STUDENT/PARENT HANDBOOK

ST. MARY CAMPUS

Regis St. Mary
CATHOLIC SCHOOL

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SECTION 1

School Information

Mission Statement

Regis St. Mary Catholic School develops disciples of Christ who learn, lead and serve.

Philosophy Statement

According to the Vatican II document, *The Declaration on Catholic Education*, parents are the primary teachers of their children and must be recognized as mainly responsible for their children's education. Catholic education is a partnership between the parents and the school. In the Catholic family, children need to be taught to know and worship God and to love their neighbors. The Catholic principles taught in the home are reinforced and expanded upon by the school. Catholic schools afford the best opportunity to realize the three-fold purpose of Catholic education—message, community, and service—among children and young people.

Regis St. Mary believes that its purpose is to continue the tradition of Catholic education by spreading the Gospel message, worshiping together as a community, giving service to others and working together for social justice and global awareness. We believe in educating the whole child spiritually, academically, emotionally, socially and physically taking into account each child's unique needs and abilities. We believe in integrating faith into all aspects of the curriculum and instilling Christian values by our personal example.

Schoolwide Learning Expectations

Love
I will give and receive love selflessly through personal sacrifice and graceful acceptance in the following ways:

God

- I will love God and express that love through joyful action.
- I will receive His love and grace in return through full participation in the sacramental life of the Church.

Neighbor

- I will recognize Christ in others and treat them as I would like to be treated.
- I will seek and experience the love of my school, Church, and local community by participating as an active member.

Self

- I will embrace God's grace to live a life of virtue.
- I will recognize my own strengths and weaknesses in order to accept and love myself as God loves me.

Learn

I will gain or acquire knowledge of skills through study, experience, or being taught in the following ways.

Mind

- I will demonstrate a growth mindset
- I will use problem solving and critical thinking effectively
- I will develop organizational skills and study habits

Body

- I will actively listen and participate
- I will make safe and healthy choices
- I will exhibit traits of a successful self manager

Soul

- I will show excitement and curiosity about the life of Jesus
- I will inspire and encourage others in holiness
- I will follow Mary's example through prayer

Lead

I will lead with kindness, compassion and honesty in all areas of my life.

Family

- I will live a virtuous life that leads my family to Jesus through my words and actions.

Friends

- I will pray with my friends.
- I will share my values through action and example, leading with kindness.
- I will lead my classmates to stay on task and focus on learning.

Community

- I will lead and participate in community events in which I share my faith and values.

Serve
I will perform acts of service as disciples of Christ who serve by defending the dignity of life, feeding the hungry, and protecting the Earth in the following ways:

Life
- I will value and respect all human life
- I will use my God-given talents to serve my church and my community

Hunger
- I will serve the hungry and those in need
- I will recognize how serving others brings me closer to God

Earth
- I will respect the earth through acts of service
- I will use my knowledge of serving to model being a steward of God's creation

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SECTION 2

Academic Information & Standardized Testing

Curriculum

Local curriculum development is the responsibility of the principal and faculty following the approved Archdiocesan guidelines.

Daily Schedule

On full days, doors open at 7:45 AM, school begins at 8:00 AM and dismissal is 2:50 PM. Full day PreK and Kindergarten are dismissed at 2:45 PM. ½ Day PreK is dismissed at 11:00. Parents are expected to directly pick up their PreK and Kindergarten children.

Conferences

Scheduled by School
Parent/Teacher Conferences are held for 15-minute periods during fall and spring. Parents are encouraged to prepare by making a list of questions about how their child is doing academically and/or socially.

Requested by Parent
Parents desiring longer conferences than those scheduled by the school, or parents who wish to meet with the teacher at times throughout the year are encouraged to contact the teacher to arrange an appointment.

Guidelines

- 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 such a disagreement, please request an interview with the teacher privately.
- Please try to be open to both sides of the story if a problem arises. Perception differences and information reported incorrectly can lead to unnecessary confrontations with the teacher and unwise decisions.
- Discuss difficulties in the classroom with the teacher first before bringing them to the principal.

Academic Honesty

Honesty is expected of students in the performance of all academic work. Cheating, plagiarism {such as, but not limited to, copying or sharing the work of another and submitting it as one's own }, using student's work from prior years (e.g. old tests, quizzes, projects, etc.) or doing another person 's homework assignments are all forms of academic dishonesty. Anyone who violates the policy of academic honesty may immediately receive a failing grade on that exam or assignment. Academic dishonesty may lead to other disciplinary procedures including detention, suspension or possible expulsion.

Grading & Related Topics

Grades K-5 use a standards-referenced grading system. Rather than giving points on assignments, standards based grading involves measuring students' proficiency on defined standards approved by the Archdiocese of Portland. Report cards will show one of the following numbers to represent a student's understanding.

- **4: Exceeds grade level standards**—demonstrates understanding beyond grade level standards consistently and independently
- **3: Meets grade level standards**—demonstrates understanding of grade level standards consistently and independently

- **2: Approaching grade level standards**—demonstrates partial understanding of grade level standards with or without support
- **1: Developing grade level standards**–demonstrates minimal understanding and does not meet grade level standards even with support

Grade Percentage Equivalents for Grades 6-8
A = 100–90 | B = 89–80 | C = 79–70 | D = 69–60 | F = 59 or below

Academic Probation
Students with academic probation in sports will be allowed to practice with their team, but are not allowed to participate in games. Eligibility is determined on a weekly basis. After a two-week probationary period, students will be allowed full team participation including games if their GPA rises to 2.0 or above and there are no F's.

Honor Roll
White Honors: 3.50–3.74 | Blue Honors: 3.75–3.99 | Gold Honors: 4.00

Homework
The purpose of homework is to reinforce material already taught and to foster habits of independent study. Homework normally consists of practice, drill, application of skills and techniques already taught, reading, studying, writing and completion of exercises from books or workbooks. Homework may also consist of class work that a student has chosen not to do during class. Homework may be assigned on Fridays if a teacher deems it necessary, however, it will not be assigned as punishment.

Late Work Policy
Students turning in work late will receive reduced credit as per the individual classroom teacher's guidelines. Makeup work is not required to be given for unexcused long term absence (i.e., family vacation).

Progress Reports/Report Cards
Reports are available online using our student information system (FACTS). Parents will be given usernames and passwords to access the system at the beginning of the school year. Report cards will be sent home at the end of each semester.

Supplies
Students are responsible for obtaining and maintaining their own basic school supplies. This includes, but is not limited to, items such as pencils, paper and pens. Some supplies may

need to be replenished throughout the year. A list of supplies will be provided at the beginning of the year.

