon on that day to find out their child's status. If the student is eligible, then s/he may resume full participation.
- e. If a student is still INELIGIBLE, then s/he may not participate at all until the next regularly scheduled grade check.

2. Report Card

- a. Any student who is ineligible due to report card grades may not participate at all for seven calendar days following the last day of the quarter. A note from the teacher(s) is due to the principal, athletic director, or principal's designee by 9:00 A.M. on the eighth day indicating the status of the student's grade. Parents may call the principal, athletic director, or the principal's designee after noon on that day to find out their child's status. If the student is eligible, then s/he may participate fully. An ineligible student will remain ineligible until the first progress report and will begin at step three of the process.

C. Absenteeism

1. A student who is absent after 10:00 A.M. is ineligible to participate in extracurricular activities that day. The student may not attend practices, meetings, games, etc.
2. A student who has a legitimate excuse, as determined by the principal, (e.g., a doctor's appointment) may be eligible to participate.

D. Behavior

1. A student who receives a Discipline Notification, Detention Slip, Discipline Referral, or other disciplinary action may be ineligible based on the decision of the principal, athletic director, coach, or activity coordinator.
2. Students participating in extracurricular activities must always be aware that they are representing the St. Paul Parish School community. School pride should be demonstrated at all times during extracurricular activities. Poor sportsmanship, foul language, disrespect, fighting, or any other negative behavior will not be tolerated and will result in discipline procedures for the students involved.

E. Game Days

Student athletes are expected to dress up on game/meet days. Student athletes should remain at all the games or for the entire meet as a show of support for their teammates.

*****Please note: The principal and/or pastor will have the final say in all matters of eligibility.***

ADDENDUM 1

Family Participation Program

Philosophy

St. Paul Parish School is a family-centered school in which parents form an integral part of all our educational and spiritual programs. As a Catholic school, it seeks to make a Catholic education available to all families who wish to have their children attend.

Our Family Participation Program (FPP) encourages parental involvement and supports efforts to reduce tuition costs. It is the intent that all parents be afforded the opportunity of participation in events/activities that support their interests and talents.

Requirements

Each St. Paul Family is expected to donate the number of hours listed below.

- Two parent families – 40 hours
- Single parent family – 20 hours
- Kindergarten family – 20 hours
- Preschool or Pre-kindergarten family – 10 hours

A family may donate a service (such as plumbing, carpentry, etc.) that reduces the budgeted costs of the school, and hours will be credited at the \$15.00 per hour value. These services must be deemed necessary, and crediting is at the discretion of the principal.

Exceptions/Alternatives

St. Paul Parish School recognizes that individual family circumstances may prevent fulfillment of hours without undue hardship. A family may fulfill their Family Participation Program requirements by submitting a \$600 fee for two parent families, a \$300 fee for single or kindergarten families, or a \$150 fee for pre-school and pre-kindergarten families. At the beginning of each school year, a partial waiver or alternative to established activities may be made by approval from the school principal.

Leadership Role Commitments and Hours

Some positions within the school community require an extended commitment well beyond the general program requirements. These positions fulfill the complete fundraising and program service expectations for a family.

These positions are:

- Teachers and staff members
- SAC members

In addition, certain activities can fulfill a family's 20-hour program service requirement by virtue of their commitment.

These positions are:

- Coach of teams with St. Paul students
- St. Paul Boy Scout troop leaders, co-leaders, Cub Masters, St. Paul Girl Scout troop leaders and co-leaders
- Room Parents
- Foundation Members

Fundraising Projects

There are six (6) major fundraising projects for the Family Participation Program. They are:

Magazine Drive	(September)
Auction	(October/November)
Wreath Sale	(November/December)
St. Paul Basketball Tournament	(February)
Jog-a-thon	(June)
Scrip	(all year)

Sales Recognition

The involvement and participation in fund-raising events is an important part in continuing the quality education at St. Paul Parish School. Extraordinary sales efforts in our fundraising are recognized as follows:

MAGAZINE DRIVE

Every five (5) magazines sold earns one (1) hour of service fulfilled.

WREATH SALE

Every five (5) wreaths sold earns one (1) hour of service fulfilled.

SCRIP PURCHASES

Each \$500 purchased earns one (1) hour of service fulfilled.

Donation of Excess Hours

The mission, philosophy, and purpose of the St. Paul Family Participation Program are to involve parents in the many necessary activities offered by St. Paul Parish School. The program is designed to be both flexible and responsive to the lives of our families. Therefore, general transfer of hours from one family to another is not allowed. If a family has special circumstances causing undue hardship in fulfilling all or part of their hour requirements, this can be handled through a waiver granted by the principal.

Late Enrollment Guidelines

Families who enroll students in St. Paul Parish School during the year will have the following requirement:

Four (4) hours per month of school remaining, or by discretion of the principal.

Summer Hours

Coaching in the spring/summer T-ball, baseball, and softball seasons, or other summer hours volunteered on behalf of the school, will count as hours fulfilled in the following school year. This also applies to the church food booth at the Lane County Fair in August.

Recording Hours

It is up to each individual family to make sure their hours are turned in for proper recording. After working on a fundraiser or putting in program service hours, it is policy that you record your hours within three weeks of completing your volunteer time. The FPP Record Book is located in the Family Information Area near the front office. For your convenience, hours can also be e-mailed to FPP@saintpaul-school.org.

ADDENDUM 2

Asbestos Letter



St. Paul Parish School

August, 2010

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 reinspection 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. The next scheduled re-inspection is in November 2010.

During the 2010/11 school year we will conduct the 3 year reinspection in the fall and a periodic surveillance inspection in the spring of 2011 to check the condition of the asbestos and to determine if any action is needed.

