



**2020 - 2021**

**Parent/Student**

**Handbook**

**516 5th St. Oregon City, OR. 97045 503-742-8230 [www.sja-eagles.com](http://www.sja-eagles.com)**

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# WELCOME

It is our pleasure to welcome you to St. John the Apostle Catholic School and our partnership to provide your child with the highest quality of education possible. We invite you and your children to read the following information about our school. These pages will give you an idea of who we are through SJA policies, and what we hope for your children. In turn, we share with you our intent to educate students in a manner that ensures not only their intellectual growth, but their spiritual and emotional growth as well.

May your experience at SJA be filled with personal growth, especially in ways that challenge the mind, build community, and draw us closer to God.

**Sincerely Yours in Christ,**

**The Administration and Faculty of SJA**

# PERSONNEL

## **Archbishop Alexander Sample**

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.

## **Department of Catholic Schools**

The Archbishop, in his role as Shepherd and Teacher, delegates the everyday administration of the Catholic Schools in the Archdiocese to the Department of Catholic Schools. The Superintendent of Catholic Schools Jeannie Ray Timone, heads the department.

## **Pastor – Father Maxy D’Costa**

The Pastor, by direction of the Archbishop and canon law, is directly responsible for all parish endeavors. One such major endeavor is the parish or area school. The Pastor can render service and leadership to the parish or area 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 – Mary Haluska**

The position of administrative responsibility carries with it a unique opportunity for shaping a climate of Catholic values and an atmosphere for learning that will nurture the growth and development of each person. The Principal fosters community among faculty and students. The Principal understands the Catholic school as part of larger communities, both religious and secular. The Principal collaborates with parish, area, and/or Archdiocesan personnel in planning and implementing policies, programs and/or the use of facilities and grounds. The Principal is responsible for implementing school policies.

## **Secretary – Leslie McDowell**

The school secretary is responsible to the principal for the efficient operation of the school office and for the performance of administrative, secretarial, clerical, and all assigned duties related to the Principal’s office.

## **Development Director – Teresa Yohn**

The Development Director is responsible to the principal for coordinating PTO, fund-raising, and marketing of the school. The Annual Fund Drive and dinner, marketing, and advertising are the key responsibilities of the Development office; other duties are addressed as needed.

# **SJA Mission Statement**

*Saint John the Apostle Catholic School  
is a diverse community, centered in Christ,  
partnered with the parents,  
committed to preparing the whole child  
for a lifetime of learning and service to others.*



## **A Philosophy of Total Catholic Education For Saint John the Apostle Catholic School**

SJA Catholic School recognizes the spiritual, academic, physical, and social emotional diversity of each student and of all humanity. The learning environment is rooted in the teachings of the Catholic Church. This philosophy for students of SJA is accomplished through:

- Social/emotional development - SJA students are expected to respond to the community through self-discipline, self-confidence, compassion and commitment.
- Spiritual qualities – As one in Christ, Saint John the Apostle students learn how to glorify God and grow spiritually through loving service.
- Academic attributes- In an environment grounded in Catholicism, students become life-long learners who are articulate, creative, and knowledgeable problem-solvers, critical thinkers and decision-makers.
- Physical countenance – Being made in the image and likeness of God, SJA students are led to respect the uniqueness of their bodies and the bodies of others as temples of the Holy Spirit.



# St. John the Apostle Catholic School

## School-wide Learning Expectations

As a student of St. John the Apostle Catholic School, I strive to be

### a child of God by:

- learning and living what the Catholic Church teaches.
- respecting and caring for God's people and creation.
- nurturing my relationship with God.
- using God's gifts and talent in my community.

### a responsible student by:

- being ready to learn.
- applying problem solving skills in new situations.
- sharing my ideas and what I've learned in many ways.

### a compassionate citizen by:

- solving conflict with kind words while accepting responsibility.
- being safe and respectful in our classroom and school.
- respecting diversity and standing up for what is just.

SJA Motto:

Be Christ-like \* Be Safe \* Be Responsible \* Be Respectful

# ADMISSION AND WITHDRAWAL

## Entrance Requirements

The goal of SJA is 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, which support the school in its programs and philosophy. The Catholic school is to assist Catholic families in the formation and education of their children in faith, Gospel values and traditions.

## Admissions Policy

SJA Admission Policy in conjunction with Department of Catholic School Guidelines, and confirmed established priorities are in the following order:

1. Families with children already enrolled,
2. Active members of SJA Catholic Community,
3. Active members of other Catholic parishes, who qualify for out of parish subsidy,
4. Active members of other Catholic parishes,
5. Open to the public.

- A child must be 4 years of age on or before September 1 for enrollment into Pre -Kindergarten. Students must be potty trained.
- A child must be 5 years of age on or before September 1 for enrollment into Kindergarten. Students will be conditionally accepted into Kindergarten with full acceptance contingent on displayed readiness on the Kindergarten entrance test.

## Racial non-discrimination policy

In accordance with the Department of Catholic Schools Policies and Guidelines, SJA 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.

## Application Process

Families fill out registration forms and turn in the registration fee. Families not signing their children up for enrollment by the deadline will pay an additional individual registration fee per child; this fee is non- refundable.

Current tuition rates and registration fees are available through the SJA school office and on the school website.

## The following items must accompany the application before the admission decision is made.

- Legal Birth Certificate and Baptismal Certificate, CSI Immunization Report for those applying for all grades, preschool to eighth grade,
- A signed and completed release that allows the Principal and teachers of SJA to exchange information from the previous school.
- Students applying for Admission in Grades 1-8 must present a copy of the current report card and most recent standardized test results. These will be reviewed to determine whether the program at St. John the Apostle will meet the educational needs of the students.



**Assessment**

All new families interested in grades 2-8 must make an appointment for their child to attend two days of class with their present grade. The teacher conducts an informal assessment. The results of this assessment help determine if, given our staffing and class size, we are reasonably sure we can serve your child.

Using the results of the teacher assessment, past standardized test scores, report cards and any other pertinent information, the PPrincipal will determine if the school is a good match for the child/ren, particularly in the school's ability to serve the needs of the child.

**Probationary Period for New Students**

- All new students will be given a trial period of not less than one semester in which to prove himself/herself both socially and academically. If during this trial period there are any problems, a student may be asked to withdraw his/her attendance at St. John the Apostle Catholic School. The recommendation and decision of the school is final. SJA is limited in its human capital resources and will make reasonable accommodations for learning differences when possible. SJA cannot accommodate students who have extraordinary learning differences. If after admission, the educational and/or behavioral needs of a student exceed what would be considered reasonable, the student may need to be separated from SJA. This decision will be made in order for the student's educational and/or behavioral needs to be fully met in another educational setting. If the decision to separate the student from SJA is made by the school, the student's tuition due would be prorated.
- Non-Catholic families who choose to attend SJA, must accept the philosophy of St. John the Apostle Catholic School and should be aware that Non-Catholic students are expected to attend all religious observances.

**Waiting List**

To be placed on the SJA Wait List, completely fill out the New Student Application and submit with a per child fee, to the school office.

**Withdrawal Process During the School Year**

- Exit paperwork will be filled out and returned to the school office.
- Parents are to submit this decision in writing and include the date of the child's final day.
- All financial matters, including but not limited to, tuition, endowment pledges, library fines, Extended Day Care bills, hot lunch bills and any other outstanding fees must be paid.
- Books need to be returned to the homeroom teacher. If books are missing, an appropriate amount will be charged.
- Tuition is refunded as of the last day of the month a family withdraws.

**Required Withdrawal**

Required Withdrawal is defined as a request for the student to leave the school and find educational accommodations in another school. This would occur only after reasonable efforts had been made to resolve the problem and when, in the opinion of school authorities, the student would not gain by continuing in the school and/or the student's continued presence would be detrimental to the good of the whole.

# STUDENT RECORDS

## Student Records

Student records are maintained by the school to provide accurate and pertinent information for diagnosing a student's educational needs. Two types of records are kept: behavioral and progress. These records are confidential and only professional school staff and the child's parents have access to student records.

## Review of Student Educational Records

Parents of students currently in attendance at SJA may review the student's education records. Parents wishing to review student records should make a written request to the Principal to do so. Unless otherwise ordered by the courts, non-custodial parents have the same right to records as the custodial parent. As a matter of courtesy, the school will inform the custodial parent of any requests by a non-custodial parent.

An amendment to the student's education records may be requested, if the student's parents believe the contents are inaccurate. If the school concludes that the request is valid, the record(s) will be amended. If the school concludes that the record(s) need not be amended, the parent may place a statement with the record commenting on the disputed information.

SJA will forward education records requested by an educational institution in which the student seeks enrollment or services within ten days of receiving the agency's request.