Textbooks
The Department of Catholic Schools and the Oregon State Department of Education determines the list of approved textbooks from which the school may select for each subject of the curriculum. Lost books will be replaced at the parent's expense, and there will be no refund if the book is then found. Individual damages will be assessed at the end of the year and appropriate charges made.

Music/Other Performance & Attendance
Students are expected to participate in music and other performances as part of their instruction and learning at the St. Mary Campus. Sometimes those performances are not during the regular instructional day. However, students' grades will still be impacted by their participation in the event. The teachers in charge of those productions will inform students and their parents of the particular time requirements and performance expectations.

Graduation

Graduation Ceremony
Graduation from elementary school is marked by a simple and dignified celebration that gives recognition to the unique value of the Christian education just completed.

Graduation Attire
Appropriate attire should be worn for the occasion: dress shirts and dress pants for boys; modest dresses or skirts and blouses for girls. Graduation gowns will be worn for the ceremony.

Promotion & Retention

Promotion
A student satisfactorily completing each grade's work will be promoted to the next grade.

Guidelines for Retention of Students
Recommendation for retention of students is made by the teacher in consultation with the principal and the parents and, if appropriate, with other advisory staff. Such decision is based on the total evaluation of a student's growth in all areas of development. In all cases, the final decision for retention rests with the principal (Policy 3240, Archdiocese of Portland Policies and Guidelines for Elementary Schools).

Standardized Testing

Schools participate in the Archdiocesan assessment program (STAR). Students are assessed 3-4 times per year. Parents may request other types of tests, such as academic or psychological testing, from the local public school district.

Student Awards

Grades PreK-8 are given various awards throughout the school year in individual classes or in an assembly. Graduation awards for eighth graders may include: Randy Fritz Award, Laurie Miller Award, or President's Achievement Award(s).

Electronic Information/Communications

Regis St. Mary educates students to become self-directed, continuous learners and ethical, responsible citizens prepared to meet the increasing challenges of a global, technological society. In addition, the school believes that technology should be used as a vehicle of communication, analysis and research in light of Catholic values and moral decision-making.

Therefore, the school is committed to the integration and effective use of current and future technology to further the educational mission of the school and the Church's mission of spreading the Gospel to all people. The Bishops of the United States have supported the use of technology as a means of evangelization.

Telecommunications, electronic information sources and networked services significantly alter the information landscape for schools by opening classrooms to a broader array of resources. Electronic information research skills are now fundamental to preparation of citizens and future employees.

Access to telecommunications will enable students to explore thousands of libraries, databases and bulletin boards. while exchanging messages with people throughout the world. The school believes that the benefits to students from access in the form of information resources and opportunities for collaboration is critically important for learning.

Appropriate Use Policy & Guidelines for Technology

The St. Mary Campus offers on-line electronic information services including, but not limited to, the Internet and email. Regis St. Mary strongly believes in the educational value of such information services and recognizes the potential of such to support the curriculum and student learning in our school. The school's goal in providing this service is to promote educational excellence by facilitating resource sharing, innovation and communication. Regis St. Mary will make reasonable efforts to prevent students from misusing the information services. However, a student is also responsible and must be continuously on guard to avoid inappropriate and/or illegal interaction while connected to the information services.

The use of the information system is a privilege, not a right. and inappropriate use will result in a cancellation of those privileges. The school will develop guidelines on what is appropriate use for subject areas and/or classroom usage. The principal or staff may remove a user at any time deemed necessary or appropriate.

Listed below are the provisions of this agreement. If a student violates these provisions. Access to information services may be denied and the student may be subject to disciplinary action.

Personal Responsibility

The student will accept personal responsibility for reporting any misuse of the network to the appropriate authority (principal, teacher, instructional assistant). Misuse may occur in many forms, but it includes using a program(s) or game(s), visiting website(s), sending or receiving messages that indicate or suggest pornography, unethical or illegal solicitation, racism, sexism or inappropriate language. The student will also accept financial responsibility for any damage they cause school equipment.

Students will also not engage in any usage behaviors that detract from the learning environment {either the individual(s) involved or others in the classroom). Students will only use programs and applications as directed by staff.

Content Filtering & Monitoring

The school's instructional technology personnel will monitor the online activities of minors and operate a technology protection measure ("filtering/blocking device") on the network and/or all computers with Internet access. as required by law. The filtering/blocking device will be used to protect against access to visual depictions that are obscene, harmful to minors and child pornography, as required by law. Because the school's technology is a shared resource, the filtering/blocking device will apply to all computers with Internet access. Filtering/blocking devices are not foolproof, and Regis St. Mary cannot guarantee that users will never be able to

access offensive materials using its equipment. Evasion or disabling, or attempting to evade or disable a filtering/blocking device installed by the school is prohibited.

Acceptable Use
The use of any information services must, in the judgment of Regis St. Mary, be related to student education and research in accordance with the educational goals and objectives of the school. The student is personally responsible for compliance with this provision at all times when using information services.

The student may not:

- Use, reproduce or transmit any material in violation of any federal, state or local laws. This includes, but is not limited to, copyrighted material, threatening or obscene material or material protected by trade secrets.
- Use the information services for any commercial or profit-making activity.
- Use the information services to advertise a product or for lobbying or other political purposes.

Inappropriate use of electronic information resources may be a violation of local, state and federal laws.

Network Etiquette & Privacy
The student is expected to abide by the generally accepted rules of network etiquette. These rules include, but are not limited to, the following (during school and non-school hours):

- **Be polite:** never send or encourage others to send abusive messages.
- **Use appropriate language**: the student is a representative of the school on a non-private system that may be viewed globally. Never swear or use vulgarities or any other inappropriate language. Illegal activities of any kind are strictly forbidden.
- **Privacy:** the student should not reveal his/her home address or personal phone number or the addresses and phone numbers of other students.
- **Electronic mail:** electronic mail (e-mail) at school is not guaranteed to be private. Messages relating to or in support of illegal activities must be reported to school authorities.
- **Disruptions:** do not use the network in any way that would disrupt the use of the network by others.

Security
Security on any computer system is a high priority because there are so many users. If the student identifies a security problem, notify the computer teacher or staff in charge at once. Never demonstrate the problem to other users. Never use another individual's account or

password. Any user identified as a security risk will be denied access to the information services.

Vandalism
Computer vandalism is the intentional harming or destruction of the school's computer hardware and/or the school's software and/or data of another user(s} or any other agencies or networks that are connected to the system. This includes, but is not limited to, the uploading or creating of computer viruses. Vandalism may result in the loss of computer privileges, disciplinary action and/or referral to law enforcement officials.

