



2025-2026 STUDENT/PARENT HANDBOOK

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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.

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 Office for the Mission of Catholic Education (OMCE) and the Director of the OMCE.

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

DAILY SCHEDULE

8:00	Doors open
8:05	Students are in their homeroom preparing for class
8:10	Bell rings: School begins
11:40-1:00	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 8:00–8:05 and seated ready for class by 8:10. Students arriving after 8:10 are considered tardy and must report to the office for an Admit Slip. If a student has multiple 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 8:00 a.m. or after 3:15 p.m. unless the student is registered in BASC or under the supervision of a teacher. Families may not drop off their children prior to 8:00 a.m. Students who walk to school must sign in to BASC if they enter campus prior to 8:00 a.m. We do not accept responsibility for any BASC children dropped off before 7:00 a.m. Children must be picked up by 3:15 p.m. (2:15 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 and may be charged BASC rates based on length of time waiting in the office.

Parents may not enter the building prior to 8:00 a.m. unless they are conducting business in the office, with a teacher, or on behalf of the school.

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 students 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 or other extenuating circumstance 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 8th grade students. In extraordinary circumstances, an exception may be made to consider an 8th 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.

PROBATIONARY PERIOD

All new students are subject to a 6-12 week probationary period. Students must maintain satisfactory grades; follow school and classroom rules; maintain positive behavior both inside and outside the classroom; respect adults, staff, peers and property while showing a positive Christian attitude; participate in the classroom and contribute to the learning environment; participate and show reverence at school mass. Failure to follow these expectations may result in dismissal from the school. These expectations should not be limited to the probationary period and should be followed for the length of the student's stay at St. Clare.

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.

RACIAL/NON-DISCRIMINATION POLICY

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

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 support 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, 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.

WITHDRAWAL PROCESS

To withdraw a student from St. Clare, the parent must inform the office in writing of the family's intent. Once all tuition and fees are paid and all school property is returned, a final report card will be issued at the end of the trimester. Tuition for the remainder of the term must be paid. Records of students leaving St. Clare will be sent to the child's new school once the office has received a signed records request from the new school.

DIRECTORY INFORMATION

St. Clare publishes an annual directory online. It is intended to assist parents in staying closely involved with their child's schooling and school friends, as well as to simplify contacting other parents. The directory includes the name, address, email and phone number of currently registered families. In addition, it lists the names and grade levels of the family's children enrolled at St. Clare School. Information from joint/sole custodial parents may also be included. Families have their information provided unless they have indicated otherwise in writing to the school office.

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.

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

Volunteer chairs with official school business (such as Auction chair, PTC event chairs, etc.) may request a key card to access the building in their capacity for specified events. Key cards are managed by the parish office and may be activated/deactivated or timed as necessary in accordance with security protocol. Entrance doors will be open during the arrival/dismissal window when a staff member is present. Parents who walk their child to school may request a key card to activate the Freeman St. walking gate, which will be timed for use during arrival and dismissal windows only. Parents that may be first to the carline on Freeman Street may request a key card to be able to open the Freeman St. gate at dismissal. All other access must go through the main school entrance using the doorbell for the main office. The office manager will review the live security camera and voice confirmation before activating the door lock.

KEY CARDS

One key card will be issued to each parent and step-parent when requested, if applicable, at our school. Additional key cards may be purchased for \$5 each in the school office for others who may need access to the school, such as nannies and grandparents. There will be no charge to replace a malfunctioning key card. There will be a \$5 fee, however, to replace a lost card. Fees will be assessed through FACTS.

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.

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 8:10 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 electronic sign-in 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. If a child receives more than five unexcused tardies in a trimester, the parents must meet with the principal to make a written plan on how to remedy the tardy situation. 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.

EXCESSIVE ABSENCES AND TARDIES

Absences either excused or unexcused in excess of 20% of a trimester (12 absences) or school year (36 absences) jeopardize placement and/or promotion to the next grade level. Absences either excused or unexcused in excess of 35% of a trimester (21 absences) or school year (63 absences) result in the student not being promoted to the next grade level. (placement may be possible). Absences either excused or unexcused in excess of 50% of a trimester (30 absences) or school year (90 absences) result in the student being retained or unable to return for the following school year. Excessive tardies over 20% of the trimester (12 tardies) or school year (36 tardies) may jeopardize their placement and/or promotion to the next grade level, or their ability to remain enrolled in the school.

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).

VOLUNTEERS AND PARENT TEACHER COUNCIL (PTC)

FAMILY FUNDRAISING GOAL (FFG) COMMITMENT

There is currently no requirement for families to contribute monetarily to fundraising goals, however fundraising is encouraged to support the advancement of opportunities for students at St. Clare school. Please consider supporting our school when you are in a position to do so, including by reaching out to family, colleagues, and anyone who may be interested in supporting Catholic Education and St. Clare.

REFERRAL BONUS POLICY

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

PARENT INVOLVEMENT PROGRAM (PIP)

Parent involvement in St. Clare School is critical for keeping tuition increases at a minimum. The true cost of educating a child is much higher than the actual tuition charged. Volunteering is one way to help off-set this deficit. By offering families a variety of opportunities to volunteer their time, talents and skills in lieu of paying outside sources, St. Clare Catholic School can continue to provide a high quality education at affordable tuition rates. 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.

Families* are asked to give 30 volunteer hours, or \$600 per year (June 1 – May 31) to support the school.

**Single parent families are asked to give 15 volunteer hours, or \$300*

- Families who receive in-parish tuition must volunteer 20 hours for Parish/CYO and 20 hours for the school to complete both their in-parish tuition and PIP volunteer requirements.
- Families who do not receive in-parish tuition must volunteer 30 hours for school related activities.
- No credit hours are given toward attending school/parish related events. If you have questions about whether a volunteer assignment qualifies for credit hours, please contact the school bookkeeper, Gwen Vroman at gvroman@stclarepdx.org.
- Parents of 4th graders must dedicate a minimum of 10 volunteer hours (5 for a single-parent family) to the auction – including leadership, management, organization, and/or work that leads up to the auction, apart from work that occurs the week prior to the auction or on auction night.
- Parents of 3rd graders (without a 4th grade student in the family) must dedicate a minimum of 10 volunteer hours (5 for single-parent families) to the auction, in any capacity, which we hope will smooth the transition between auction leadership from year to year.

Procedure

Each family is responsible for recording their volunteer hours on their parent FACTS account under Family Service Hours by May 31st. Please note that the check in system at the front desk for volunteers does not automatically record your hours. In June, any unworked hours will be billed to your FACTS account at a rate of \$20/hr.