# ACADEMIC

SJA is dedicated to providing a rigorous, well-rounded academic experience that emphasizes the development of the whole child. Through curriculum and instruction, SJA provides guidance and encouragement in the areas of academic, personal, social and spiritual growth within an atmosphere of Catholic/Christian community. Communication skills, teamwork, use of technology, critical thinking, and problem solving skills are emphasized in order to prepare students for success in the 21st century.

## CONFERENCES

### Fall Conferences

Parent –Teacher Conferences are held midway through the first trimester in the new academic year and last for 15 to 20 minutes. If you feel that you require a longer conference, you may wish to ask for additional time in advance or set up a separate appointment with the teacher.

The purpose of conferences is to provide parents with a brief update on their child's progress and to strategize together how best to support the academic and social/emotional growth of each child. Because this is such an important opportunity to communicate and work together, please make every effort to attend.

Middle School Conferences are scheduled and are in an arena style format with students attending.

### Spring Conferences

Parent –Teacher Conferences will also be held in the spring on an as-needed basis. If a teacher or parent has any concerns about the academic or behavioral progress of a student, a conference may be scheduled at this time.

### **Conferences Requested by Parent**

Parents desiring to meet with teachers or the Principal at other times during the school year are encouraged to call or email to request an appointment. School staff is busy before and after school preparing for class, attending meetings, and taking care of other professional responsibilities. It is a courtesy to make an appointment and to stipulate the issues you wish to address in the conference. This allows them time to gather information so that both parent and teacher/Principal experience a productive conference.

### **Conference/Communication Guidelines**

The goal is to establish a friendly and cooperative relationship between school and home. Problems pertaining to studies, assignments, class discipline, etc. should be discussed with the teacher, keeping the following in mind:

- Please be courteous. Questioning the teacher's authority is not helpful in front of the child. If you have such a disagreement, request an appointment with the teacher privately.
- Be open to both sides of the story. Perception differences may lead to unnecessary confrontations.
- Discuss differences or concerns with the teacher prior to bringing them to the Principal. The Principal will intercede or mediate if the issue is not resolved after efforts have been made.

## **CURRICULUM**

Curriculum development is the responsibility of the Principal and faculty following the approved Archdiocesan guidelines.

SJA is dedicated to providing a rigorous, well-rounded curriculum that emphasizes the development of the whole child. Through curriculum and instruction, SJA provides guidance and encouragement in the areas of academic, personal, social and spiritual growth within an atmosphere of Catholic/Christian community.

Communication skills, teamwork, use of technology, critical thinking, and problem solving skills are emphasized in order to prepare students for success in the 21st century. From this experience, it is hoped that each child will come to understand how to apply the Catholic/Christian value system to his or her way of life.

### **St. John the Apostle School offers:**

#### **A solid integrated curriculum including:**

- Mathematics, English, science, social studies, art, music, media science, computer literacy, religion, physical education, health and Spanish.
- A departmentalized Middle School for sixth, seventh and eighth grade.
- A full-day kindergarten with a full-time aide and part-time aides in 1st, 2nd, and 3rd grades.
- 1-1 iPads for students in grades K – 8
- An on-site learning/reading specialist. Extracurricular Activities:
- Extracurricular programs including Catholic Youth Organization (CYO) sports, MUSE Band, and Mad Science.
- Community Outreach Programs:
- A Classroom Service Focus for all grades including partnerships with St. Vincent De Paul, My Father's Heart, Mary's Woods Community, and SOLVE.

## MORNING PRAYER

After checking into the classroom first the SJA school community gathers at Morning Prayer in the Parish Center. Morning Prayer, Intentions and the Pledge of Allegiance are shared, plus other student/staff announcements. Student leadership members and/or school staff conduct this assembly.

## DAILY SCHEDULE

### Monday, Tuesday, Thursday & Friday:

7:55 AM – School day begins. Students are expected to be in their classroom at this time.

3:05 PM – School day ends; PK – 3rd grade students will be dismissed from their classroom. Grades 4- 8 are dismissed from the Parish Center. After 3:15 PM all remaining students are transported to Extended Care.

**On Wednesdays**, students are dismissed at **2:30 p.m.** to allow for teachers to participate in professional development sessions, grade band meetings, school improvement committee meetings and staff meetings. After 2:40 p.m. all remaining students will be transported to Extended Care. SJA does not accept responsibility for children on the premises before and after Extended Care begins. Parents need to pick up children promptly at dismissal time. Students who have not been picked up 10 minutes after dismissal will go directly to Extended Care and will be billed for services rendered at the rate of \$5.50 per Hour.

### Walkers & Extra-Curricular Activities

Students who walk home must leave campus when dismissed by the teacher. If they are involved in extracurricular activities, (e.g. CYO Sports) transportation needs to be arranged to arrive five minutes before the practice or other activity, and be picked up no later than five minutes at the end of the practice and activity. Students may not stay at school (unless they are in Extended Care) between the time school is dismissed and the activity/practice begins. There needs to be a signed note on file, in the office for your student to be able to walk from school.

## GRADES

SJA has a standard grading policy as adopted from Archdiocesan guidelines.

### In the primary grades (K-3) the standards are set as follows:

E+	Regularly Exceeds	N	Needs Improvement
E	Excellent	U	Unacceptable
S	Satisfactory		

### The listed grades for 4th through 8th grades are defined as follows:

#### Work of Superior Quality (90-100%)

A+ - 100+%

A - 93-99%

A- - 90-92%

Student's knowledge is excellent; scholarship exceeds requirements; all assignments are on time and information is complete and detailed; work is neatly done; pupil has initiative, shows interest, and gives valuable contributions to class.

**Above Average (80-89%)**

B+ - 88-89%

B - 83-87%

B- - 80-82%

Knowledge is very good; scholarship meets requirements; all assignments are turned in on time, but information is not detailed; work is done neatly; average response in class; requires no urging to get work done or to study.

**Average (70-79%)**

C+ - 78-79%

C - 73-77%

C- - 70-72%

Knowledge is good; scholarship meets requirements but information is incomplete; work is strong in some items, but weak in others; fair response in class; requires some urging to get work done and to study.

**Below Average (60-69%)**

D+ - 68-69%

D - 63-67%

D- - 60-62%

Knowledge is fair; scholarship does not meet requirements; essential information is lacking or false information is given; response in class is poor, is disinterested; pupil is allowed to continue on condition.

**Failing Student (59% or below)**

F -0 to 59% The student has failed to meet requirements in the subject area.

**HONOR ROLL**

Recognition of students in grades 6-8 will take place in a trimester assembly to recognize their academic achievements: generally, after one of the school Mass celebrations. The criteria for recognition are:

- 3.50 - 3.99 GPA for Honor Roll.
- 4.00 or above for the Principal's Award.

**HOMEWORK**

Homework meets the needs of the students and has an essential place in the educational program. Students in grades 1 through 8 regularly receive homework assignments, with few exceptions. The length of time devoted to homework depends on age, attention span, motivation, ability, and how well one used the study time given to them during the school day.

The following table provides a guideline for the maximum amount of time that the typical elementary student should spend daily in homework. If a child is consistently spending too much time doing homework, please contact the child's teacher.

## Homework Timeline

Grade	Approximate Time
Kindergarten	10-15 min
Grades 1, 2	20-30 min
Grades 3, 4	30-45 min
Grades 5	45-60 min
Grades 6, 7, 8	60-90 min.

## Homework during Absence

Students are responsible for making up assignments missed through absence. Arrange to pick up homework through the office by 8:30AM, send a note or email directed to the office and teacher. Such homework will be available after 3:30pm on the day of their absence. Students have three school days to complete their work. All work missed, whether through absence or tardiness, is the responsibility of the student to make up. If a student is absent from class due to illness, they should not participate in after school activities that day.

## Vacation Homework Schedule

It is up to each teacher to create and communicate a classroom policy regarding vacation homework. If the classroom policy is not to provide homework in advance, the work will be provided to the student upon their return and they will be given 3 school days to make up all work and tests after they return. If it was an extended vacation, the time to complete work will be adjusted.

## PROGRESS REPORTS/REPORT CARDS

SJA issues formal progress reports for all students midway through each grading period and report cards at the end of each trimester. The academic year's cumulative grades are in the permanent file.

4th – 8th grade progress reports can be found online in Alma. These outline progress, lack of progress, or any other potential problem areas. Interaction between parents and teachers is an ongoing process and encouraged whenever there is concern. K-8th grade report cards will be viewable in Alma on designated dates.

## SUPPLIES

Students are responsible for obtaining and maintaining their own basic school supplies. Refer to the grade level supply list, which can be found on the web site. Some supplies may need to be replenished throughout the school 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.