Services
Regis St. Mary makes no warranties of any kind, whether expressed or implied, for the service it is providing. Regis St. Mary will not be responsible for any damages suffered while on this system. These damages may include but are not limited to loss of data as a result of delays, non-deliveries, mis-delivery or service interruptions caused by the system or student errors or omissions. Use of any information obtained via the information system is at the student's own risk. Regis St. Mary specifically disclaims any responsibility for the accuracy of information obtained through its information services.

SECTION 3

Admissions & Withdrawal

It is the goal of Regis St. Mary to educate children of Catholic families. Registration means that the family is willing to comply with the programs and policies of the school and actively participate in the activities that support the school in its programs and philosophy. Catholic schools are a primary means of Catholic education. The Catholic school is to assist Catholic families in the formation and education of their children in the Catholic faith, Gospel values and traditions.

Application Process

Current students and siblings registration must be completed by the end of February. If more applications are received during open registration (March 1-15) than there are spaces available

in a class, admittance will be determined at the discretion of the school administration. Only applicants with completed applications will be considered for admission.

Entrance Requirements

All registration forms must be completed and turned in, all registration fees paid and prior records sent for before the first day of school.

Records at Entrance
Students entering school for the first time are required to bring a birth record and a record of state-required immunizations.

Transfer Student Process and Requirements
Transfer students may complete a STAR or alternative assessment in order to determine appropriate placement and meet with the principal and teacher prior to admittance. They are on probation for the first semester they attend Regis St. Mary and must comply with all policies and procedures of this handbook.

Nondiscrimination Policy

In accordance with the Archdiocese of Portland in Oregon statement for Personnel Policies and Guidelines 3020 for admissions, Regis St. Mary admits students of any race, color, national and ethnic origin to all the rights, privileges, programs and activities generally accorded or made available at all schools. The school does not discriminate on the basis of race, color, national and ethnic origin in administration of their educational policies, admissions policies, scholarship and loan programs, and athletic and other school administered programs. Nor does the school discriminate against any applicant, pupil or employee because of gender.

Withdrawal Process

Parents of students withdrawing from Regis St. Mary should notify the school office in advance of departure. A complete transcript of the student's grades, test scores and health record will be sent to the new school after a parent release form is received. A duplicate of the permanent cumulative record is kept in the school in perpetuity. If a child is withdrawn from school, tuition will be refunded according to a prorated formula established by the administration.

SECTION 4

Attendance

Regular attendance is required of all students in order to support the academic climate of the school.

Reporting Process

Parents must notify the school by 8:00 am if their child will be tardy or absent that day. If the office does not receive notification, a parent will be contacted. This policy is for the protection of the Regis St. Mary students and is aligned with the statutes of the state of Oregon.

Excused Absences & Tardies

The following reasons are considered excused absences or tardies:

- student illness
- illness at home requiring the student's assistance
- family emergency
- court appearance
- funeral
- medical need
- other reasons with prearranged administrative approval

Doctor or Dental Appointments

Parents are requested to schedule doctor/dental appointments outside regular school Hours, if at all possible. Parents are required to sign out their child for appointments. If a child returns to the school during the school day, he/she must be signed back in at the office. Students who are away from school for an appointment for 3 hours or more will be counted as absent.

Homework During Absence

Grades K-5—If a student has an excused absence, homework can be made available to be picked up from the teacher after school if a parent calls by 8:30 AM on the day of the absence. This will enable teachers to collect homework during the day more effectively.

Grades 6-8–Students will need to collect missing work upon their return to school. They will be given 2 days for each day absent to make up the homework. When a student is absent for 3 or more days due to illness, the parent may call the school office by 8:30 AM to arrange for homework assignments. Homework may then be picked up at the office between 3:00-3:30 PM.

For unexcused K-8 absences (e.g. family vacations or hunting), teachers are not required to provide homework for students prior to the absence. Homework will be waiting for the student when he/she returns and must be completed in the amount of time specified by the teacher. Teachers may comment on the advisability of absences from classes and communicate that some work cannot be "made up".

Excessive Tardies
Being prompt and prepared is an important life skill that Regis-Saint Mary will encourage and expect. Classroom teachers will communicate tardy policies to students, and work out a plan for excessive tardies.

Truancy
A student who is absent from school without a valid excuse for a period deemed unreasonable might be considered truant and reported to law enforcement. Parents will be contacted. Excessive absences, which can include tardies, can be cause for a student to be retained in the current grade for another year, due to lack of instruction time.

SECTION 5

Discipline & Student Behavior

The Archdiocese of Portland in Oregon establishes a set of policies and guidelines dealing with student safety, such as violence, drugs and alcohol that Regis St. Mary will follow. These rules carry prescribed penalties that apply to all students consistently. See Section 3500 in the Archdiocese of Portland in Oregon Department of Catholic Schools Policies and Guidelines for Elementary Schools.

Discipline Stages

Detention
Lunchtime detention is an acceptable disciplinary measure. Parents will be notified if a student is to be detained. The detention ordinarily will not exceed the lunch period.

Suspension
Suspension. the temporary prohibition of a student's attendance at school and school-related activities, is within the jurisdiction of the principal. Suspension may be invoked for a sufficient reason and ordinarily, will be limited to a maximum of 5 school days. Some reasons for suspension may include, but are not limited to:

- Any of the reasons listed for expulsion, with mitigating circumstances, are adequate cause for suspension of a student.
- Class exclusion is a method of disciplinary action that denies a disruptive student the ability to attend a particular class. ordinarily for a period of two days or less.

Expulsion
Expulsion is the permanent exclusion of a student from a school. Full credit will be given for all work accomplished by the student up to the date of expulsion. Various situations may lead to expulsion of a student from school. These include, but are not limited to, the following offenses:

- acts which, in the judgment of the school, endanger the moral, academic or physical well-being of the student body
- prolonged and open disregard for school authority
- illegal acts as defined by law. The school may take disciplinary action regardless of whether or not criminal charges are brought.

Philosophy of Discipline

Regis St. Mary's goal is to practice the greatest of all commandments: to love God, to love ourselves and to love our neighbors as ourselves. Along with this goal, Regis St. Mary is committed to incorporating the Love & Logic philosophy in dealing with everyday situations within the school.

The Four Basic Principles of Discipline with Love & Logic

- Student's self-concept is always a prime consideration.
- The child is always left with a feeling that he/she has some control.

- An equal balance of consequences and empathy replaces punishment whenever possible.
- The student is required to do more thinking than the adult.