Please keep in mind, some activities DO NOT count toward PIP hours. These activities include:

- Parish, Pre-school and/or CYO activities beyond a combined total of 10 hrs. per year (exception for coaches)
- Attending Back-to-School Night
- Attending Parent-Teacher Conferences

PIP/PARISH VOLUNTEER HOURS

Parent Involvement Program - **For families receiving In-Parish Tuition**

To complete your In-Parish tuition hours, you must complete 20 hours from this category:

~Parish activities - please see the Family Volunteer Opportunities list on the school website for the full listing of activities. Go to www.stclarepdx.org - Forms - In-Parish Tuition Petition 2nd page

~CYO is a parish sponsored organization so volunteering for this counts for Parish hours

~Note - all 20 hours should be listed on your In-Parish Tuition petition for the 2024-25 school year.

~Note - 10 of these hours can be listed in your Facts account for the School PIP credit.

~Note - if you don't complete at least 10 Parish hours, then you must make up those hours with school related volunteer work.

To complete your School PIP hours, you must complete 20 hours from this category:

~PIP hours run from June 1 - May 31

~Hours must be entered by each family into their Facts account by May 31

~The front desk check-in system does not automatically record volunteer hours.

~Any unworked hours will be billed in June to your Facts account at a rate of \$20/hour.

~Note - none of these hours count towards your In-Parish tuition and should not be listed on your petition.

The following is a list of possible school volunteer opportunities, other options may be available.

Car line duty	Auction	Open House	SAC
Classroom helper	Bubble Run	Uniform Exchange	Art Fair
Art/Music/Library/PE helper	Wreath Sale	Field trip chaperone	PTC
Dine out nights	Green team	Dragon Dash	Office help
Bingo Night	Recess/Cafeteria help		Other Fundraisers
Room parent	Parent Ambassador - max of 5 hours		Teacher Appreciation Week

VOLUNTEER REQUIREMENTS

- All volunteers must sign in at the front desk and wear their personnel badges. A volunteer by definition would be anyone working in the classroom or school environment with or near children. Anyone without proper identification displayed will be asked to leave the campus.
- Each volunteer at St. Clare Catholic School MUST have a confidential background check completed. The background check is payable by the volunteer (\$15) and must be renewed every 3 years.
- The school reserves the right to decline 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 and students to do so.
- Each volunteer MUST be cleared through the C.A.S.E. training program, which includes an initial in person class 90 minutes in length. These classes are offered at various locations within the archdiocese on a monthly basis. Local trainings at St. Clare are offered occasionally throughout the year. There is no cost to attend this training. Subsequently, each year there is a required annual update, which may include an in person class or an online module with questions to be answered at the end.
- Volunteers on school property are expected to dress appropriately for the school environment.
- No weapons, alcohol or drugs, including tobacco, marijuana, or vaping devices are permitted on school property while children are present. Anyone present under the influence of drugs or alcohol will be asked to leave the property.
- Volunteers MAY NOT bring younger children to the classroom when volunteering.
- Please be quiet in rooms adjacent to classrooms. This helps promote a positive learning environment at school. Please do not go into any classroom unless the teacher is expecting you.
- Volunteers are expected to keep student information confidential. If academic or behavioral information about a child is observed or overheard that information is to be kept confidential to respect the right to privacy of the minor. Be cautious about who may overhear or see matters of a confidential nature, i.e. written, on the computer monitor, or spoken. Safety or behavioral concerns observed, overheard, or witnessed should be reported to a staff member.
- All volunteers as well as persons compensated for their services to St. Clare Catholic School are considered representatives of St. Clare. This includes, but is not limited to, Committee members, Room Parents, Auction or Event Chairs, and Volunteers. As representatives of St. Clare Catholic School, all are bound to follow this policy. Please seek clarification from the administration with questions or concerns.
- 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 accept responsibility to use contacts made through the school in such a way as not to disrupt the peace, order and tranquility of the school community. Should volunteers come into conflict on school or parish issues, it is the responsibility of both to resolve the dispute through personal diplomacy and/or an executive decision by the school Principal and/or the Pastor.

- If there is a question about a certain duty, please ask the teacher on duty or the administration.
- Please alert staff to any student demonstrating disrespectful or inappropriate behavior.

CLASSROOM VOLUNTEERS

Parents are welcome to volunteer in the classroom. All classroom visits and volunteering must be arranged in advance with the teacher. To maintain the integrity of the learning environment, classroom disruptions must be kept to a minimum and learning time to a maximum. The teacher reserves the right to ask parents and/or volunteers to leave if their presence disrupts the learning environment. While in the classroom in a volunteer capacity, parents should not use this time to conference with the teacher about their child. Parents may not see a teacher before class in the morning unless previous arrangements have been made.

PLAYGROUND AND LUNCH VOLUNTEERS

Below are guidelines to make our lunches and recesses run smoothly:

Arrive approximately 10 minutes before your scheduled volunteer time.

Plan to stay through the end of the shift and/or until cleanup has been completed.

Try to avoid last minute cancellations, as staffing is structured based on the anticipated support. You must call the office if you need to cancel for any reason.

FIELD TRIP CHAPERONES

My Role as a Chaperone:

- To check in at the school office upon arrival.
- To remain quiet in the hallways and cafeteria as teachers are teaching.
- To stay with my group at all times.
- To supervise their activities.
- To encourage students to learn by actively participating myself.
- To report any misbehavior or disrespect to the teacher.
- Refrain from doing business via cell phone while chaperoning.
- Volunteers are asked not to bring younger children to the classroom/school when volunteering or on a field trip.

Chaperones must expect proper behavior from their group. Students must stay with their chaperones at all times including trips to the restroom. Be aware and respectful of other visitors at displays. Students must not run or climb. If your group has guide sheets, please be sure the students pick them up.

Transportation Rules:

- Chaperones are to sit with their group on busses.
- Students are to stay seated.
- Students should use inside voices.
- Students may not use personal electronic devices.

- Parent drivers who choose to play music or show videos must select school appropriate music (no swear words or suggestive material) and videos must be G rated.
- All parent drivers must be cleared to volunteer according to the volunteer requirements listed in this handbook, and must complete the driver information form in the main office. Drivers must show proof of insurance (according to the minimum limits listed on the form), vehicle information and driver's license number. No 15 passenger vans may be used. Parent drivers must drive directly to and from the field trip location, no side stops.
- Vehicles must be insured and must include seat belts for each passenger. Oregon law requires that children who weigh over 40 pounds or have reached the upper weight limit for their forward facing car seat must use boosters to 4'9" tall or age eight and the adult belt fits correctly.
- Due to insurance regulations, younger siblings or pets may not accompany a parent who is accompanying students on a field trip.
- Drivers must follow all state laws, including speed limits.
- Drivers may not make unscheduled stops (i.e. stopping for ice cream or fast food).
- Chaperones must have a working cell phone available to contact the teacher directly or the school main office to communicate in an emergency situation.

Personal Guidelines:

- Chaperones need to dress appropriately to represent St. Clare Catholic School.
- No tobacco or alcohol may be used on field trips.
- Chaperones must be at least 21 years of age and be cleared to volunteer.