Students are assigned a set of textbooks at the beginning of the school year with the condition of the books noted. Students are responsible for the care and proper use of their texts. All textbooks, including workbooks, should be covered by the second week of school. Lost books will be replaced at the parents' 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.

## STANDARDIZED TESTING

SJA participates in the Archdiocesan standardized testing program. Tests are used to determine general growth of each student and to monitor and adjust instruction to best support their academic needs. Tests are not for the purpose of ascertaining teacher effectiveness or determining a student's **complete** academic ability. Individual test results are covered at parent/teacher conferences.

Parents and/or Principal may request other types of tests, such as academic or psychological testing, from the local public school district at their own discretion

## PROMOTION & RETENTION

### Promotion

Promotion of students occurs annually in June, based on student fulfillment of grade level requirements.

#### Additional Note

If the child's teacher recommends summer school to strengthen academic readiness for the next grade, SJA asks parents to comply with this recommendation. Documentation of each referral is in the permanent file.

### Retention

If it would be to the student's educational advantage to repeat the grade rather than to be promoted to the next grade, retention may be recommended. Such a decision is based on the total evaluation of a student's growth in all areas of development. Recommendation for retention of students is made by the teacher, in consultation with the principal, the parents, and if appropriate, with other advisory staff.

- Whenever a pupil is in danger of retention, his parents/guardians will be advised of this situation at least three months prior to the end of the school year.

## GRADUATION

A simple and dignified ceremony that gives recognition to the unique value of the Catholic education just completed marks graduation from elementary school.

## LETTERS OF RECOMMENDATION

High school recommendations, written only for those students whose parents have signed the Confidentiality Waiver, are sent directly to the high school requested.

## ACADEMIC ISSUES

### **Academic Probation Policy**

If grades are at an unsatisfactory level, a conference with the teacher and the Principal is requested. The student may be placed on academic probation at this time, which lasts four weeks. When a student is placed on academic probation, the student, parent(s), teacher(s), and Principal will conference to set goals in which all parties are contractually obligated. The goal of this contract is to support academic success and promote responsibility. Parents are to be informed weekly of the student's progress while on Academic Probation.

If the student refuses to comply with the academic contract or fails to improve and maintain satisfactory work, the student may be subject to suspension. An additional conference to place the student on suspension will be scheduled. This may be done by email, written note, or telephone call.

### **Academic Suspension**

Suspension for academic purposes lasts for two days. During this time the student is expected to satisfactorily complete all required make-up work. A suspended student is not allowed to participate in any school-sponsored social or athletic activities during the period of suspension. The place of suspension is agreed upon at the time of conference with the parents.

### **Academic Expulsion**

Before a student is asked to leave the school, the situation and circumstances leading to dismissal will be considered by a committee including the teacher(s), Principal and Pastor. The Pastor and Principal shall make the final decision about expulsion in accordance with Archdiocesan regulations.

## ACADEMIC HONESTY/INTEGRITY

One of the major values of Catholic education is the expectation of integrity from students, parents, faculty, staff, and School Advisory Council. Integrity means the continuous development of character in terms of development of trust, honesty and the commitment to Christian moral teaching. Since these values are introduced early in life, it is important that students at SJA be held accountable for them not only in academic endeavors; the integrity policy of SJA requires students to be held accountable to conduct themselves honestly and fairly in every activity of the school.

Violations of integrity include, but are not limited to, the following:

- Copying another student's homework.
- Receiving credit for a group assignment in which the student did not participate.
- Copying homework from a book or article without referencing the source.



Violations of integrity include, but are not limited to, the following:

- Copying another student's homework.
- Receiving credit for a group assignment in which the student did not participate.
- Copying homework from a book or article without referencing the source.
- Cheating on a test or a quiz.
- Lying to a teacher or staff member.
- Getting answers from a friend.
- Using technology irresponsibly.

Since issues of academic honesty involve both behavior and academics, the consequences will include both behavior and academic components. Consequences will vary to be grade level appropriate.

## RELIGIOUS EDUCATION AND FAITH FORMATION

### **Sacred Liturgy**

The Liturgy of the Eucharist is “the source and summit of the Christian life” (Lumen Gentium 11). “The other sacraments, and indeed all ecclesiastical ministries and works of the apostolate, are bound up with the Eucharist and are oriented toward it. For in the blessed Eucharist is contained the whole spiritual good of the Church, namely Christ himself, our Pasch” (Presbyterorum Ordinis 5). The entire student body attends Mass weekly; on a monthly basis, individual grades prepare and celebrate Liturgy in an extended celebration.

### **Prayer**

Students are taught the importance and value of both memorized and spontaneous prayer. School- wide morning prayer, classroom daily prayer and special prayer services are all a part of the campus prayer life.

### **Role of Parents**

Parents have the primary responsibility for the faith formation of their children, and the school supports and assists in the fulfillment of this responsibility. Parents must be constantly aware of their responsibility and realize that without their example and cooperation, the school would have an impossible task forming children according to Christ's teachings. Catholics are expected to attend Mass as a family every Sunday, as a bare minimum, in addition to family prayer and parental leadership in the home.

*“Since parents have conferred life on their children, they have a most solemn obligation to educate their offspring. Hence, parents must be acknowledged as the first and foremost educators of their children. Their role as educators is so decisive that scarcely anything can compensate for their failure in it. For it devolves on parents to create a family atmosphere so animated with love and reverence for God and men that a well-rounded personal and social development will be fostered among the children. Hence, the family is the first school for these social virtues which every society needs.” (Declaration on Christian Education: Part 3).*

### **Sacrament Preparation**

Growing in one's faith is a gradual process and takes time. Our programs presume, as does the National Catechetical directory that religious education is not simply a matter of handing on a well- organized set of religious facts, but of initiating people into the faith, attitudes and values of the Christian community. Family involvement is a part of the sacramental preparation process and participating families must be registered SJA parishioners. Please contact the SJA Religious Education Department for details.

### **Religious Education**

Religious education at SJA follows the guidelines established by the Archdiocese of Portland. Religion classes take place daily with 150 minutes scheduled per week for K-3rd grade, 175 minutes per week for 4th-6th grades and 200 minutes per week for 7th and 8th grades.

## **ATTENDANCE**

Regular attendance is required of all students in order to support the academic climate of the school. A written excuse of absence is required from parents when a student returns to school. This should include date(s) of absence, reason for the absence, and the signature of the parent or guardian. Students arriving late or leaving early must have a note signed by the parent or guardian, and must check in and out through the office.

If an illness or injury requires a student's non-participation in physical education class and/or recess, a statement regarding the nature of the illness/injury, including length of non-participation time, must be signed by the parent or guardian and presented to the classroom teacher. If the illness/injury requires non-participation for longer than three (3) days, a doctor's statement must accompany the note.

### **Reporting Process**

Parents must notify the school by 8:30 AM if their child will be tardy or absent from the school that day. Written excuses should be given for children who are more than ten minutes tardy. The school office tracks attendance to ensure parents are aware of an absence.

### **Excused Absences**

The following reasons are considered excused absences: 1) student illness, 2) illness at home requiring the student's assistance, 3) family emergency, 4) court appearance, 5) funeral, 6) medical need, and 7) other reasons with prearranged administrative approval. Students arriving at school after 10:15 AM or who leave school before 1:30 PM will be marked as ½ day absent. Please give one-week notice to the teacher for planned absences. Students missing over 20 days of school could be required to receive tutoring over the summer months. If a family elects to take a trip during the last days of

school, they must realize that the student may miss homework, which cannot be made up. Students will not have the opportunity to receive excused scores on assignments, tests, oral reports, or quizzes. All missing scores will be entered as zeros.

### **Doctor or Dental Appointments**

**Whenever possible, dental and medical appointments should be made outside of school time. The parent must sign the student out at the office upon leaving SJA campus and record check-in time as the student returns.**

### **Tardy Policy**

Students are tardy if they are not in their classroom at 7:55 AM each day. Students who arrive after morning prayer has started need to report to the school office for a tardy slip.

### **Truancy ``**

A student who is absent from school without a valid excuse for a period deemed unreasonable might be considered truant. Parents will be contacted and appropriate authorities may be alerted to the situation.

## **DISCIPLINE**

The purpose of discipline is to maintain an atmosphere conducive to learning. Discipline is an aspect of moral guidance. Teachers want all students to learn, and expect all students to conduct themselves appropriately in school and when representing the school. A disruptive student can hinder the efforts of teachers and other students. The majority of SJA students comply with the rules and guidelines of the school. However, when exceptions occur, the school will employ disciplinary procedures.

Families are expected to honor and support the privacy and confidentiality of all individuals in regard to matters relating to student disciplinary issues and actions.