Core Beliefs

We believe that students should:

- be responsible for solving their own problems with guidance
- face logical consequences instead of punishment whenever possible
- have some control over their lives
- learn that problems are opportunities for personal growth
- learn to be empathetic with themselves and others

Love and Logic Expectations

- Actions of students need to be safe for themselves and others.
- A student may do anything that does not cause a problem for anyone else.
- If a student causes a problem, they will be asked to solve it.
- If a student is unable or unwilling to solve a problem, a staff member will assist them.

Consequences

Each student and their problem will be handled as a unique situation. Consequences may be based upon several factors, including but not limited to:

- the severity of the act
- the situation in which it occurred
- the frequency of behavior problems
- the needs of the child

Procedures

Procedures can include, but are not limited to:

- Problem is discussed with student(s) and if warranted, parents are informed;
- Student(s) meets with principal to discuss problem and if warranted, parents are informed;
- A conference with the student(s), parent(s) and principal is scheduled;
- The principal reserves the right to suspend any student whose actions warrant such consequences.

Behavioral Expectations

The community of Regis St. Mary should exhibit an attitude of respect and concern in the following areas:

Respect & Concern for People

- Members of the school community should treat each other with courtesy. Examples include, but are not limited to, the behaviors listed below:
    - Waiting for one's turn to speak rather than interrupting;
    - Opening doors for others
    - Helping each other carry heavy loads
    - Using appropriate language and gestures
    - Greeting others when passing
- In shared areas, members of the school community should behave in a way that will not disturb or harm others. Examples include, but are not limited to, the behaviors listed below:
    - Maintaining a noise level that does not disturb others
    - Walking (not running)
    - Being careful of others on the playground, particularly those who are smaller or younger
- Members of the school community should be considerate of other people's feelings and to treat each other with kindness and respect. Examples include, but are not limited to, the behaviors listed below:
    - Eliminating malicious teasing and harassment
    - Including classmates in group activities, especially on the playground
    - Not making fun of others when they make a mistake
    - Giving someone a chance to apologize
- Although conflicts inevitably occur, members of the school community should resolve them peacefully. Examples include, but are not limited to, the behaviors listed below:
    - Taking the time to talk out a problem
    - Asking an adult to help settle things
    - Putting oneself in the other person's place
    - Never engaging in verbal abuse, insults or put-downs
    - Never intentionally hitting, kicking or shoving another person

Respect & Concern for Property

- Members of the school community will treat the person and property of others with care. Examples include, but are not limited to, the behaviors listed below:
    - Taking lost articles to "Lost and Found";

    - Asking permission to borrow or use others' belongings, including clothing and school materials;
    - Leaving other people's lockers and desks alone:
    - Not taking anyone's lunch or snack;
      Never marking on, vandalizing or destroying another's property.
- Members of the school community should treat school property with care. Examples include, but are not limited to, the behaviors listed below:
    - Assisting with cleanup of lunch and locker area
    - Picking up trash on the campus without being asked
    - Keeping bathrooms clean for others to use
    - Reporting graffiti
    - Assisting with classroom cleanliness
    - Reporting anything that is unsafe or needs repair
    - Not chewing gum at school.

Serious Behavior Issues

Anti-Bullying and Anti-Harassment
Regis St. Mary is enriched by the diversity of its members. The school recognizes and respects individual differences with regard to race, color, national and ethnic origin.

School should be a safe and pleasant place to be for all members. Bullying, including cyberbullying, is not acceptable at Regis St. Mary. In order to provide an environment of mutual respect, tolerance and sensitivity, it is important that every member of the community recognize certain guidelines for appropriate behavior.
Inappropriate behavior, either verbal or physical that disregards the self-esteem of others is unacceptable. This includes physical contact, unwarranted verbal remarks, derogatory statements or discriminatory comments (seriously or in jest or online) and it can occur between two individuals or between groups.

Listed below are some specific examples of inappropriate behavior:

- verbal abuse, insults, intimidation, threats
- leaving someone out of activities on purpose
- spreading rumors
- damaging, removing, or hiding others' belongings
- obscene, racist, sexist or suggestive remarks, jokes or gestures
- the writing or passing of demeaning notes, letters or graffiti
- display of explicit, offensive or demeaning materials
- invasion of personal space

- forcing someone to do something they don't want to do
- humiliating or ridiculing another
- hazing, threats, name-calling, unwarranted physical contact
- verbal "put-downs" demeaning race. color, national and ethnic origin
- pressure to use tobacco, alcohol, or drug
- use of any technology or social media to harass, intimidate and/or bully

School's Response

What the school will do in the case of bullying:

- provide a safe, secure environment
- provide a supportive environment, which encourages positive relationships between students
- include material on bullying, tolerance and accepted social behaviors in the curriculum
- respond to all reports of bullying within the school community

Students' Response

What students should do if they are being bullied or harassed:

- Tell the offending person or people that you want the behavior to stop. Look directly at them to give a clear message about how you feel.
- Promptly contact an adult at school: a teacher, a yard duty supervisor, the vice principal or principal. Tell them what was said, who said it and who else heard it. Give them any notes, drawings or e-mail you may have.
- Be strong in rejecting bullying behavior. Don't allow yourself to become a victim.
- Talk about bullying openly.
- Do not bully others yourself.
- If you see bullying taking place, tell someone you trust.

Parents' Response

What parents are encouraged to do in the case of bullying:

- Get the story. Discuss the incident with your child. Listen to your child's opinions and feelings.
- Support your child. Talk through the situation and agree upon what action will be taken. Assure them that they have done the right thing in reporting the bullying incident.
- Do not attempt to sort out the bullies yourself. This may worsen the situation.
- Make an appointment with the classroom teacher. It is vital that the school know the situation in order to investigate. Administration will be involved as needed.
- Please keep in mind that there are two sides to every story, and dialogue is elemental to solving the problem.

- At the meeting, calmly present the concern and explain that you are hoping to work out some solution with their help. All parties should work together on the problem.

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

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

Education and Training
Students in grades 7 through 12 will receive age-appropriate education about teen dating violence and domestic violence in the curricular program at Regis St. Mary annually.

Regis St. Mary will provide age-appropriate training in the Health curriculum for middle and high school students and in homeroom and Advisory periods.

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

Training for all faculty, staff, agents, contractors, and volunteers in the school will occur during inservice weeks and will be included in handbooks.

Regis St. Mary will adopt a poster that contains information, in both English and Spanish, regarding domestic violence, including at least one toll-free hotline number that a student may call to obtain information and help regarding domestic violence. Posting of posters must be in clearly visible locations on the school campus.