ROOM PARENTS

Room parents are responsible for the coordination of classroom parties with teacher approval. Food and supplies for class parties may be donated by families in the class. Simple parties, perhaps with some creative games and healthy treats are encouraged. The school is not responsible for parties beyond scheduled Halloween and Valentine's Day parties nor does it endorse or allow fundraising for non-school sponsored celebrations.

RESPECT FOR VOLUNTEERS

Students will speak to and treat volunteers in a respectful manner. Students will not argue with a volunteer when asked to do something.

SCHOOL ADVISORY COUNCIL (SAC)

In the Archdiocese of Portland in Oregon, all school councils are advisory in nature. A school advisory council participates in decision-making by formulating and recommending, but never enacting policy. The School Advisory Council operates as a consultative committee, which reviews school policy subject to the approval of the Pastor. The Pastor, Principal and selected members are in an advisory position. Input is obtained from the staff, the parents and the Principal. Once the Advisory Council recommends a policy, the Principal and Pastor have the final authority to approve or not approve any policies or changes. All school policies must be consistent with Archdiocesan policies and guidelines.

The reason for a School Advisory Council is to promote participation in the ministry of Catholic Education, to develop and defend policy, to serve as a good public relations source, and to encourage strategic planning. The council does not oversee discipline, develop school programs, approve curriculum materials, hire or terminate staff, or act as a grievance board.

CHILD PROTECTION POLICY

In order to protect the children placed in our care, St. Clare Catholic School has a number of procedures, which all employees and volunteers follow.

- All volunteers have successfully completed an Archdiocesan background check and participated in the Called to Protect training required by the Archdiocese of Portland.
- A mandatory reporter is a designation in Oregon State Law of a person required to report suspicion of child abuse because of the job he/she holds, such as firemen, law enforcement officers, clergy, school personnel, etc. Although many of our volunteers are not mandatory reporters, the Archdiocese encourages school and church volunteers to report when they have reasonable cause to believe abuse of any kind has occurred.
- A volunteer or employee does not have to witness child abuse before making a report. Any employee or volunteer of the parish or school who has reasonable cause to believe a child is being abused should report it immediately to the Department of Human Services or to local law enforcement.
- Concerning interaction between a child and an adult that requires immediate attention might include:
 - An adult who chooses to work with only one child in an enclosed area.
 - An adult who has personal and private contact with a child through phone calls, emails, internet sites or home visits.
 - A volunteer or employee who befriends a child outside of the activity setting.
 - An adult who speaks or behaves in such a way that makes you feel uncomfortable.
- In situations such as these, the person witnessing the behavior should contact the administration, program director, or Pastor immediately.
- If a student contacts you electronically, report to your supervisor immediately with concerns.

An employee or volunteer who has reasonable cause to believe abuse is happening to a child can speak to their supervisor/coordinator in private regarding the situation or any other supervisor/coordinator prior to reporting to the civil authorities. An employee or volunteer may also make a report to the Department of Human Services independent of their supervisor. All information is kept confidential between the reporter, supervisor and reporting agency. Under no circumstances should the name of the reporter, supervisor or St. Clare Parish be made public. The supervisor/coordinator determines the next appropriate step. At this point, the supervisor/coordinator will make the decision regarding the appropriate action. If a report to the Department of Human Services is warranted, the person observing the possible abuse situation should make a call to the Department of Human Services in conjunction with the supervisor/coordinator. Department of Human Services (503) 681-6917.

PARENTAL INVOLVEMENT

Adults within the St. Clare Catholic School community are responsible role models whose actions are consistent with Christian values. Our goal is to create and maintain a positive, cooperative atmosphere within the school community. This Code of Conduct applies to all St. Clare Catholic School community members.

- St. Clare Catholic School adults should refrain from speaking negatively about a teacher in front of their child.
- St. Clare Catholic School adults should be cooperative and committed to school goals.
- St. Clare Catholic School adults should separate personal desires from what is in the best interest of the school community.
- St. Clare Catholic School adults should treat one another honestly and politely, respecting the diversity of persons and opinions within our community.
- St. Clare Catholic School adults should seek peaceful resolutions of disputes.
- St. Clare Catholic School adults must refrain from using a public medium to speak negatively about the school, students, or staff.
- Family Cooperation As a parent of a student at St. Clare Catholic School, it is important to support the mission, philosophy, and policies of the school. Be actively involved in your child's education. Please be a model for your child by addressing teachers and administrators in a respectful and polite manner.

COMMUNICATION

Please check the following prior to calling the front desk asking for information:

- Weekly Dragon Post: This is the main source that the school uses to communicate with families. This newsletter is e-mailed to parents most Thursdays throughout the school year. Please look to the newsletter for the following types of information: Latest Calendar updates, Fundraising information, Volunteer information, Current Events, Permission Slips, Parish information and letters from the principal.
- Website: You will find the following information on our school website at www.stclarepdx.org/: Calendars, any school related forms, staff contact information, upcoming events, videos and event pages. Links can also be found to the St. Clare Facebook, Instagram and Twitter pages.
- Parents can communicate back to the school in person, by telephone, by email or by written message. Email addresses for all staff are included in the school directory and on the school website. The school's policy is to respond to parents, at the latest, within two working days of receiving a message.

FACTS: Our Student Information System

The school uses FACTS, an internet database, to manage student and family information. This information must be updated annually. If you have changes throughout the year to your contact information please notify the school office as soon as possible. Parents are able to access their child's grades through FACTS. Parents may obtain a FACTS account from the main office.

COMPLAINT/GRIEVANCE POLICY

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. Clear and respectful communication must include careful listening by all parties. 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. An experience filtered through a child's perspective may be missing or exaggerating key details. Afford staff members the opportunity to respond to a concern before jumping to a conclusion. Issue resolution and response will be handled with confidentiality between the family and school administration. As such, the details of the issue and resolution may not be shared with third parties.

FAMILY PARTNERSHIP

As a parent of a student at St. Clare Catholic School, it is important that you support the mission, philosophy, and policies of the school. Parent's affirmation of the teachers and the administration of the school are especially important when a child has a discipline issue; it helps them learn accountability for their actions, and to learn from their mistakes. Please allow your child to take the consequences for his/her actions. One of the school's goals is to create a secure environment for children to practice making decisions. Students learn from mistakes, so please do not try to "save" your child from the consequences of his/her actions. Please be a model for your child, addressing teachers and administration in a respectful and polite tone. A parent who verbally abuses a teacher or staff member may be referred to the administration or the Pastor. Be actively involved in your child's education. Read with your son/daughter. If your child is having difficulty in a subject, spend time at home reviewing spelling/vocabulary words, reading, or helping with their homework. Encourage your child to talk to the teacher if they need clarification of an assignment or grade, or need extra help.

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)

STUDENT ACTIVITIES

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. 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 or smart watches 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, and may lose their ability to continue to bring their device to school.