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 Hodgin, 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,



Kelli Braud
Principal

ADDENDUM 3

What Is Tuition Subsidy and What Makes Me Eligible?

In accordance with the Archdiocese of Portland's *K-8 Elementary School Financial Operation Plan*, parishes with elementary schools are expected to subsidize the cost of Catholic education (at the parish's school) for "qualifying Catholic" students in the parish.

In order to establish the appropriate tuition rate for K-8 students from St. Paul parish attending St. Paul Parish School, "qualifying Catholic" families must be formally identified as such by the parish. Every school year, each family seeking this status must obtain and complete a St. Paul tuition subsidy form application. It must be submitted to the parish office. After reviewing and deciding if a family has chosen to meet the criteria for eligibility, the form will be turned over to the school and the appropriate tuition contract will be drawn up. Families choosing not to meet the review criteria will be notified.

Roughly 16% of St. Paul's projected offertory income is paid to St. Paul Parish School in the form of tuition subsidies for qualifying families. We are committed to our school and proud of the quality Catholic education it provides. At the same time, we are dedicated to the good stewardship of our resources and applications are carefully reviewed.

The explanations found here are intended to help families both understand and meet the criteria for qualifying Catholic families as established by the Archdiocese and understood by St. Paul Parish. They are outlined in the following excerpt from the Archdiocese of Portland's *K-8 Elementary School Financial Operation Plan*.

To qualify for parish subsidy, and in accordance with the Archdiocese of Portland's *K-8 Elementary School Financial Operation Plan*, the following criteria for parish participation will be considered:

- The family must be registered in St. Paul Parish and regularly attend Sunday Liturgy at St. Paul Catholic Church.
- Contribute to and be involved in parish activities.
- Support the parish financially in accordance with ability to pay in a manner that is traceable, i.e., the use of parish envelopes or electronic giving.

What do each of these mean as they apply to eligibility to receive tuition subsidy at St. Paul Parish School? The following will make clear how each of these criteria will be evaluated.

The family must be registered. To be registered at St. Paul Catholic Church means a family must have formally registered with the parish office and not have opted out of the offertory envelope program—except to make use of electronic giving.

Regularly attend Sunday Liturgy at St. Paul Catholic Church. This requirement refers to consistent, regular attendance at Sunday Mass. It has become increasingly difficult to establish this criterion by simple observation. The least intrusive, yet reliable, way to make this determination is to track offertory envelope use. Regular envelope use—regardless of the amount—is considered sound evidence of regular attendance. ***Families that have, in the past, done time-sharing with other parishes on a regular basis or found themselves involved in two local parishes simultaneously are not fulfilling this requirement.***

Contribute to and be involved. This requirement refers to participation beyond that minimally expected of a practicing Catholic. For this reason, attending Mass each Sunday here at St. Paul and preparing for and receiving the sacraments do not alone satisfy this requirement. In addition to these things, routinely giving of time and talent in the service of St. Paul does satisfy the requirement. Specific roles through which this requirement may be fulfilled include, but are not limited to: Lane County Food Booth Volunteer, Usher, Server, Lector, Eucharistic Minister, Nursery Helper, Catechist, Youth Group volunteer, RCIA sponsor, Sacristan, Music Minister, Homeless Hospitality Helper, etc.

Support the parish financially. The family must demonstrate regular financial support of the parish in accordance with their ability to do so. The actual amount is not the issue here. Consistency of giving makes it easier to project more accurately parish income, as well as indicating regular participation each Sunday.

ADDENDUM 4

Guidelines for use of the St. Paul Gymnasium:

This facility is first and foremost a classroom for students at St. Paul. The second function is as a cafeteria, and thirdly, it acts as an athletic arena. Cooperation by all users of the gymnasium is needed to enable things to run smoothly for everyone.

Only those whom you are willing to supervise should be invited into the gym area, including the restrooms. The kitchen and upstairs area should only be used upon receiving permission from the office, for a proper reason, and with assurances that an adult will be present in those areas as well as the gym. When you use the facility, it should be in the same or better condition than it was before you entered.

Brooms should be hung up on provided hooks (found in maintenance closet). Used gym floor towels should be put in the provided, labeled buckets. Any dirt swept up needs to be picked up using a dustpan and then deposited in a garbage can.

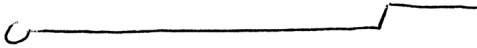
There is to be **no** food or non-water beverages in the gym; children and adults should abide by that rule, so it remains clear to everyone. Please recycle appropriate items in the provided containers.

Students should not be in gym until the adult supervisor is with them. Staff members are not responsible for supervision of students involved in extra-curricular activities.

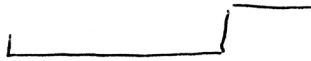
Lights should be turned off when finished. The switches are #1 and #3 (gym) and #6 (locker rooms) found in the east hallway by the music room.

Basketball Coaches:

The implements to move or raise and lower the basketball goals are in the custodian's closet. The one that moves it into place or back out of the way next to the wall is the longest one, and is shaped like this:



The one that raises and lowers the goals is shaped like this:



If your team moves or adjusts the baskets, they will need to be restored where they were before your practice. To measure the height, there is a PVC pipe (10') with 9' and 8' marks as well. It is in the storage room on the east side of the gym, leaning against the wall, by the ladders, next to the light switch. Your gym door key will open that door. Everything else in that storage room is **off-limits**, except the portable basket. Sometimes the portable basket will be in the northwest corner of the gym. It is there to be used, just put it back to 10' high when finished using it.

Thanks for your cooperation in making our facility useful and handy for everyone.