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

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

The School Counselor and Principal has/have responsibility for investigations concerning incidents of teen dating violence.

Notification of Policies

At a minimum, Regis St. Mary shall make the policy:

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

The school principal at Regis St. Mary is responsible for ensuring the policy is implemented.

Definitions

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

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

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

Inappropriate Articles at School

Some items distract from the educational process while others may pose a hazard to students. In order to promote a positive and safe learning environment, such items will be confiscated from students if brought to school. Examples include but are not limited to the following: weapons (including toy weapons), cigarettes, matches, lighters, liquid paper, beepers, aerosol spray, laser lights and magazines or books not considered age-appropriate reading material. Students should also refrain from bringing large sums of money, non-dress code clothing, trading cards (e.g. Pokemon or Magic), skateboards, scooters, electronic games and music headphones to school.

Due Process Statement

All Regis St. Mary students will be treated as unique individuals. Student behavior problems, therefore, will be handled as unique situations. In the event that the actions of the staff appear to be unfair, a student need only visit with the staff member involved and present their case. This is our written guarantee that a student's right to due process will be observed and respected at Regis St. Mary.

Other Policies

Cell Phones & Smart Watches
Students may not carry cell phones (or similar electronic devices such as smart watches) on their person unless the principal gives permission. A student's cell phone may be confiscated if its presence becomes evident (e.g. rings in class, or a student is showing other students during regular school hours).

Social Media
Student engagement in online social media such as, but not limited to, Biogs, Facebook, Instagram, etc may result in disciplinary actions if the content includes defamatory comments regarding the school, the faculty or other students.

Hall Conduct
Students are to walk at all times. Students need to be quiet in the hallways during school hours out of respect for teachers and other students.

Illegal Substances
The use or possession of illegal substances on school premises or at school sponsored activities, including but not limited to, tobacco, drugs, alcohol and various types of inhalants is prohibited and is grounds for disciplinary action up to and including expulsion.

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.

Off-Campus Conduct
Students of Regis St. Mary should exhibit an attitude of respect and concern in off campus activities as well. This applies to all off campus activities that may adversely impact the educational environment. Cause disruption of the educational process or threatens the safety and security of other students or school personnel. Such conduct may result in discipline outlined in section 5A of the discipline policy.

Littering & Gum Chewing
Students should always throw trash in appropriate receptacles. Gum chewing is not allowed in the school building.

Physical Restraint
Corporal punishment is not used as a means of student discipline. However, there are times when physical restraint may be necessary to maintain order in the school or classroom or at a school activity or event, whether or not it is held on school property or to prevent a student from harming him/herself. Other students and/or school/staff property. Oregon law and the policy of the Archdiocese permit a teacher, administrator, school employee or school volunteer to use reasonable physical force upon a student when and to the extent the individual reasonably believes it necessary for such purposes.

Lockers
Students in the upper grades are issued a school-owned combination lock to use to protect their personal items. The school maintains a universal key and reserves the right to open student lockers at any time without probable or reasonable cause. The locks are the property of Regis St. Mary. Students will be responsible for replacement of any lost lock.

Search & 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.

Valuables
All valuables that are not required for school should be left at home. Lockers are provided to store school supplies for grades 6-8.

Lost & Found
Any items left in the school building or on the school grounds should be given to the office to be placed in Lost & Found. Items not claimed before Christmas, Spring Break and Summer Break will be donated to charity.

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

Uniform Exchange
Families may access the uniform exchange closet located across from the front office to comply with the school dress code. Clothes are made available on a first come first served basis. When your child has outgrown their school clothes, we suggest donating those that are in good condition to the uniform exchange for other families to use.

Dress Code
Please visit www.regisstmary.org for the current Dress Code Policy.

SECTION 6

Emergencies/Safety

Emergency Information

In emergencies, information (such as emergency information) may be released to appropriate persons if it is necessary in the judgment of the principal or his/her designee to protect the health or safety of the student or other persons.

Emergency Information Card

The school has a file containing current emergency care information for each student.
Each parent is responsible to annually update the following information:

- The name of the student, his/her home address, telephone and birth date
- The business addresses and telephone numbers of the parents/guardian, and the hours during which they will be at their place of work. If applicable, the cell phone numbers of parents should be recorded.
- The date of the latest tetanus immunization/booster
- The name of the family physician, dentist, office addresses and telephone numbers
- Name of medical insurance company and identification number
- Special health conditions or allergies to which the student is susceptible, the emergency measures to be applied and any current medication
- The parents' approval to send the student to a medical facility for emergency treatment should this be necessary
- The names of the persons to whom the student may be released
- The signature of the responsible parent(s) or legal guardian.

School Lockdown

In some situations it may be necessary to have a school lockdown. As per police recommendations, the following procedures will be implemented for a school lockdown:

- Doors will be locked;
- Blinds and/or drapes will be closed;
- No one will be permitted to enter or leave the building;
- Lockdown will continue until the school receives an "all clear" signal from school or emergency personnel.
- Parents should not call the school so the phones will be available to emergency personnel.

Safety

Regis St. Mary is dedicated to the safety and well-being of every student.

Asbestos Notification

Each fall, an Asbestos Notification letter is sent home to parents.

Bicycles

Bicycle racks are provided for students. Regis St. Mary is not responsible for theft.

Earthquake Drills

Regis St. Mary provides earthquake training and holds, at a minimum, two drills during the school year.

Fire Drills

Regis St. Mary provides fire drill training and typically holds one fire drill per month during the school year.

Lockdown Drills

Regis St. Mary provides lockdown training and typically holds holds at minimum two drills during the school year.

Laser Pointers

Laser pointers are not allowed at school or on school grounds.

Playground Guidelines

- Include everyone
- Demonstrate good manners
- Participate
- Be creative
- Use equipment appropriately
- Act safely

School Closure

Regis St. Mary will close for snow or other weather conditions along with the North Santiam School District or Stayton Public Schools. Emergency closures will be posted via FlashAlert, on the school's website (www.regisstmary.org) and the North Santiam School District website at http://flashalert.net/news.html?id=168.

When the school is closed or dismissed early for emergency reasons, all school-sponsored activities and programs are automatically canceled or postponed unless specifically approved by the principal or designee.

Students are to leave the grounds immediately upon dismissal unless permission has been given to a student to stay longer. This permission must be requested by the parents and meet the approval of the teacher.

Skates & Skateboards

Skates and skateboards may not be ridden on school grounds. Skates and skateboards must be carried while on school grounds and must be stored in lockers/closets.