LOCKERS AND BACKPACKS

Lockers are provided for students in sixth through eighth grade. Each locker is assigned. Lockers are intended to provide a storage space for coats and books. Ordinarily, lockers and backpacks are not inspected; however the school has the option of inspecting lockers or backpacks if reasonable cause exists. Students are not allowed to put adhesive, stickers or pictures on lockers or desks. Students will pay for property that is damaged, based on current market rate for replacement of furniture, technology, or item. Replacement or repair fees will be added to a family's FACTS Account. Any valuables should be left at home. The school is not liable for lost or stolen articles.

LOST AND FOUND

The school office has a lost and found box located in BASC. If items are not claimed within 30 days, uniform items will be placed in the Uniform Exchange, and all other items will be donated to Goodwill or another charitable organization. Please make sure all clothing is labeled.

MONEY

Refrain from bringing money to school. Exceptions may include money for student fundraisers, book fair, and/or service projects with parent permission. In these situations, denominations should be small, the money is not to be shared with others, and the school is not responsible for lost or stolen money.

TOYS AND GAMES

Toys and other miscellaneous items brought from home that are a distraction in class may be taken away and parents must make arrangements with the teacher or administration to pick them up. Collector cards and games, and other personal collections may not be brought into school (with the exception of a show and tell experience authorized by the teacher).

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.

BIRTHDAY PARTIES IN SCHOOL

Birthday parties are optional and must be arranged ahead of time with your child's teacher. All treats must be purchased, according to Multnomah County Regulations, and cannot be home-made. Following health guidelines and standards, families are encouraged to provide healthy or non food items (such as crafts or stickers) if they choose to bring in a treat. Enough treats must be provided for all students in the class. Please do not have gifts to be opened at school or give gifts, flowers, etc. from just one or two students, as it may hurt the feelings of other students. Please do not take siblings from other classrooms to attend a birthday party. Out of School Party Invitations must be mailed, unless all children in the classroom are invited. School family addresses can be found in the school directory. The school office cannot provide parental or family information. 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.

GUM AND BEVERAGES

Chewing gum is not allowed. Water is the only beverage allowed in the classroom. Lunch beverages are limited to water, milk, and juice.

TOXIC SUBSTANCES

White out and super glue are considered toxic substances; students are not allowed to have them in their possession.

DANCES

Students who wish to attend parish, CYO, or other school dances may do so, but not with St. Clare School endorsement. St. Clare school may at times host a middle school dance, organized by our PTC, as a school-sponsored event. School sponsored Middle School activities are planned with staff consultation.

HOT LUNCH PROGRAM – Monday through Friday

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 FACTS for each child. Lunch orders must be made by Thursday at midnight for the following week's orders. This deadline is firm. Families will be charged for lunches provided the day of (i.e. if a student forgets their lunch and there are available meals. Lunch Credits: If your student is absent on a lunch day that s/he has ordered, a refund will not be given.

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.

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.

CURRICULUM & SCHOOL PROGRAM INFORMATION

COURSE OF STUDIES

Religion, Reading/Literature, Language Arts, Math, Social Studies, Science, PE/ Health, Music, Drama, Technology 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 Theology of the Body program is a part of the religion curriculum in grades K-8. The Second Step program (social-emotional growth, bullying prevention, and child protection) is implemented throughout all the grade levels, including a Child Protection Unit in grades K-5.

SACRAMENTAL PREPARATION

First Eucharist and First Reconciliation are received in second grade. Confirmation is received in seventh 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. 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. On average, homework time should be allocated at roughly 10 minutes per grade level. 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 recommendations 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 testing coordinator at St. Clare is qualified to administer individual educational tests for students in grades K-8. 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

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 (BCF), 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.

POSITIVE BEHAVIORAL INTERVENTION AND SUPPORT

St. Clare School has adopted a school wide initiative. It is called Positive Behavioral Intervention and Support (PBIS).

What is Positive Behavioral Intervention and Support?

PBIS is a process for creating safer and more effective schools. It is a systems approach to enhancing the capacity of schools to educate all children by developing research-based, school-wide, and classroom behavior support systems. The process focuses on improving a school's ability to teach and support positive behavior for all students. Rather than a prescribed program, PBIS provides systems for schools to design, implement, and evaluate effective school-wide classroom and non-classroom expectations. PBIS includes school-wide procedures and processes intended for all students and all staff in all settings. PBIS is not a program or a curriculum. It is a team-based process for systemic problem solving, planning, and evaluation. It is an approach to creating a safe and productive learning environment where teachers can teach, and all students can learn.

What is PBIS at St. Clare?

We have adopted a unified set of classroom and non-classroom behavior expectations. You will see these rules posted throughout the school and your child will be learning them during his or her first days at school. Our unified guiding expectations, found in every classroom and non-classroom setting in the school, are as follows:

Be Safe * Be Respectful * Be Responsible

As part of our PBIS process, teachers and other staff members use evidence-based practices to increase student learning and decrease classroom disruptions. To keep students focused on the expectations in a positive manner, we do the following when teaching academics and behavior:

- Constantly teach and refer to our school-wide expectations. (Expectations parade held in September and January for school wide teaching and review of expectations.)
- Provide students with more praise than correction.
- Talk to students with respect using positive voice tone, saying "What is the expectation?" (Reteach if they cannot state or demonstrate.)
- Actively engage everyone in the class during instruction.
- Look for the positive first and provide positive, immediate, frequent, and explicit feedback.

We also have a school-wide system of positive rewards:

- Students feel good when they meet expectations.
- Students earn Dragon Dollars for demonstrating the behavior expectations.
- Students can save and/or spend Dragon Dollars in their individual classrooms or at the PBIS store open at the end of each month.

We also have a school-wide system of consequences:

K-5

Expectation Break #1=Reteach

Expectation Break #2=Documented Warning (Walking ticket at recess)

3 walking tickets = Parent contact via BCF with problem solving form sent home to parents.

Level 2 or 3 behaviors as reflected on the current BCF (see handbook):

- BCF with a call home
- Physical violence or extreme misbehavior= Principal visit, BCF and possibly send student home

Middle School

Expectation Break #1= reteach

Expectation Break #2=Behavior ticket

3 Behavior tickets = Parent contact via BCF/reflective recess (where students spend recess inside with teacher for reflection)/reflection form sent home to parents.

Level 2 or 3 behaviors as reflected on the current BCF (see handbook) go directly to:

- Parent contact via BCF/reflective recess/reflection

Physical violence or other extreme misbehavior: refer to principal/BCF/possibly go home.

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:

Verbal	Nonverbal	Relational
• name calling • threats • insults • put downs • teasing	• gestures • dirty looks • eye rolling • disrespect of others' personal property	• spreading rumors • exclusion • gossiping • humiliation
Physical	Sexual	Cyber/Electronic
• hitting • tripping • pushing • fighting • destruction or theft of property	• inappropriate jokes • inappropriate touching, pinching, etc. • inappropriate advances • teasing • inappropriate drawings	• 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

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?