**Please see the section in the handbook – SJA Behavior, Technology, Uniform Policy & Code of Conduct Agreement for more details about:**

**SJA Behavior Expectations and Policies, (page 46)**

**Technology Policy (page 53) and Uniform policy (page 54)**

## **BEHAVIOR**

Parents have the primary responsibility for guiding their children toward responsible behavior and being Christian role models. SJA is committed to nurturing the growth of the whole child and the establishment of a safe environment in which students may learn and grow into responsible Christian adults. The school intends to promote respectful, responsible and safe behavior along with Christian values that create an orderly, nurturing and safe environment.

## **BULLYING**

The faculty, staff, and students at SJA are committed to making our school a safe and caring place. Bullying is unfair and one-sided. It happens when someone repeatedly and intentionally hurts, frightens, or leaves someone out. Bullying, as well as, verbal or written harassment including threats made against the physical or emotional well-being of any individual are taken very seriously and will be investigated by the Principal. Please see the Code of Conduct for more detailed information about this topic.

## **TECHNOLOGY**

Appropriate Use Policy and Guidelines - St. John the Apostle Catholic School offers on-line electronic information services including but not limited to the Internet and email ("information services") for students who participate in an orientation or training course. St. John the Apostle Catholic School 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. St. John the Apostle Catholic School will make a reasonable effort 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.

## **UNIFORMS**

SJA students are ambassadors for the school when they are in uniform. Additionally, students wear a uniform in order to promote a feeling of equality for all children while discouraging competition in dress. The uniform should always be neat and in good repair. Parents and students both share in the responsibility for seeing that the SJA dress code is appropriately observed and maintained.

# **EMERGENCIES**

### **Emergency Information**

In emergencies, information (such as emergency contact 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 students or other persons.

### **Emergency Information Card**

The school has information containing current emergency care information for each student. Each family is responsible to update this card with current information at the beginning of each school year. This card is a part of the registration process. Each family is also responsible to insure that the information on this card is updated in the event of family changes.

### **Emergency Kits**

Each student will keep a personal emergency kit at school containing food and other items in case they need to stay at school for an extended length of time after an earthquake or similar emergency. Specific information about the emergency kit will be sent home before each school year begins.

## EMERGENCY SCHOOL PLAN

- Do not phone the school.
- Check the website for information.
- The school will take care of your child until you come.
- Students will be in the Parish Center or in the Church parking lot.
- If students are not in the parking lot, then go to the classroom.
- Listen to Clackamas County Emergency Broadcast System for information on road conditions or other important announcements (radio AM or FM).
- Plan ahead of time who will come to school to get your child: father, mother or other.
- Parents or designated person must show picture ID and sign out when taking students home.

## FIRE DRILLS

Fire drills are practiced monthly. All staff members are instructed in fire safety procedures. Fire drills are held once a month and a record of these drills is maintained in the school office. Evacuation plans are displayed in every room in the building.

These rules must be followed during a fire drill:

- Walk quickly (do not run) to your designated area, using the route outlined for your class.
- Stay as a class with your teacher.
- Return to the building at the signal.
- Keep silent during the entire drill.
- Gather on the South end of the church parking lot.

When parents are in the school, they are expected to leave by the nearest exit also. If you are near the front of the school, go out the front doors and wait by the street. If you are in the back of the school, exit with the children to the backfield.

Wait for the bell to ring, signaling all clear.

## EARTHQUAKE DRILLS

Each **month** the entire student body practices the drill used in the event of an earthquake. Prior to the drills, students will receive instruction on the proper protocols.

In the event of an earthquake, students will be evacuated from the building after structural damage has been assessed and will assemble in the parking lot. Students will not be allowed to walk home alone.

## A.L.I.C.E

In some situations, it may be necessary to have a school lock in/lock out. The students and staff are trained and have practiced the A.L.I.C.E safety procedure.

### **A = Alert**

**\*notification, announcement of intruder in the building**

### **L = Lockdown**

**\*lock and barricade doors**

**\*cover windows**

**\*move to different areas in the room away from the door**

### **I = Inform**

**\*constant communication of where intruder is, what they look like etc**

### **C = Confront**

**\*if intruder comes in the room grab everything you can to throw at and distract the intruder**

### **E = Evacuate**

**\*as soon as it is safe, and there is an opportunity to evacuate do so and move to designated meeting area**

An intercom system is installed. All staff members have cell phones at recess for outside notification. This drill will be practiced 2x each school year and parents will be notified prior to that time. Any reunification after lockdown emergencies will be dependent upon the nature of the emergency; if it is a violent disturbance there may be the need to let NO PARENTS into the building. If this is the case, a simple explanation will be posted and parents will be asked to wait until the “all-clear” signal is given. This is both for the safety of the students as well as the staff and parents.

**The consideration of this difficult situation will be asked of all parents, even if demands are made, there will be no exceptions to this rule.**

**Parents should not call the school so the phone will be available to emergency personnel.**

## EMERGENCY NATURAL DISASTERS

In the case of any natural disaster emergency, the school will work toward immediate reunification of children and parents. The general time frame could be from 4-8 hours maximum, never longer than 24 hours. Depending on the nature of the emergency and if there is building evacuation or not, the school is prepared to care for the children with emergency kits, limited additional food, water and clothing only for a 24 hour period.

The general gathering area will be the blacktop parking lot after initial evacuation of the school building. If there is the need for long-term evacuation, it has been established that all students would relocate to the Pioneer Community Center, 615 5th Street, Oregon City, OR 97045; the Point Of Contact (POC) is Kathy Wiseman; 503-496-1523;

[kwiseman@ci.oregon-city.or.us](mailto:kwiseman@ci.oregon-city.or.us)

# SAFETY

## Severe Weather

SJA will follow directions given by the **Oregon City School District** as to opening and closing times. In the event of early closure, there will be NO Extended Care. In the event of a LATE START there will be no AM Extended Care. Students may arrive at school 10 minutes before the assigned Late Start time.

## Student Release Forms

Your child/ren will only be released to those authorized by you. If you make special arrangements to have a friend or relative pick up your child after school, the office, daycare, or the homeroom teacher must be informed. We need to know the legal visitation rights of non-custodial parents. For legal clarification please provide Court documentation for confidential student record files. Students will be released during school hours only after the adult coming to pick up the student comes directly to the school office to sign the student out.

## Visitors

For safety purposes, all visitors must sign in and out at the office. (All exterior doors to the school are locked. The only door you may enter is the front door by ringing the front doorbell.) There is a computer in the main office used for this purpose, please use this and take a badge to wear while you are in the school. Thank you for following these important procedures and helping to keep the school safe for our students! This would also apply to any parent/guardian who is taking their child out of school for any reason during school hours. The student must be signed out when leaving and signed in when returning.

- Students are not allowed to bring student guests from other schools.
- Parents are welcome to visit the school at any time: however it is requested that parents prearrange with the teachers to limit distractions.

## 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 to prevent a student from harming themselves, other students and school staff or property. Oregon law and the policy of the Archdiocese permit a teacher, administrator, school employee or school volunteer to use reasonable physical restraint upon a student when and to the extent the individual reasonably believes it necessary for such purposes.

## 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.

# TRANSPORTATION

Students walking from home to and from school should have a Walking Permission form filled out, signed by parent/guardian, dated and on file in the school office stating student's address and or destination if other than home address. Students should arrive and leave school on time unless other arrangements are made with a staff member

Remind your child that he/she represents SJA while traveling. Urge your child to:

- Walk on the sidewalks.
- CROSS ONLY AT INTERSECTIONS.
- Refuse to enter strange automobiles.
- Be considerate of other children and elderly people.
- Refrain from loitering in local stores.

### **Bus**

When SJA uses a bus company for field trips; students' behavior is expected to be appropriate. All directions of faculty or parent volunteer chaperones will be followed.

### **Parking**

**PARKING IS NOT PERMITTED IN THE LOADING AND UNLOADING ZONES.** Also, the parking lot reserved for *WorkSource*, on 5th St. is not for SJA families, even temporarily. Please do not double-park your vehicle when dropping off or picking up your child. Obey traffic rules while walking your children to your car; use CROSSWALKS.

### **DROP-OFF**

- Children may be dropped off in front of the school on 5th street or at the Parish Center entrance.
- For safety reasons students may exit the car from the right side or rear of the car only.
- If you are coming into the school with your child, park in a designated parking space. Note above.

### **PICK-UP**

- If you need to visit with other parents please do so outside. (It is very important that you monitor your children).
- Cars should use caution, at all times; looking out for children, especially those unaware of you.
- At the end of the supervised pick-up, students remaining are escorted to Extended Care.