SECTION 7

Financial

Insurance

Student Accident Insurance coverage is purchased wholesale by the Archdiocese of Portland for every student. See the front office for coverage details. (Note: tackle football is not covered).

Tuition

Tuition is determined each spring during the budget process. Tuition is charged at a per-student rate. Monthly and quarterly payments are processed through the FACTS Tuition Management Company. One time payments can be made directly to the school.

Tuition Assistance
Regis St. Mary follows the guidelines in the Archdiocese of Portland's Tuition Assistance Grants program also known as FACTS Grant & Aid Assessment. After the Archdiocese makes their grant awards each year. The family and Regis St. Mary is notified and then the school provides additional grants to each family as money is available.

Tuition/Fees—Non-Payment
The school reserves the right to do any of the following with regard to the payment of past due accounts for which no payment arrangements have been made:

- Withhold grade reports
- Deny a student enrollment for the following semester
- Deny a graduating student participation in graduation ceremonies and/or withhold a diploma
- Send the account to a collection agency

Tuition Charge and Refund Policy

Month of Entry	*Month of Withdrawal*

% charged for entering student)	% refund of full tuition for student withdrawing
July: 100%	July: 100%
August: 100%	August 90%
September: 100%	September: 80%
October: 93%	October: 70%
November: 83%	November: 60%
December: 73%	December: 50%
January: 60%	January: 40%
February: 50%	February: 30%
March: 40%	March: 0%
April: 40%	April: 0%
May: 40%	May: 0%

SECTION 8

Medical

Communicable Diseases

In the school environment, many communicable diseases or conditions are easily transmitted from one individual to another. Among the most common school restrictable diseases or conditions in students are head lice (pediculosis), chicken pox, mumps and measles. Students who have restrictable diseases or conditions must be excluded from school.

Students with head lice/nits will be sent home immediately (along with all siblings) and will not be readmitted until treatment of student and home is completed and a re-check is satisfactory. If only nits are present and the child and the house have been treated as directed, removal of nits is all that is required.

Parents should notify the school immediately if their child has come into contact with or has any contagious disease or condition, such as. but not limited to, chicken pox, pink eye, hand, foot & mouth and/or head lice.

Immunizations

Students entering Archdiocesan schools must provide a signed Certificate of Immunization Status (CIS) form documenting either evidence of immunization or a religious and/or medical exemption prior to initial attendance. All students must have current immunizations unless a religious and/or medical exemption is on file.

Medication

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

The parent in writing shall make all requests for the school to administer medication to a student. Requests shall include the written instructions of the physician for the administration of a prescription medication to a student or the written instructions of the parent for the administration of a nonprescription medication to a student. A prescription label will be deemed sufficient to meet the requirements for written prescription.

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

Since the training of staff members to be authorized to administer injectable medication must be conducted under the supervision of a licensed physical or a nurse practitioner parents/guardians cannot train the designated school personnel in the use of Injectables.

All medication must be in the original container or packaging. Unused medications must be picked up by parents when treatment is complete or at the end of the school year. Medication left at school past the end of the school year will be destroyed. This policy shall not prohibit, in any way, the administration of recognized first aid to students by school personnel in accordance with established state law.

Students may not carry medication, including cough drops and lip balm.

Fevers & Vomiting
Students who experience vomiting and/or fevers must stay home from school until they are symptom-free for 24 consecutive hours.

Severe Allergic Reaction
Regis St. Mary follows State and Archdiocesan Policies to meet the needs of students with severe allergic reactions.

It is the parents' responsibility to notify the school of a child 's severe allergic reaction. The school relies on the family physician to provide a safety plan, which the school will then implement or notify the parents if any aspect of the plan is not possible to put in place. These steps must be completed and the safety plan in place before the child attends school.

Safety practices will be put into place whenever there is a student in the school who requires them as part of their safety plan. Examples of safety practices include providing nut-free lunch tables. or eliminating latex products from the school.

Designated school staff members have received training on how to safely administer physician-prescribed epinephrine using an EpiPen. It is the family's responsibility to provide the EpiPen for use at school according to the doctor's prescription. EpiPens will be kept in a locked cabinet with other prescription medications.

Following state law, the school also keeps its own non-prescription EpiPens available for use by any student who goes into anaphylactic shock while at school, regardless of whether a past severe allergic reaction has been documented. If needed, the EpiPen will be administered by trained personnel . and the student will be transported to the hospital by ambulance as a precaution. The school will attempt to contact the parents immediately, but will not delay transportation to the hospital if parents cannot be reached.

Counselor
A certified counselor serves the needs of students through individual and group consultation. Counseling needs are to be determined by the administration.

SECTION 9

Parents

Classroom Interruptions

All visitors, including parents, must report to the office and sign in. Classroom disruptions are kept to a minimum and learning time to a maximum.

Complaint/Issue Resolution

Concerns regarding individual school staff members should first be directed to that staff member. If the issue is not resolved, the parent should then address it with administration. The administration may take the issue to the Board of Directors as needed.

Family Cooperation/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 from the school.

Parent engagement in online social media such as, but not limited to, blogs Facebook, Instagram, etc may result in their student's separation from the school if the content includes defamatory comments regarding the school, the faculty or other students.

No parent should open a Facebook account under the name of the school or a particular grade. A parent who chooses to create such an account may subject their students to separation from the school.

Messages to Students

Messages may be left with the school office with routing instructions.

Parent Club

All parents and guardians of Regis St. Mary students automatically become members of the Parent Club at enrollment. Our mission is to promote the welfare of our students, faculty and staff by fostering a closer relationship between the home, the school and the community. We support Regis St. Mary with help from our wonderful family of volunteers.

We encourage meeting attendance as an opportunity to get to know other parents and give your input.

Mission Hours

Regis St. Mary encourages families in grades PreK-12 to contribute fifteen Mission Hours in any combination of community service per school year.

- Volunteer service at St. Mary
- Volunteer service at Regis High School
- Regis Athletic Association Service
- Fundraising
- Donation / $25 = One Mission Hour

Mission Hours promote volunteerism in support of our school by fostering community through school-wide events and activities that support our students and staff. Please visit the Mission Hours webpage to log your hours, https://www.regisstmary.org/mission-hours/.

If you are unable to volunteer, but would still like to help the school, visit the Mission Hours webpage on our website to make a monetary donation.

Parties

In School

Celebrations are arranged with individual teachers. In some counties, the health department regulates that treats be purchased and not home-baked. Regis St. Mary requests that treats be store-bought.

Out of School Party Invitations

Unless everyone in the class is invited to a party, invitations are not to be brought to and/or distributed at school.