- | | | |
|--|--|-------------------------------------|
| ☐ Talking out in class | ☐ Inappropriate language | ☐ Bullying |
| ☐ Disruptive in class | ☐ Disrespectful attitude/ words/actions | ☐ Verbal |
| ☐ Unprepared for class | ☐ Breaking cafeteria rules | ☐ Nonverbal |
| ☐ Tardy for class | ☐ Physical fighting | ☐ Relational |
| ☐ Out of uniform | ☐ Damage to property | ☐ Physical |
| ☐ Gum chewing | | ☐ Sexual |
| ☐ Breaking classroom rule _____ | | |
| ☐ 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:

Cyber/Electronic

Teacher Signature/s _____

Action Taken/Consequences Given:

Parent Signature _____ Date _____

Please return this form to the Issuing Teacher by _____

TEEN DATING AND DOMESTIC VIOLENCE POLICY

Pursuant to ORS 339.366 and 339.368, Teen dating violence is unacceptable and prohibited at St. Clare School. Each student has the right to a safe learning environment. St. Clare School will comply with all current requirements (including those in Oregon law) for education of its students, personnel, and others on the prevention, recognition of, and reporting requirements for teen dating violence and domestic violence. This policy applies to behavior on school grounds, at school-sponsored activities, on school-provided transportation.

Students in grades 7 and 8 will receive age-appropriate education about teen dating violence and domestic violence in the curricular program at St. Clare School annually.

- Resources Currently in place for the Archdiocese of Portland:
 - Committee for Children Second Step Grade 7 and Grade 8
 - Unit 2: Recognizing Bullying and Harassment
 - Unit 4: Managing Relationships & Social Conflict
 - Virtus Online Grade 7 and Grade 8
 - Lesson 2: Safe Adults, Safe Touches, and Special Safe Adults
 - Lesson 3: Boundaries. You Have Rights

School faculty and staff at St. Clare School will receive training on the topic of teen dating violence and domestic violence annually. St. Clare School will provide training for all faculty, staff, and volunteers in the school through the mandatory C.A.S.E. (Creating A Safe Environment).

Any violation of this policy must be reported immediately to the school principal or designee in absence of the school principal. Procedures for reporting incidents of teen dating violence that takes place on

school grounds, at school-sponsored activities, on school-provided transportation includes reporting to the school principal.

Definitions

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

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

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

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 this policy 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. Any student who is expelled from St. Clare School will not be allowed to participate in any extracurricular activities on the St. Clare campus, including CYO.

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 may 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 guardians.

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.

PLAGIARISM

Make sure your child understands that plagiarism is a serious offense at all academic institutions. Insist that your child's papers be original and written in his/her own voice. Copying from books, encyclopedias, or websites is not acceptable, and parents should not rewrite assignments for students.

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.

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

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:** www.landsend.com/schooluniforms

School Code: 900103722

• **Tommy Hilfiger:** <https://www.globalschoolwear.com/>

School Code: STCL01

Any configuration of the following components is acceptable:

BOYS AND GIRLS: GRADES K-5

Pants:	Dennis Uniform, Lands End Uniform or Tommy Hilfiger (plain or pleated front); navy only
Walking Shorts:	Dennis Uniform, Lands End Uniform or Tommy Hilfiger (plain or pleated front); navy only
Shirts:	Dennis Uniform, Lands End, Tommy Hilfiger, 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 turtleneck; red, white, or navy
Sweatshirts:	Clare Wear hoodie sweatshirt; red or navy St. Clare School logo sweatshirt; red or navy Zippered St. Clare School logo vest; red or navy
Sweater:	Dennis Uniform or Tommy Hilfiger; red or navy cardigan Lands End Uniform; fine gauge cardigan sweater in red, navy or white

GIRLS: GRADES K-5

Dress:	Dennis Uniform sailor style; Tommy Hilfiger polo dress, red or navy
Jumper:	Dennis Uniform or Tommy Hilfiger Stewart Plaid (Woodland); basic jumper or shift
Blouse:	Dennis Uniform; short sleeve, Peter Pan collar, white only
Skirt:	Dennis Uniform or Tommy Hilfiger Stewart Plaid (Woodland) or solid navy
Skort:	Dennis Uniform or Tommy Hilfiger Stewart Plaid (Woodland) or solid navy

Athletic Shorts: Students must wear athletic/spandex shorts under skirts & jumpers unless they are wearing tights or leggings.

BOYS AND GIRLS: GRADES 6-8

Shirts: Dennis Uniform, Lands End, Tommy Hilfiger, 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 turtleneck; red, white, or navy

Sweatshirts: Clare Wear hoodie sweatshirt; red or navy
St. Clare School logo sweatshirt; red or navy
Zippered St. Clare School logo vest; red or navy

Sweater: Dennis Uniform; red or navy cardigan; Tommy Hilfiger full zip sweater; red or navy
Lands End Uniform; button front fine gauge cardigan in red, navy or white

Pants: Dennis Uniform (plain or pleated front, twill flat front, or flat front stretch),
Lands End Uniform (plain or pleated front, plain front chino, feminine fit, plain front stretch chino, or pleated front chino), Tommy Hilfiger (plain or pleated front, boot cut or straight leg twill flat front); khaki only

Walking Shorts: Dennis Uniform or Lands End Uniform (plain or pleated front); Tommy Hilfiger Bermuda shorts; khaki only

GIRLS: GRADES 6-8

Blouse: Dennis Uniform (over-blouse, $\frac{3}{4}$ length sleeve, white only) or
Lands End Uniform ($\frac{3}{4}$ length sleeve oxford shirt, white only)

Skirt: Dennis Uniform or Tommy Hilfiger Stewart Plaid (Woodland); Dennis Uniform or Tommy Hilfiger solid khaki or navy

Skort: Dennis Uniform or Tommy Hilfiger Stewart Plaid (Woodland); Dennis Uniform or Tommy Hilfiger solid khaki or navy

Athletic Shorts: Students must wear athletic/spandex shorts under skirts unless they are wearing tights or leggings.

CLARE WEAR: ALL GRADES

Clare Wear uniform options, including sweatshirts, are available for special order through the school website.

UNIFORM EXCHANGE: ALL GRADES

The Uniform Exchange is available year round in the storage room downstairs. It operates on a one-on-one exchange basis. Donations accepted to support the school but not required.

KEEPING IT NEAT: ALL GRADES

- 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)

SHOES—ALL GRADES, INCLUDING FREE DRESS DAYS

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.

SOCKS AND TIGHTS—ALL GRADES

Students 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. Tights or leggings must be solid red, white, or navy.