### **Skates and Skateboards**

If students come to school on skates, using a skateboard or a scooter, they are not to use them on school property.

## **MEDICAL**

**COVID19 (also see COVID19 Plan pg. 57)**

**Symptoms: Please stay home and alert school office if your child has symptoms of COVID19 or has been in contact with some who has symptoms of COVID**



People with COVID-19 have had a wide range of symptoms reported – ranging from mild symptoms to severe illness. Symptoms may appear 2-14 days after exposure to the virus. People with these symptoms may have COVID-19:

- Fever or chills
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea

You can be with others after

- At least 10 days since symptoms first appeared and
- At least 24 hours with no fever without fever-reducing medication and
- Symptoms have improved

### **Communicable Diseases**

In the school environment, many communicable diseases or conditions are easily transmitted from one individual to another. Among the most common is head lice. Occasionally we get a report of head lice. If you should find head lice in your family, please notify us so we can check classmates. If your child is diagnosed with head lice, clearance of the condition must be verified in writing by a nurse, doctor or parent before the child can be readmitted to the classroom. Students who have a communicable disease or conditions must be excluded from school. Parents should notify the school immediately if their child has come into contact with or has any contagious disease or condition.

### **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**.

Oregon law requires that every child between the ages of 5 and 14 entering into any Oregon public, private or parochial school for the first time must have all of the required immunizations, or meet one of the requirements listed on the form supplied by the school or family physician. Out of state students are given a 60- day grace period to obtain their immunization records or to initiate immunizations.

### **Medication**

The school recognizes that administering medication by the school to students may be necessary when the failure to take such medication would jeopardize the health of the student or the student would not be able to attend school if medication were not made available during school hours.

Consequently, students may be permitted to take prescription or non-prescription medication to school, on a temporary or regular basis under school supervision in the school office.

The parent shall complete the **Medication Dispensation Authorization Form** requesting the school to administer medication including cough drops. Requests shall include the written instruction of the physician for the administration of a prescription medication or the written instructions of the parent for the administration of a nonprescription medication to a student. A prescription label is sufficient to meet the requirements for written prescription. All medication is kept in and dispensed from the school office. A parent is required to drop off the medication in the Office, witness as medication is counted out or ounces recorded and sign and date the created Student File Medication form School policy set by the Archdiocesan Department of Catholic Schools and State of Oregon 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 physician's name. Parents must pick up unused medications: it cannot be sent home with your child. Children may not keep medicine in their possession while at school.

The school reserves the right to reject a request to administer medication when, in the judgment of the school, administering such medication is not feasible.

The school will not provide medication of any kind. This policy shall not prohibit, in any way, the administration of recognized first aid to students by trained school personnel in accordance with established state law.

### **Prescription Medications:**

1. It is recommended that the physician note any possible adverse reactions and action required.  
"Take as directed" or "as needed" cannot be taken as specific directions.
2. MDA form found on page 58 in this Handbook and in the School Office must be filled out completely by parent and attached to medication.
3. Medication must be in the prescription bottle and clearly labeled and placed in a zip lock bag.
4. Medication left at school and not picked up by the parent by the end of the school year will be disposed of properly.

### **Injected Prescription Medication**

This is Injected medication for students who have severe allergic responses to an insect sting, to other specific allergens, and to students who are experiencing severe hypoglycemia when other treatment has failed or cannot be initiated.

1. The parent shall make the request in writing for the school to administer, as necessary, injected medication to a student. Special MDA form to be completed and on file in the school office.
2. Requests must include written instructions from the doctor for the administration of an injected medication. A prescription label on the original container of the injected medication is deemed sufficient to meet this requirement.
3. Since the training of staff members to be authorized to administer injected medication must be conducted under the supervision of a licensed physician or a nurse practitioner; parents cannot train the designated school personnel in the use of injected medication.

### **Non-Prescription Medication**

Only commercially prepared, non-alcohol based medication to be taken at school that is necessary for the student to remain in school. This shall be limited to eyes, nose and cough drops, cough suppressants, analgesics (pain relievers), decongestants, antihistamines, topical antibiotics, anti-inflammatory medications and antacids. Each of these items must have a completed MDA form.

1. Must be in its unopened original container or packaging.
2. Must be picked up by the parent at the end of the treatment. Items not picked up, will be properly disposed of at the end of the school year.

### **Health Records**

SJA staff wants to understand and provide for your child's needs as much as possible. Please inform the Principal of any physical or emotional condition or handicap that would impact your child's performance in school. Teachers will be informed in a confidential manner.

### **Illness**

Students, who are so ill that they cannot participate in normal school activities, including recess and P.E., or who may communicate their illness to others, should not be sent to school under any circumstances. If a student should become ill during school hours, the parents will be contacted to provide transportation home. Emergency forms are filled out the first of the year and these are to be updated by parents throughout the year when any changes are made in doctors, phone numbers, whom to contact if you are not home, etc.

#### **Student's Symptoms to stay at home / Diagnosed Illness:**

- Fever greater than 100.50 Degrees F (orally)
- Diarrhea.
- Cough: Deep, barking, congested or productive or colored mucous.
- Strep throat diagnosed by M.D.
- Rash or rash with fever – new or sudden.
- Brown, gray, tan, green or yellow drainage from nose, eyes or any other part of the body.
- Vomiting.
- Some students have medical conditions, which can become life threatening when exposed to: measles, chicken pox/shingles, Fifth's disease, Rubella and hepatitis. Should your child be diagnosed during the school year with any of these diseases, please call the County Health Department immediately.

#### **Student May Return to School When:**

- Temperature remains below 100.0 degrees F (orally) for a minimum of twenty-four hours.
- Fever reducing medication is not needed.
- No vomiting or diarrhea for twenty-four hours
- Symptom free or student must have been on antibiotics for twenty-four hours and have written or phone consent confirming symptom free.
- 7● Rash/fever disappears. Written or phone consent confirming symptom free for twenty-four hours.
- Discharge must be gone or the student must be symptom free for twenty-four hours.

## **Food Allergy Policy**

St. John the Apostle recognizes that life threatening food allergies are an important condition affecting many school children and positively welcomes all pupils with food allergies. In order to minimize the incidence of life threatening allergic reactions, SJA will maintain a system-wide procedure for addressing life threatening allergic reactions and maintain an Emergency Action Plan for any student(s) whose parent/guardian, and physicians have informed the school in writing that the student(s) has a potentially life threatening allergy.

### **Classrooms:**

Teachers must be familiar with the Emergency Action Plan of students in their classes and respond to emergencies as per the emergency protocol documented in the Emergency Action Plan. In the event of a suspected allergic reaction (where there is no known allergic history), the school secretary will be called and the school's Emergency Response Plan activated. The emergency medical services will be called immediately. The classrooms have easy communication with the school office.

Information will be kept about students' food allergies in the classroom and in the substitute emergency folder, accessible by teachers, substitutes or other responsible adults. All teachers and substitutes will be educated about the risk of food allergies. Tables will be washed with soap and water following any food related events held in the classroom. Proper hand cleaning techniques will be taught and encouraged before and after the handling/consumption of food.

- A parent or guardian of a student with food allergies is responsible for providing all food for his/her own child. Snacks will be kept in a separate snack box or chest provided by the parent or guardian

## **FINANCIAL**

While financial contributions to the parish are important, Mass attendance is of greater importance. If you are unable to contribute at church on a weekly basis, you should communicate this information to the Pastor.

### **Payment Plans**

Annually, parents must agree in writing to pay tuition through the following methods:

- Monthly EFT through FACTS Tuition Management, which is set up with Bookkeeper.
- Additionally, Visa/MC, cash or check can make payments in full, or over two or three payments.

Credit cards are subject to a processing fee.

### **Refund Policy**

Withdrawals prior to the start of the school year will receive a full refund of all tuition paid. Fees are non-refundable. Withdrawals occurring after the school year has begun are refunded based on a prorated monthly basis. Please note that even one day attended in a month constitutes the entire month's tuition.

### **Returned Checks**

A \$25 NSF fee will be charged for any check returned for tuition, fees, and fundraising activities.

## **Tuition Assistance**

Tuition assistance is available to all registered Catholic families who cannot pay the full tuition cost. There are two sources for tuition assistance: the Archdiocesan Education Fund and the SJA tuition assistance program. The SJA TA program is generally funded through the Annual Fund Drive tuition assistance program. It is critical for parents needing Tuition Assistance to request a FACTS application form. Notification of tuition aid is usually provided before the school year is completed. Pastor and Principal will make the final determination of tuition assistance. All information is held in the strictest confidence.

## **Late and Delinquent Tuition Payments**

A family may not register for the upcoming school year unless their tuition is current. A family leaving SJA with an unpaid balance is not cooperating with the Business Office. This account will be turned over to a collection agency.