Releasing Students During the School Day

Students will be released only to a parent /guardian, or to an individual authorized by the parent/guardian. Ordinarily, the parent/guardian's authorization to release a student to a non-parent/guardian should be in writing.

An ill student will be released only to a parent or authorized person as listed on the Emergency Information Card. Please sign out at the main office.

Verification of Compliance

A written statement signed by the parent should be returned at the beginning of each school year. Such a statement verifies that the parent is aware of and will comply with all regulations as written in the handbook (see Signature Page at the end of the handbook). However, lack of a returned Signature Page does not negate any of the student or parent responsibilities as outlined in this handbook.

J. Technology

Appropriate Use Policy & Guidelines
Regis St. Mary offers on-line electronic information services including, but not limited to the Internet for students. Regis St. Mary strongly believes in the educational value of such information services and recognizes the potential of such to support the curriculum and student learning in our school. The school's goal in providing this service is to promote educational excellence by facilitating resource sharing, innovation and communication.
Regis St. Mary staff will make reasonable efforts to prevent students from misusing the information services. However, a student is also responsible and must be continuously on guard to avoid inappropriate and/or illegal interaction while utilizing the school information services network. Listed below are the provisions of this agreement. If a student violates these provisions, access to information services may be denied and the student may be subject to disciplinary action. Violation of school policies involving students using home computers is subject to the Regis St. Mary Code of Conduct as well (e.g. cyber-bullying).

Privileges

The use of the information system is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. The school has developed guidelines on what is appropriate use for subject areas and/or classroom usage; these guidelines are shared with students. The principal may remove a user at any time deemed necessary or appropriate based upon a documented misuse by a student.

Personal Responsibility

The student will accept personal responsibility for reporting any misuse of the network to the appropriate authority (computer teacher, principal, teacher). Misuse may occur in many forms, but it includes: using a program(s) or game(s), visiting website(s), or sending or receiving messages that indicate or suggest pornography, unethical or illegal solicitation, racism, sexism, inappropriate language, as well as violating provisions of Sections C or D listed below. The student will also accept financial responsibility for any damage they cause to school equipment. Students will also not engage in any usage behaviors that detract from the learning environment (either the individual(s) involved or others in the classroom). Students will only use programs and applications as directed by staff.

Acceptable Use

The use of any information services must, in the judgment of Regis St. Mary, be related to student education and research in accordance with the educational goals and objectives of Regis St. Mary. The student is personally responsible for compliance with this provision at all times when using information services.

The student may not:

- Use, reproduce or transmit any material in violation of any federal, state or local laws.
- This includes, but is not limited to, copyrighted material, threatening or obscene material.
- Use the information services for any commercial or profit-making activity.
- Use the information services to advertise a product.

Network Etiquette & Privacy

The student is expected to abide by the generally accepted rules of network etiquette. These rules include, but are not limited to. the following (during school and non-school hours):

- **Be polite:** Never send or encourage others to send abusive messages.
- **Use appropriate language:** Students are representatives of the school on a non-private system, which may be viewed globally. Never swear, use vulgarities or any other inappropriate language.

- **Privacy:** Students should not reveal any personal information or passwords of other students.
- **Email:** Electronic mail at school is not private. Messages relating to or in support of illegal activities must be reported to school authorities.
- **Disruptions:** Do not use the network in any way that would disrupt the use of the network by others.

Transportation

- Regis St. Mary students have access to the local school bus system that is contracted through Mid Columbia Bus Company.
- For the safety of your children, we ask that you observe these rules for dropping off and picking up your children:
    - Pull up parallel to the curb heading north. All vehicles must stop before the crosswalk at Sixth and Elwood (north side} and then proceed straight down Sixth Street.
    - **Do not pass any car or bus in front of you**. Please wait for the car or bus in front of you to leave before pulling out.
    - Parents may also park in any designated parking space (except along the east side of Sixth Street) and walk their children into the school.
    - When picking up students after school, please take every precaution necessary and follow the lead of our teachers on safety patrol.
    - Proceed through the crossing lane once all pedestrians are safely on sidewalks.
    - Extra care needs to be taken when backing out of a parking space near a crossing lane.
    - Parking is located at the Immaculate Conception parking lot and on the west side of Sixth Avenue. There is no parking along Elwood Street between Fifth and Sixth Streets during morning drop-off and afternoon pick-up times.

Volunteers

All visitors and volunteers must report to the main office and sign in/out. All classroom visitors must make prior arrangements with administration and teachers. Non-attending students who wish to visit must make prior arrangements with the school administration. Regis St. Mary encourages potential student visits, but does not encourage friends or relatives of current students to visit/stay during the instructional day, as it poses unnecessary distractions for students and staff and detracts from the learning environment.

Weapons Policy

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

SECTION 10

Student Activities

Athletics / Co-Curricular Programs

The mission of Regis St. Mary supports the belief that participation in athletics and other co-curricular programs and activities enhances the development of the student and their entire learning experience. Many opportunities are available for students to participate in co-curricular events. Depending on the number of interested students, not all athletics, clubs, and activities may be offered.

Sports Teams

Football
Volleyball
Cross Country
Track & Field
Boys Basketball
Girls Basketball
Baseball
Softball

Athletics & Eligibility

A student who desires to be a member of an athletic team must meet the following requirements:

- Maintain a 2.0 or "C" average with no "F" in any subject. Grades will be evaluated prior to participation and weekly during the season. Any student who falls below the minimum academic requirements will be put on probation for two weeks. During that time, the student must participate in practice and attend all league events. but may not play in any games. If the student meets the minimum academic requirements the following week. they will regain full participation. Any student who does not meet minimum academic requirements for three weeks will no longer be eligible for that season.
- Maintain schoolwork and meet the requirements of classroom teachers and other school staff, including classroom and school behavior. Students removed from class for disruptive behavior may not be eligible to participate that day in their athletics activity (practice or game).
- Attend all team meetings, practices and games . Notification of intended absences must be in writing in advance.
- Desire to be the best athlete and team member he/she can be by:
    - Following coach's instructions
    - Putting forth solid effort
    - Demonstrating good Christian conduct and sportsmanship at all times
    - Being loyal to the team
- Must have parental consent forms returned to the coach or Athletic Director.
- Must have a current physical form on file (required every two years).

Dances

The policy for dances at the St. Mary Campus is as follows:

- Any dance, sock-hop, snowball or other event must be presented to and approved by administration a minimum of two weeks prior to the requested date of the event.
- Dances are for seventh and eighth grade students only.
- The event must be sponsored by a group connected with Regis St. Mary (e.g. Student Council, seventh or eighth grade classes, Parent Club).
- The group sponsoring the event may request that food and/or beverages be served at the event. No outside food or beverages are allowed to be brought into the building by those attending the event.