ALL GRADES, INCLUDING FREE DRESS DAYS

- No make-up (exceptions are clear Chapstick and acne-blemish cover)
- Non-dangling post earrings only
- No unnatural hair color
- No scarves or bandanas in class
- No hats in classrooms or lunchroom
- Nail polish should be light colors only (i.e. light pink or clear).
- 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
- Boxer shorts should not be visible above the waistband of pants.
- Shorts and skirts should not be shorter than 3” above the knee (*or the tips of their fingers when standing up straight with arms fully down at their sides*)

FREE DRESS DAYS: ALL GRADES

Once a month (typically the last Friday of each month), unless otherwise noted, is a “bring food/wear free dress” day (See Dragon Post for Food Drive collection Fridays). 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. If wearing leggings, students in grades 5-8 must wear a shirt/tunic that hangs below their “backside.” Students 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 students in any grade. All shirts must have sleeves. Shirt lengths 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

The school provides excess accident and emergency sickness medical coverage for students participating in school sponsored and supervised activities during the school day. For further questions or information, contact the school office.

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.

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.

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.

EMERGENCY PROCEDURES

Please keep your emergency contact and all other numbers current with the main office at all times. In emergencies, information may be released to appropriate persons if it is necessary in the judgment of the administration to protect the health or safety of the student or other persons.

For the safety of students and staff, regular safety procedures are practiced on a monthly basis. A school safety committee, made up of faculty members exists to address any and all safety issues or needs for the school and campus. Evacuation procedures and routes are posted throughout the campus. School staff have been trained for lockdown procedures based on the ALICE method (Alert, Lockdown, Inform, Counter, Evade). Specific emergency protocols and procedures are posted in all of the classrooms and can be reviewed at parents' request. Each classroom is issued a survival kit should earthquake or major disasters occur.

Fire, Earthquake and Lockdown Drills

If you are in the school in the event of a school emergency preparedness drill, you must participate fully. In the event of a fire drill, you will hear the fire bell. Leave the school immediately and proceed to the playground where your class grade number is located. Earthquake drills are held in individual classrooms. If we should experience a real earthquake, take cover beneath a desk or table and exit the building when the shaking stops. We encourage you to do the same in your home in order to heighten students' awareness of what to do in these rare events.

- *Lockout* refers to the drill held in case of a threat outside of the building. This could include a threat in the neighborhood. During a lockout, classes continue without interruption however staff is alerted to remain in the building until the lockout has ended. Students will not be permitted to go out to the playground in a lockout situation, and the school doors will remain locked. School administration will closely monitor the concern to determine whether further action is necessary, such as initiating a lockdown.

- *Lockdown* refers to the drill held in case of an intruder inside the building. An administrator or office manager will announce over the intercom, “This is a lockdown drill.” If someone knocks on the door of the room you are in, do not answer and do not open the door. Exterior doors of the school will be locked. At the conclusion of the drill, the Principal or Office Manager will unlock the doors personally and announce an “all clear”. They will not use the intercom or ask for a staff member to unlock the door on their own. This drill has a duration of about 10-15 minutes.

School staff receive annual training based on the ALICE method, which allows them to determine the safest option for handling an emergency situation. ALICE stands for:

A: Alert- identify potential emergency concern

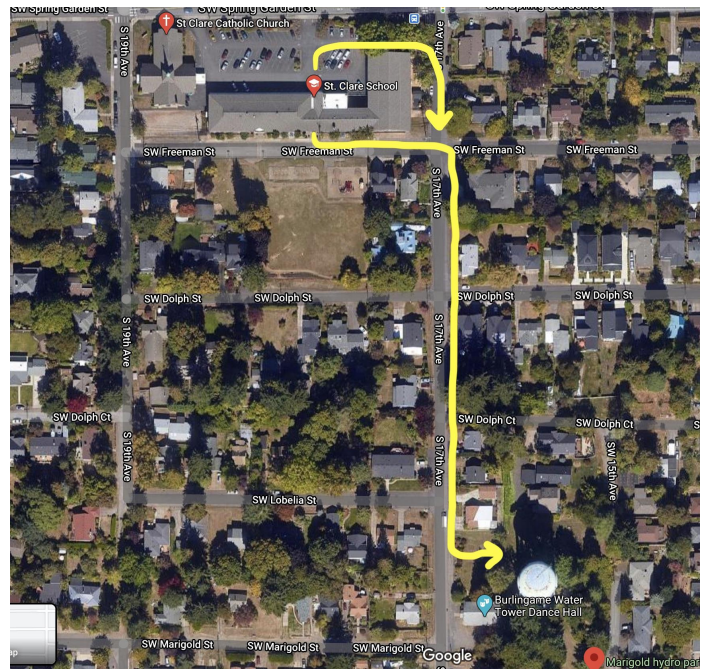
L: Lockdown- lock the door to the room, barricade if necessary, close shades, hide from view of windows. In the event of a threat in the building, staff are trained to determine whether the safest course of action is to lockdown or to evacuate.

I: Inform- staff will communicate with the main office or emergency personnel using phones or electronic devices.

C: Counter- As a last resort, staff and students are trained how to distract or counter an intruder- depending on age and comfort of the individual.

E: Evade- Staff are trained whether to remain in lockdown or evacuate.

In case of an actual fire, earthquake or other event that requires full evacuation beyond the campus, students will be escorted to **Marigold Hydro Park (Water Tower)** for reunification with families or until it is safe to return to the school. This is also where you should go for more information in the event that police block off the street. Each classroom has supplies for the students in the event of an extended lockdown. As parents, you need to know that if there were an emergency that required a lockdown of the school, the police would immediately become involved and telephone communication would be suspended. Parents would be notified via the internet or email if we are able in much the same way a snow day is announced. Parents should not come to the school to pick up their children until they have checked with the local authorities to find out if an “all clear” has been announced. A secondary evacuation site is Capitol Hill Elementary school.



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

DROP-OFF AND DISMISSAL PROCEDURES

DROP-OFF

Spring Garden Street

Car Line or walk-in drop off for students in Grades 6-8 from 8:00 a.m. until 8:10 a.m. Students arriving after 8:10 a.m. must ring the doorbell to the office to be let in and receive a tardy slip before entering their classroom.

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 8:00-8:10am. Students may not use the buzzer to gain access into the building through the Freeman Street doors after 8:10. If families arrive after 8:10, they must park in the parking lot on Spring Garden and come to the school office with their children to sign them in.

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 must 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 17th Avenue.

DISMISSAL

Students in Grades 6-8 are to be picked up in the Spring Garden Parking Lot (carline). Students in Grades K-5 or carpools are to be picked up on Freeman St.

- 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.
- Please follow the traffic patterns indicated in the handbook.

- Families will drive up to the entrance (one-way traffic starting on the office side toward church side). Please remember to have your **family name and grade level displayed on the dashboard** at pick-up for ease of identification for our screeners.