## **Buy-Out of Fair Share hours**

If needed, you can “buy-out” your hours at the price of \$20/hour. It is preferable that you work your hours, as your time is more valuable to the school than a buy-out. The school’s business office will assess you for uncompleted hours at the end of the school year. Your June statement will have this billing.

### **Out of Parish Subsidy Policy:**

For parishes without an elementary school, there is the following assistance for the parishes with a school. If a student comes from a parish which does not have a school, the home parish is required to provide support to the school where the parishioner’s student(s) attend.

Per the Archdiocese:

In accordance with the Archdiocese of Portland’s 2007 revision of the **K-8 ELEMENTARY SCHOOL FINANCIAL OPERATION PLAN**, parishes without elementary schools are expected to subsidize the cost of Catholic education (at an Archdiocesan elementary school) for qualifying Catholic students in the parish.

### **A qualifying Catholic student is generally determined as follows:**

- a. The family must be registered in the parish, be involved, and attend church in the parish.
- b. The family must give regular, identifiable financial support to the parish (*e.g., use of parish contribution envelopes or checks*).
- c. Parishes **may not** add additional requirements.

As part of the school registration process, this form must be completed by the parent, ***signed by your Pastor*** and returned to the school office. The signed form will document your family’s status as a qualifying Catholic family. Your family’s tuition will then be based on the “qualifying Catholic” rate charged by your school.

St. John the Apostle Catholic School does not have a, “qualifying Catholic” rate. As part of our school policy, all tuition rates are the same for Catholic and Non-Catholic Families. The parish of St. John the Apostle is also required to subsidize the school. These payments support the school along with fundraising and other donations

to keep tuition rates affordable to all families. Tuition Assistance is available to Catholic and Non-Catholic Families if needed. Tuition Assistance is available by applying through FACTS beginning in January for the upcoming school year. Please check the website for application dates.

## STUDENT LUNCHES & SERVICES

**Lunch Services** - SJA has two lunch options

1. Lunch prepared and brought from home.
2. Participation in the hot lunch program.

Hot lunch is served daily unless there is a half-day (11:30AM Early Dismissal). Hot lunch can include milk or you can get hot lunch without milk at a lower price. Those who bring their own lunch may purchase milk. **Prepayment of all Lunches and Milk is through FACTS or through the school office.**

Students not wishing to participate in the hot lunch program need to bring a cold lunch from home. In accordance with health and safety standards, students are not allowed to use the kitchen microwave oven, however there are two microwaves for student use. Microwave use is to be no more than 1 minute per student. SJA is a certified “Green School” and asks that students keep packaging to a minimum and utilize reusable containers whenever possible. Students who have forgotten their lunch will be provided with available food items and milk at the regular lunch cost.

Free lunches or reduced-price lunches are available for students whose family income corresponds to the current guidelines established by the State Department. Parents are encouraged to take advantage of this program if their family qualifies. If income levels change during the year, students may still enroll. Confidential forms are available at registration and in the school office. Contact the Principal for more information.

## VOLUNTEER SAFETY & COMMUNITY

Volunteers serve to enhance the school’s ability to provide for the students development. They serve in a variety of capacities, which include: School Advisory Council, Parent Teacher Organization, Annual Auction Committee, Annual Fund Drive, classroom assistance, to teachers, cafeteria/hot lunch program, playground, Room Parents, field trip assistance, and other activities relating to the talents and gifts of the volunteer population.

### **Volunteer Background Checks & Creating A Safe Environment Training**

By Archdiocesan mandate, the school requires all volunteers in any school program or activity to undergo a background check and a State picture ID is required. 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 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. All volunteers are required to take the initial **CASE** training in reference to recognizing sexual abuse and the behaviors of abusers and to keep this training updated electronically yearly as requested.

## Community

SJA is a Catholic community, which is bound together by a common goal – the value-centered education of our children. Three separate groups – faculty, parents, and students – form this community and are united by this common goal. We all believe in Christianity, although this does not guarantee community. If we are to act in the best support of our students, the following four precepts of community must be understood.

### **The good of the whole,**

which flows from the Biblical commandment to love, calls us to put communal needs above those of the individual. Whereas individual needs are not ignored, decisions about any individual or isolated circumstance must necessarily consider the consequences to the whole community.

### **Community is lawful.**

Any community has its own set of rules that provides for the good of the whole and demands our love, discipline and sacrifice. The rules of community are by nature interdependent. They enhance the development of the group by asking each individual to be other-centered. The power of community rests with individuals' ability to take responsibility for them.

### **Community must be inclusive.**

Human differences are celebrated as gifts. Members reach out to each other, and by doing so extend themselves in a willingness to coexist.

### **Members of a community enter into dialogue.**

Dialogue requires a clear commitment to listen and an attempt to see things as another sees them. Finally, at the heart of both communication and Christianity is reconciliation. To say, "I am sorry" and to grant forgiveness requires us to look boldly at ourselves for the growth of a relationship and ultimately the community.

## **Community Responsibilities:**

Community members will help parents, students, and educators by:

- Respecting, encouraging and supporting parents and children.
- Being active, contributing partners with the school.
- Making SJA a safe and exciting place to educate our children.
- Supporting life-long learning, regardless of where it occurs.

## **Volunteer Code**

Volunteers serving in the school will support and model the moral teaching 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 and respect the dignity of those with whom they work and come into contact. SJA Volunteers will sign the ***SJA confidentiality agreement*** yearly.

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/parish 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 Pastor of the parish. Any person who has a conflict with a school/parish volunteer outside of the boundaries of school/parish activity must settle that dispute outside of and without school/parish resources.

# VOLUNTEER OPPORTUNITIES & FAIR SHARE REQUIREMENTS

## Fair Share Hours and Committees

**What is Fair Share?** - The Fair Share program has been initiated to provide supplemental economic support through commitment and parental involvement. The Fair Share program is an expression of this commitment.

**What is required?** - All parents, including staff, of SJA students are required to support the school committees as their primary contribution to “fair share hours.” Fair Share hours are “adult family” hours so any family member can work them.

Two-parent families must contribute a minimum of 35 hours of support (15 Fair Share, 20 Development); single-parent families must provide a minimum of 17.5 hours (7.5 Fair Share, 10 Development). In all cases, please consider the “required” hours as being a minimum amount of hours you can support your school.

Your hours are to be recorded on the Volunteer Hours Recording Sheet provided in the white envelope and turned in monthly. Extra forms are available from the school office. The hours will be tabulated on a monthly basis and reviewed by the Principal or development office. You can also submit your fair share hours via email to: [development@sja-eagles.com](mailto:development@sja-eagles.com)

## Buy-Out of Fair Share hours

If you must, you may “buy-out” your hours at the price of \$20/hour. It is preferable that you work your hours as your time is more valuable to the school than a buy-out. The school’s business office will assess you for uncompleted hours on the June statement.

## SCRIP

The SCRIP Program is a wonderful way to make money for our school that does not cost you additional expenses. The school purchases SCRIP gift cards for various stores at a discounted rate. SCRIP is sold at face value. The stores accept their SCRIP just like cash. Escript is also available with certain stores. Families are required to purchase \$1500 in Scrip gift cards or eScrip. You also have the option to “buyout” of the program for \$100.

## SCHOOL ADVISORY COUNCIL (SAC)

The School Advisory Council (SAC) consists of 13 members, 9 elected, (appointed if mid-year), 4 ex- officio (PTO President, Development Director, the pastor and the principal.) Each member serves a three-year term; elections take place in late spring.

The focus of the SAC is to provide policy direction for selective program needs of the school and to promote the implementation of those policies and to ensure that all policies are in accord with the intent and spirit of the policies established by the Archdiocese of Portland. As an advisory council to the pastor and principal, the SAC assists both parties in achieving the school philosophy and providing support and consultative guidance. Long term planning and development is done through the council, which is also a public relations arm of the community.

Parents may make presentations at SAC meetings by scheduling with the chair ahead of time. Visitors are welcome to attend all SAC meetings, which are scheduled the third Thursday of each month.



## **SAC Communications**

- Parents are welcome to attend open sessions and do not have to notify the chairperson or principal to attend meetings.
- Opportunity will be given for parents to address the SAC for the first twenty (20) minutes of the meeting.
- The chairperson has the option to recognize guests for input during discussion on agenda items.
- Confidential issues will be discussed at the end of the meeting; this executive session will be closed to parents.
- The Council will be informed of the outcome or disposition of items referred to the Principal.
- Formal presentations of any kind will need to be cleared through the chairperson or principal prior to the meeting date in order to be included on the agenda.