- The group sponsoring the event is responsible for all setup, cleanup and removal of all accumulated garbage, decorations, shoe marks. etc. from the room in which the event takes place, as well as the halls, rest room and connected areas. This includes all outdoor areas.
- Once a student (Regis St. Mary or guest) has entered the building, they must stay in the building. Once a student has left the building, they may not re-enter. Any student attending an event must also stay in the area of the building in which the event is taking place. There will be no wandering to other parts of the building.
- If a student (Regis St. Mary or guest) is asked, for any reason, to leave the event, that student will be escorted to a telephone to notify a parent or guardian and shall remain supervised until such time that a parent or guardian arrives to escort the student from the premises. Clothing, hairstyles and jewelry need to be conservative, or the student (Regis St. Mary or guest) may be asked to leave or change.
- Illegal acts and contraband including, but not limited to: weapons, (including toy weapons), cigarettes, matches, lighters, liquid paper, aerosol spray, laser lights, etc. are prohibited. Any student (Regis St. Mary or guest) who participates in an illegal act or brings contraband to the premises will be escorted by chaperone outside the building and supervised there while the police are notified.
- All music that will be allowed to be played at any event will need to be approved by the music teacher or designee at least two days prior to the event. No outside music is allowed to be brought into the building by those attending the event. Every parent/guardian chaperone involved in one of the Regis St. Mary dances should be given a copy of the above policy prior to the event. Students of Regis St. Mary involved in the event should be informed of this policy prior to the event.

Field Trips

For each field trip the following information should be available:

- Student permission slips
- Driver responsibilities (e.g., follow planned route, do not make extra stops, dress appropriately, no use of any alcohol or marijuana at any time)
- Proof of insurance
- Letter to parents detailing the field trip and type of transportation required

Money Collection

Regis St. Mary is responsible for all money received through fundraising. Therefore, all money received will remain on premises unless express permission of the principal is otherwise given. Regis St. Mary will hold responsible any and all fundraising coordinators for money and goods received from donors and/or vendors.

An accurate record of all donations/monies received per student/family must be accounted for and kept on premises (on a daily basis) at all times.

All donations/monies received must be verified by at least two (2) people (coordinators) and accounting must be kept on premises at all times. Cash donations must be put in a sealed envelope with the date received written on the envelope, and kept on premises.

Copies of all accounting forms must be given to the office on a daily basis.
At the end of a fundraiser, an accounting must be submitted verifying the following:

- Total money received per day listed by checks or cash
- Total (final) amount of money received listed by checks or cash
- Copies of all checks received
- Net proceeds earned
- Total amount owing to vendor/supplier, if appropriate
- Verification of merchandise received and distributed

SECTION 11

Student Information

Review of Student Education Records

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

Use of Student Imagery

Regis St. Mary reserves the right to use any photograph/video taken during all school related events without the expressed written permission of those included within the photograph/video. Photographs/video may be used for marketing purposes utilizing print or electronic platforms including, but not limited to, brochures, newsletters, newspapers, social media, or websites. To ensure the privacy of our students, images will not be identified using full names or personal identifying information with the exception of instances intended for student recognition and deemed appropriate by the school.

Parents/guardians may request that their child's image not be distributed by completing a Media Opt-out Form and submitting it to the principal.

By participating in a school event or by failing to submit a Media Opt-Out form to the school, you are agreeing to release, defend, hold harmless and indemnify Regis St. Mary from any and all claims involving the use of your picture or likeness.

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.

SECTION 12

Student Services

Lunch Services

Regis St. Mary offers daily hot lunch options for a fee. Please inquire at the office to set up a lunch account for your student(s).

Telephone

Students are allowed to use the office telephone with teacher permission.

SECTION 13

Volunteers

Volunteers assist the school in providing for the development and education of the students and provide a benefit to the school. All volunteers must complete the Volunteer Background Check form and check in and out at the office.

Volunteer Background Checks

The school reserves the right to require volunteers in any school program or activity to undergo a background check. Ordinarily, any person with an adult criminal conviction is not eligible to serve. The school further reserves the right to decline to accept the services of a volunteer, or to request a volunteer to withdraw from service in school activities whenever, in the judgment of the school, it is in the best interest of the school to do so.

Called to Protect

Volunteers are required to undergo the mandatory *Creating a Safe Environment* video program, as provided by the Archdiocese of Portland, prior to contact with students.

Child Protection Refresher Courses
Annually, in subsequent years after completing *Creating a Safe Environment* video training, volunteers are required to complete online refresher training in order to maintain active status.

Volunteer Code

Volunteers serve to enhance the school 's ability to provide for the students' development and to benefit the school. They serve in a variety of capacities, which include, but are not limited to: Parent Club Board and committees, Annual Auction Committee, classroom assistance to teachers, cafeteria/ hot lunch program, room parents, field trip assistants and other activities relating to the talents and gifts of the volunteer population.

Volunteers serving in the school will support and model the moral teachings of the Catholic Church and function faithfully within the mission and structures of the school, parish and Archdiocese with proper respect for those serving in ministries.

Volunteers work in a collaborative role with others ministering to the development of the children and the school as an educational institution. Volunteers are asked to recognize confidentiality as a living principle and respect the dignity of those with whom they work and come into contact.

Volunteers accept responsibility to use contacts made through the school in such a way so as not to disrupt the peace, order and tranquility of the school community. Should volunteers come into conflict on school related 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 board of directors.

Any person who has a conflict with a school volunteer outside of the boundaries of school activities must settle that dispute outside of and without involving or using school resources.

SECTION 14

Right to Amend

Regis St. Mary reserves the right to amend this handbook. Notice of amendments will be sent to parents via email communication.

Parents and students are bound by the policies contained in this handbook and the procedures set forth by teachers.

Regis St. Mary
CATHOLIC SCHOOL

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St. Mary Campus
1066 N. 6th Avenue
Stayton, OR 97383
503-769-2718
503-769-0560 fax

www.regisstmary.org

Handbook Acknowledgment Form

By signing below, we acknowledge that we have read the **Regis. St. Mary Student/Parent Handbook** and agree to follow the school policies and procedures as stated.

Students and parents must both sign and return this form to the office by September 19.

_____
Family Last Name

_____ _____
Parent/Legal Guardian Date

_____ _____
Parent/Legal Guardian Date

_____ _____
Student Date

_____ _____
Student Date

_____ _____
Student Date

_____ _____
Student Date