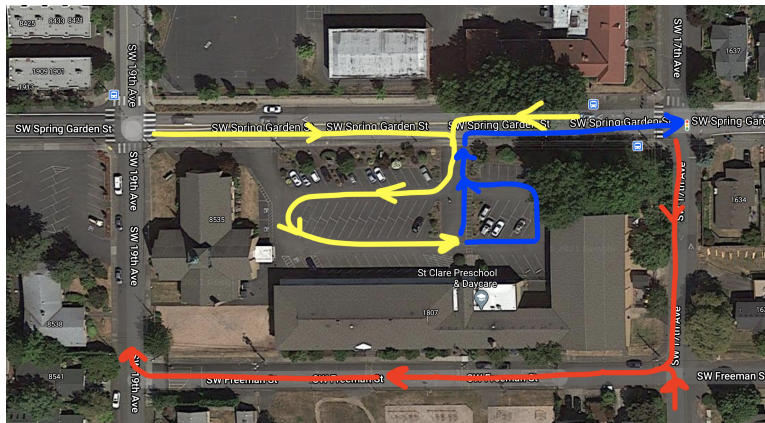
Walkers and Bike Riders

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.
- 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 and 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.



ASBESTOS NOTIFICATION

August, 2025

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 2025/26 school year, periodic surveillance inspections will be conducted in the fall 2025 to check the condition of the asbestos and to determine if any action is needed. Schedules are pending. 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. David Hodgkin, Property and Risk Management 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 or dhodgin@archdpdx.org.

Mr. Chris Harris
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.

St. Clare School

Responsible Use Agreement



STATEMENT OF EDUCATIONAL PURPOSE

St. Clare School's network has been established for a limited educational purpose. The term educational purpose is used in the context of instruction-related activities, including but not limited to classroom-based projects and student works, and high quality, academically-enriching research. St. Clare School supports teachers and students being engaged in an online environment that allows them to discuss, collaborate, communicate, create, and share in a safe, ethical, and responsible manner.

With that educational purpose in mind, we want to emphasize that St. Clare School's network has not been established as a public access service or a public forum. The school has the right to place reasonable restrictions on the material you access or post through the system.

You are expected to follow the rules set forth in this agreement, the student disciplinary code, and the law in your use of St. Clare's network. Teachers and/or other staff members will provide instruction and guidance to students regarding the appropriate use of and access to the School's network.

ACCESS TO ONLINE MATERIALS

- The material you access through St. Clare School's network should be for class assignments or for research on subjects similar to what you might study in a class or in the school library. You are not to post non-academic messages to others within the network.
- Use of St. Clare School's network for entertainment purposes is not allowed.
- If you mistakenly access inappropriate information, you should immediately report this access to a teacher or an administrator. This will protect you against a claim that you have intentionally violated this agreement.
- St. Clare School has taken reasonable steps to restrict access to materials it considers harmful and to materials that do not support or conform to accepted educational objectives. These steps include the school installing a filter to protect against access to inappropriate material in accordance with the Children's Internet Protection Act (CIPA) of 2000.
- You will not use St. Clare School's network to access the following: material that is obscene; child pornography; material that depicts, or describes in an offensive way, violence, nudity, sex, death, or bodily functions; material that has been designated as for adults only; material that promotes or advocates illegal activities; material that promotes the use of alcohol or tobacco, school cheating, or weapons; or material that advocates participation in hate groups or other potentially dangerous groups.
- If you feel that the filtering software is blocking your access to an appropriate site, report

this to your school technology office, teacher, or an administrator.

- You will not seek to bypass the filtering software by using a proxy site or some other technology.
- The use of St. Clare School's network is a revocable privilege for all users.

COMMUNICATION SAFETY EXPECTATIONS

"Personal contact information" includes your full name, together with other information that might allow an individual to locate you, including your family name, your home address or location, your work address or location, or your phone number.

You will not distribute personal contact information about yourself without teacher approval. Tell a teacher or administrator if anyone asks for your personal contact information.

You will not disclose names, personal contact information, or any other private or personal information about other students.

You will not take, distribute or post photos, video or audio of yourself, classmates or staff without teacher approval.

You will promptly disclose to your teacher or other school staff any message you receive that is inappropriate or makes you feel uncomfortable. You should not delete such messages until instructed to do so by a staff member.

UNLAWFUL, UNETHICAL, UNAUTHORIZED, AND INAPPROPRIATE USES AND ACTIVITIES

Unlawful Activities

You will not attempt to gain unauthorized access to St. Clare School's network, or to any other computer system, or go beyond your authorized access. This includes attempting to log in through another person's account or to access another person's files.

You will not make deliberate attempts to disrupt St. Clare School's network or any other computer system or destroy data by spreading viruses or by any other means.

You will not vandalize St. Clare's technology equipment by disassembling or disconnecting any technology components or peripherals.

You will not engage in any conduct that modifies, harms, or destroys any devices, computer or network hardware, such as mice, keyboards, and components that reboot computers.

You will not use St. Clare's Internet system to engage in any other unlawful activities such as arranging for a drug sale or the purchase of alcohol, engaging in criminal gang activity, or threatening the safety of any person (including public officials).

Inappropriate Language and Unauthorized/Unethical Activities

Restrictions against inappropriate language apply to all speech communicated through the School's network, including public messages, private messages, and material posted on the internet.

You will not access or transmit obscene, profane, lewd, sexually oriented, vulgar, rude, inflammatory, threatening, or disrespectful language.

You will not access or transmit information that is hate motivated, fraudulent, abusive, or racially offensive.

You will not knowingly or recklessly post false or hurtful information that could cause damage or a disruption to a classmate, teacher, your school or any other organization or person.

You will not use a camera to capture video, photos or audio of students or staff anywhere on campus unless directed by a teacher. You will not post video, photos or audio of students or staff on the internet (e.g., YouTube) unless directed by a teacher.

You will not engage in personal attacks, including prejudicial or discriminatory attacks, or harass or bully another person.

You will not access or transmit information that relates to or encourages the illegal use of controlled substances or other criminal conduct.

You will promptly disclose to your teacher or school administrator any message you receive from any other student that is in violation of the restrictions on inappropriate language and unauthorized activities.

Plagiarism and Copyright Infringement

You will not plagiarize works that you find on the Internet. Plagiarism is taking the ideas, graphics, or writings of others and presenting them as if they were yours without adequate and accurate citation.

You will respect the rights of copyright owners in your use of materials found on, disseminated through, or posted to the Internet. Copyright infringement occurs when you reproduce a work that is protected by a copyright without explicit permission from the copyright holder or outside the limitations of copyright law.

You will not use any peer-to-peer file sharing programs, such as "BitTorrent" or "Limewire," to download or share copyrighted movies, music, or games.

MDM, SYSTEM SECURITY AND RESOURCE LIMITS

MDM (Mobile Device Management)

Access to the St. Clare Network is a privilege and not a right. Therefore all student devices used on the St. Clare Network must be placed in “Supervised Mode” by the Technology Administrator and enrolled into the school’s MDM. The MDM along with any profiles must be maintained at all times.

You are responsible for your individual account and should take all reasonable precautions to prevent others from being able to use your account. Under no conditions should you provide your password to another person. Change your password frequently. Protect your files and accounts by logging out and regularly backing up your personal files.