When the council moves into the Executive Session, the meeting is closed to guests. Confidential matters are deliberated on at this time. (e.g., staff changes, tuition problems, budget planning, long-range planning, fund-raising, etc.).

## **PARENT TEACHER ORGANIZATION (PTO)**

As a parent or teacher of a SJA student, you are a member of the Parent Teacher Organization (PTO). The PTO represents all parents and teachers with its main objective to promote the welfare of the school and to be supportive to the Pastor, School Advisory Council and Principal in school activities. One member of the PTO also serves a concurrent seat on the School Advisory Council. Each family is asked to sign up for fundraisers that the PTO will be sponsoring throughout the school year. These activities provide an opportunity for getting to know our school community as well as bringing in the needed funds to keep our school operating. Parental involvement is an important element in the development of the SJA community.

### **PTO Officers**

The PTO officers are a collaborative team with no one person in charge. The duties are divided and shared as needed each year. The PTO works directly with the Development Director and Principal.

# **SCHOOL COMMUNICATIONS**

### **School Calendar**

The SJA school calendar is found on the website: [www.sja-eagles.com](http://www.sja-eagles.com). Keep your browsers updated to use this event-filled means of communication.

### **Weekly Eagle & Website**

The Weekly Eagle is our newsletter that is published every Friday and is electronically emailed, it can also be found on our school website. Information for the newsletter, The Weekly Eagle must be in the school office no later than 3:00 PM on Mondays and is subject to Principal approval. Occasionally, letters will be emailed using Alma. SJA will continue to send handouts for special events and will have copies of some paperwork by the main office.

## **Directory Information**

SJA provides a yearly parent/student directory to each registered family and employee of the school. Forms to update the Directory are due the first week of school. The office will give directory information to other SJA school families, but will not disclose this information to other companies or vendors.

A parent may elect not to have any or all of these items included in a school-related directory. Notice from a parent that he or she doesn't want any or all of these types of information included, must be made in writing to the Principal of SJA by September 15th.

School families are not permitted to utilize or share the information contained in the directory for any purpose other than school business. This includes any type of soliciting or marketing.

## **Emergency Disclosure of Information**

The school is required by law to disclose personal 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 is necessary to protect the health and safety of the student or other individuals.

## **Incoming Parent/Guardian Calls**

Asking the office to relay messages to children will be honored on an emergency basis only. Calls received close to dismissal are not always possible to deliver. Incoming calls to teachers will be returned at the teacher's earliest convenience.

## **Outgoing student calls**

There are telephones in each classroom, which the students may use with teacher permission. The office telephone is available in emergency situations. A student must have staff authorization to make emergency telephone calls.

# **POSITIVE LINES OF COMMUNICATION**

In case of parent or teacher concern about a student's progress or conduct, the following procedure should be followed:

1. Conversation in person between parent and teacher, preferably with student present, regarding the matter. \* Continue until the problem is resolved with direct, daily, documented communication between parent and teacher, without possibility of "loss" (e.g., don't rely on the student as a third party for communication, bringing home or returning assignment matter).
2. Conversation with the Principal, initiated by parent, teacher or both, preferably with all parties present. When progress does not seem forthcoming under #1, perhaps involving a wider situation (e.g., multiple teachers). \* Refine or redefine the procedure for resolution, with a definition of what constitutes "satisfactory" resolution (e.g., once all homework is handed in for 10 days straight according to requirements, the temporary procedure will be dropped for return to the usual classroom procedure).
3. Conversation with Principal, parent, and teacher, to include the pastor, upon invitation of the Principal, if it is thought the Pastor's presence can be helpful for discussion, clarification; any decision will rest with the principal. \* Again, refine or redefine the procedure for resolution, with a definition of what constitutes "satisfactory" resolution.
4. Any appeal to the Pastor will be referred back to #3; any appeal to the Archdiocesan Superintendent of Schools will typically result in the Superintendent's inquiry to the Pastor or Principal or both for a status report on #1-#3. The Superintendent may meet with the parent or administration or both, at his discretion.

5. Requests to meet with the Pastor to discuss concerns will be as follows: the Pastor will inform the party teacher, Principal, etc.) of the request and who is making it, and get background information, in order to ensure a productive meeting. A report back on actions taken or contemplated will be made in a timely fashion.

<b>To communicate a problem or suggestions regarding</b>	<b>Talk to or seek assistance from:</b>
Your child's attitude, progress, treatments or medications, field trips, specific curriculum, homework, grades, discipline administered...	The teacher The school secretary
An office procedure, first aid, attendance, a school event, to schedule any part of the school facility for an event...	The school secretary The Parish secretary
A general school policy, school expenditures, general admissions policies, plant improvements, alumni, the future of the school...	The Principal

School improvement issues, field trip ideas, suggestions for new activities, assemblies, dress code, community service...	The Principal, teachers, and School Advisory Council
Inquiring about diagnostic testing, tutoring, assisting with school coordination with a specialist or doctor	The teachers Principal &/or Learning Specialist
Fair Share Volunteer Hours/Fundraising Expectations: Auction, Lunchroom supervision, Golf Tournament, Annual Fund Drive	PTO Officers, Development Director, The Principal
Viewing student records, problems unresolved by any of the above groups, accreditation, curriculum, or Archdiocesan policies.	The Principal
Concerns or suggestions regarding school administration	The Principal The Pastor
If you are in need of assistance beyond that which is available through the principal select from:	The Pastor of SJA Department of Catholic Schools

### **Concerns about a rumor**

Please contact the involved parties to check the accuracy of your information. Misinformation can destroy good work and reputations. In the interest of Christian justice, it is our responsibility to check out rumors, not spread them. Students, parents, and staff have a responsibility to know the facts before they pass them on to another person. Even then, in the spirit of charity and justice, decide whether to spread the information needs serious consideration.

## **Family Cooperation/Removal of Students Resulting from Parental Attitude**

Under normal circumstances, a pupil is not to be deprived of a Catholic education on the grounds relating to the attitude of the parents. Nevertheless, it is recognized that a situation could arise in which the uncooperative or destructive attitude of parents might so diminish the effectiveness of the school that continuation of the student in the school might be impossible in practice. In such a case and at the sole discretion of the Principal and the Pastor the family would be asked to remove their children from SJA. The regulations governing recommended transfer would then be applicable.

# **MISCELLANEOUS**

## **Requests for Money**

The school will take every step necessary to minimize any requests for money from students. Parents are expected to pay the stated fees. No money appeals are to be conducted without the Principal's permission.

## **Use of the Copy Machine**

The paper used for the copy machine and the copy machine maintenance agreement are budgeted annually based on the usage by the teachers and the office. Only teacher and administrative staff use of the copy machine is allowed. Students are not allowed use of the copy machine without permission from the school secretary.

## **Class Parties**

The faculty decides in September, which holidays to celebrate and informs the room parents. Any other treats brought into the school must first be cleared with the teacher. The student is allowed to bring one birthday treat. Celebrations are arranged with individual teachers.

## **Out of School Party Invitations**

Invitations are not to be handed out before, after or during school unless all classmates are invited.

## **Gifts**

Students should not bring gifts to school for other students, unless they are bringing a gift for the entire class. **Gifts (balloons, flowers, etc.) are not to be delivered to students during school hours.**

## **Lost and Found**

Any articles that have been found and turned into the office will be kept in the Lost and Found closet. Twice a year –December and June-the unclaimed items will be donated away. The school takes no responsibility for articles lost, misplaced or stolen.

## **Telephone**

The office telephone is available for emergency situations. A student must have staff authorization to make emergency telephone calls. We discourage the use of the telephone to request homework, lunches, P.E. clothes, permission slips forgotten at home, after school activities or after school plans.

# STUDENT ACTIVITIES

## Altar Servers

Catholic students are invited after receiving 1st Communion to serve from mid-4th grade on.

## Assemblies

To enrich the curricular offering, to foster spirit, or to celebrate liturgical or other special occasions, assemblies are held on a regular basis. Assemblies may be school wide or age/class specific.

## CYO Athletics & Guidelines

CYO athletics is a parish program which provides opportunities for parish youth – 3rd grade and older. (Exception: Swimming is K-8.) The philosophy of CYO encourages the development of self-worth and respect for others. All sporting events that involve SJA CYO teams must strictly adhere to the CYO philosophy. Registration for CYO sports is announced before each season. Teams compete with other Catholic schools in a variety of sports. Currently, basketball, volleyball, swimming, track and field, lacrosse, cheerleading, and football are offered to students. Coaches are volunteers from the school/parish community.