Immediately notify a teacher or an administrator if you have identified a possible security problem. However, you should not attempt to find security problems, because this may be construed as an unlawful attempt to gain access.

You will not engage in any conduct or activities that could disrupt the use of the system for others unless directed by a teacher, including installing programs or files, deleting programs or files, modifying settings, changing passwords, or reconfiguring the system.

Resource Limits

You will use the system only for educational exploration and high quality research.

You will not download large files unless absolutely necessary. If necessary, you will download the file at a time when the system is not being heavily used and immediately remove the file from the system computer.

You will not misuse school, or personal distribution lists or communication channels for sending irrelevant messages.

RIGHTS AND PRIVACY LIMITS

Free Speech

Your right to free speech and access to information applies to your use of the Internet. St. Clare may restrict access to materials for valid educational reasons. St. Clare may also restrict your speech for valid educational reasons.

Privacy Limits

The St. Clare computer system, equipment, and the associated user accounts are the property of St. Clare. Regardless of device ownership, students do not have any right of privacy as to their usage or any information or files maintained in or on St. Clare’s network or equipment and

should understand that there is no expectation that any communication or materials they send, access, view, or receive will be private. All student use of the Internet will be supervised and monitored. St. Clare's monitoring of Internet usage can reveal all activities you engage in using St. Clare's network. For purposes of inspecting or investigating a student's use of St. Clare's network or the student's files or documents maintained on the network, St. Clare may override any applicable passwords, codes, etc. Student accounts are purged at graduation.

Routine maintenance and monitoring of St. Clare's network may lead to discovery that you have violated this agreement, the student disciplinary code, or the law.

Parents have the right to request to see the contents of your digital files at any time.

LIMITATION OF SCHOOL LIABILITY

The school will not guarantee that the functions or services provided through St. Clare's network will be without error. The school will not be responsible for any damage you may suffer, including but not limited to loss of data, interruptions of service, or exposure to inappropriate material or people. The school will not be responsible for the accuracy or quality of the information obtained through the system. The school will not be responsible for financial obligations arising through the unauthorized use of the system. Your parents can be held financially responsible for any harm that may result from your intentional misuse of the system.

CONSEQUENCES FOR VIOLATIONS

Inappropriate, unauthorized, unethical, and unlawful use of St. Clare's network can result in termination of the student's user privileges, liability for damages, disciplinary action, and/or legal action in accordance with the law and school policy.

Depending on the circumstances, criminal charges against a violator may be filed by the District Attorney. Consequences are applied to student misconduct on-campus, and at school-sponsored activities.

Consequences are applied to student misconduct off-campus when it is determined that such misconduct creates an adverse environment or causes substantial disruption at school or interferes with the rights of students to feel safe. Consequences are applied to student misconduct that involves the use of the following technologies, such as cell/camera phones, Bluetooth devices, iPods/iPhones/iPads, computers/Notebooks, or other devices. These personal technologies that are used inappropriately in and out of classrooms may be confiscated and held until picked up by a parent or guardian.

The school's officials will comply with applicable law and will cooperate with local, state, or federal officials (FBI, DEA, ATF) in an investigation related to any unlawful activities conducted through St. Clare's network.

If a student violates any part of the guidelines set forth above, he/she will be subject to the following, or similar, consequences:

1st offense - Verbal/written warning; parent/guardian will be notified; violation will be recorded in student's discipline record; device will be held in Principal's office and returned at the end of the school day or turned over to parent/guardian (depending on severity of violation).

2nd offense - Parent/guardian will be notified; parent/guardian and student will meet with Principal; violation will be recorded in student's discipline record; device will be held in Principal's office and turned over to parent/guardian at the end of the school day.

3rd offense - Parent/guardian will be notified; parent/guardian and student will meet with Principal; violation will be recorded in student's discipline record; device will be held in Principal's office and turned over to parent/guardian at the end of the school day. The student may lose the use of the device for a period of time determined by St. Clare. Other disciplinary measures may follow in accordance with the behavioral guidelines set forth in the Student/Parent Handbook or in accordance with the St. Clare Responsible Use Agreement.

Agreement adapted from California School Board Association, Cupertino High School, Cupertino, CA and St. Cecilia School, Beaverton, OR.

St. Clare Catholic School Technology Acceptable Use Policy(Code of Conduct)

2025-2026

Privileges and Acceptable Use

The use of the information system is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges and the student may be subject to disciplinary action. The use of any information services must, in the judgment of St. Clare School, be related to student education and research in accordance with the educational goals and objectives of St. Clare School. Students and Adults are personally responsible for compliance with this provision at all times when using information services. Questions about this agreement may be directed to the school principal.

Student Personal Responsibility

I will use technology responsibly. It is my responsibility to report any misuse of technology at school to the appropriate adult (technology teacher, principal, classroom teacher). This includes off task behavior, going to unauthorized websites or game sites, or sending messages to anyone without permission from the teacher. I will follow the school rules and only send messages or visit websites that are appropriate and approved by my teacher. I understand all the rules of this “Appropriate Use Policy/Guidelines” apply when I am on an electronic device of any kind. I also understand that actions I take on social media outside of the school environment may be subject to school discipline if it is determined to have impacted the learning environment, the reputation of St. Clare Catholic School, or the safety of St. Clare students. I understand and will follow the terms of this agreement. I understand that any violations of this policy may result in disciplinary action, the revoking of my access to computers, and/or appropriate legal action.

Student Signature_____ Date_____

**Students under the age of 18 must also have the signature of a parent or guardian who has read this agreement.)*

PARENT OR GUARDIAN

As the parent/guardian of this student, I have read this Acceptable Use Policy/Guideline Agreement, as well as the St. Clare Catholic school handbook, and understand that the information services are intended for educational purposes. I understand that St. Clare School cannot restrict access to all controversial materials, and that misuses of information services by a student may result in the loss of computer privileges, disciplinary action, and/or referral to law enforcement officials. I also understand that actions my child takes on social media outside of the school environment may be subject to school discipline if it is determined to have impacted the learning environment, the reputation of St. Clare Catholic School, or the safety of St. Clare students. I will not hold St. Clare School responsible for materials viewed, used, or acquired through the information services. I hereby give permission for my child to have access to the information services.

Parent or Guardian Name (please print)

Signature

Date

Parent or Guardian Name (please print)

Signature

Date

HANDBOOK SIGNATURE PAGE

<https://bit.ly/stclarehandbook>

Parent Agreement

I/We _____
(Parent(s) or Guardian(s))

have read and discussed the rules, policies and procedures contained in the *2025-2026 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 _____

Student Agreement

I/We (Student Name(s)) _____

have read and discussed the rules, policies and procedures contained in the *2025-2026 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: _____

(2nd student in family attending the school-if applicable)

Signature: _____ Grade: _____ Date: _____

(3rd student in family attending the school-if applicable)

Signature: _____ Grade: _____ Date: _____
(4th student in family attending the school-if applicable)