For SJA students to participate in CYO athletic activities they must be a student in good standing both academically and behaviorally. Academically, it is recommended that a “C” average must be maintained during the athletic season. Students in grades 3-8 who receive a suspension or more than one detention in a week will be placed on sports probation, a student completing one week with no detentions or referrals may lift this. Parents, CYO Director and coaches will be notified if students are ineligible for sports.

## Dances

There are generally 3 middle school dances in the course of the school year, in which other Catholic school students are invited to attend. On occasion our students will be invited to dances that are sponsored by CYO or at other Catholic schools. Information is sent home to the middle school families for these activities.

## Field Trips

Field trips are for the purpose of enhancing and supporting the classroom learning experiences. For each field trip the following information should be available:

**Student permission slip** – written permission is absolutely necessary for any student to participate in a field trip. Archdiocesan Forms C4 or C5.

## Driver responsibilities:

- Proof of insurance.
- All drivers will be responsible to see that students assigned to their car leave and return seat-belted in the same car.
- Prior to field trip a driver information sheet (Archdiocesan Form C-12) must be completed and filed with the school office.
- The school does not carry liability insurance for automobile accident injuries; thus, the driver's insurance will be liable.
- In 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.
- Archdiocesan Background Check and C.A.S.E. training completed and up to date.

## **Money Collection**

Money sent to the school should be placed in a sealed envelope and clearly labeled with the student's name, grade, purpose and amount. Under all circumstances, the school is not responsible for money lost or otherwise misplaced

## **The House System**

Leadership is encouraged through participating in the House System. Prefects are appointed by staff to serve as leaders in each house; from this, a Student Council is formed. The four houses: Bernards, McLoughlin, DeSmet, and Blanchet meet regularly to advance the spirit of the school through various activities and service outreach projects. Student council, under Faculty guidance, is leadership for the Houses. Education at SJA fosters dedication to serve through special projects. As an outgrowth of our Catholic Social Teachings, SJA actively participates in a variety of service programs that benefit others and helps the entire school community – students, parents, and faculty/staff – to live out the gospel message of service and to increase our awareness of the human condition.

# **EXTENDED CARE**

Extended Care operates on a drop-in basis for the convenience of parents and to provide a safe place for students when parents are delayed to pick up from school activities. Extended Care enrollment forms will be kept for Extended Care records for all students at SJA. We refer to the enrollment forms regularly, so please keep your information current. Welcome to SJA Extended Care Program. This handbook should provide answers to most of your questions, but feel free to contact the school or the Extended Care Director if you have other questions or concerns. Karin Hohensee Co- Director

Contacts -       SJA School office – 503-742-8230 (7:30 AM – 4:00 PM)  
                      SJA Parish Center – 503-742-8216 (6:30 -7:40 AM) (3:30 – 6:00 PM)  
                      Extended Care Director / Karin Hohensee 503-502-1685  
                      Please keep these numbers for future references.

## **Philosophy**

At SJA we are dedicated to providing high quality care for our children and their families without regard to race, sex, religious affiliation or national origin. Our primary focus is to serve the children and families of SJA by providing a healthy, nurturing, stimulating and supportive environment. We strive to encourage Catholic morals and development of the whole child, by providing caring supervision both before and after school hours.

Children learn much through play. They learn to make choices when they collaborate with other children. They also feel a sense of accomplishment when they create their own play activities. Both guidance and freedom are needed through periods of rest, personal care, study, games and indoor activities with many allowances for individual differences. It is our intention to foster both competence and independence within a safe environment.

While there is no direct planned religious instruction, it is expected that everyone involved in this program will strive to live according to Gospel values; to love God first and others as they love themselves. In practice, this is a stance of deep respect for all persons, regardless of age or abilities.

After school care is offered for the convenience of school families. The Child Care Division of the State of Oregon licenses SJA's Extended Care Program. The purpose of the program is to provide a loving and safe environment for students until their parents can pick them up.

## **Daily Schedule**

The Extended Care Program operates after school on all regular school days from 3:05 PM to 6:00 PM. The program does not operate on school holidays, snow days or emergency closures according to the Oregon City School District emergency plan.

## **After School Schedule**

- 3:15 PK-8 students are dismissed. Students grades 1-8 not picked up go directly to the gym for extended care check in. Pre-K and Kindergarten students will be escorted to the parish center by EC staff for snack and playtime.
- 3:45 Students will transition from gym to parish center to have snack. After snack all children will do their homework. Free time follows.
- 6:00 Doors locked and Extended Care is over; or when all students have left.

## **Snack**

The Extended Care Program provides a nutritional snack. If your child has food allergies or special needs, please contact Lisa Hanson directly.

## **Early Dismissal 11:30AM of all school students**

Please send a sack lunch with your students. Extended care students grades 1-8 are dismissed to go directly to the gym, where the students are checked in. Pre-K and Kindergarten students will be escorted to the parish center by EC staff to have lunch and playtime. After 20-30 minutes in the gym, grades 1-8 will transition to the parish center for lunch. The regular extended care program is open until 6:00pm.

## **Arrivals / Departures and Security**

Occasionally, the Parish Center may be reserved for a funeral reception, blood drive, etc. There will be a sign on the Parish Center exterior doors directing you to the Library where the Extended Care students will be. Please ring the doorbell by the exterior door located next to the rear gym door to let us know you have arrived.

Please notify the staff when you pick up your child. Please write the time and sign your name. If you have business in the school, wait to sign out your student until you are ready to take them with you.

We will only release your child to those authorized by you according to the ECP enrollment form, which you as parents must keep updated. Please send a note, call the school or call Lisa Hanson to verbally authorize any special arrangements. Your child can be released only to adults (18 or older). It is the parents' responsibility to notify the center any time the child cannot be picked up before 6:00 PM.

SJA abides by all legally served court orders. We must have a notarized court order on file regarding parental custody matters.

Oregon law mandates SJA staff and faculty to report suspected child abuse or neglect to the proper authorities

## **Behavior Management**

At SJA we recognize that positive discipline teaches and encourages the healthy development of a child's self esteem. SJA does not allow the use of corporal or physical punishment by caregivers. Positive discipline techniques are constructive. They include praising and calling attention to appropriate behavior and acting as good role models in order to influence and reinforce a child positively. We set limits that are developmentally appropriate and consistently enforced.

The method of behavior management often used by SJA staff is to redirect the child to another activity. “Time out” is another method used that offers a child a few moments to think about his or her actions before rejoining group activities.

Chronic behavior problems will be brought to the attention of the parents. Should you have specific concerns regarding behavior management, we urge you to discuss them with the caregivers first. If you still have concerns, they should be brought to the attention of the Extended Care Director / Karin Hohensee 503-502-1685.

Conduct referral forms may be used if a student has ongoing behavioral problems. If a student receives three referrals within a five- day period of attendance, they will be suspended from Extended Care for a minimum of one day.

Some of the children put in a long school day in addition to Extended Care. When they get tired, inappropriate behavior can arise. Parents will be notified of these situations. Basic school rules are enforced with our regular discipline policy, and we will work with the child to resolve any problems. If an issue is not resolved after good faith efforts, or if repeated problems arise, a child may be told that Extended Care is no longer an option for him/her.

### **Illness, Accidents, Emergency Care and Insurance**

Sick children may not remain in group care situations. Should your child become ill during their Extended Care, you will be called to make arrangements to pick up your child. It is required that we have on file the names, addresses and phone numbers of persons authorized to pick up your child. It is also necessary for us to have the name and phone numbers of your physician and preferred hospital, which you provided at registration. As information changes, please notify the school and the Extended Care personnel, in writing, to avoid errors.

“Illness” includes, but is not limited to: fevers over 100.0, unexplained rashes, severe cold symptoms (including excessive coughing, runny noses), obvious infections or untreated wounds. Children on medication should be cared for in a home situation if at all possible.

An emergency vehicle will be called when deemed necessary in the event of a serious accident or illness. You or your designated substitute will be asked to transport your child in less serious situations.

### **Medicine Policy**

Any and all prescription and non-prescription drugs must be turned in to the school office when the student arrives at school by the parent or guardian.

School and Extended Care staff will administer only dated, labeled, prescribed medication. Please complete a “Medication Dispensation Authorization” form for each day your child is to receive medication. Please give the authorization and the medication to the school secretary upon arrival at school.

### **Grounds limits**

Students should remain on designated grass and playground areas. The following areas are off-limits to all students: the garden side / fireside part of the building bark dusted and decorative no-play areas, stairs by the church and school, areas near the pond, bushes, and breeze-way between school and church or between parked cars. All students who wish to play may participate in age ability/appropriate games.

Ideally, rules will be established before play begins. Students will resolve their own differences whenever possible but may rely on supervisors to assist them as needed in the interest of fairness. When no agreement can be reached, students will be directed to engage in other appropriate activities.

Balls are used only on the blacktop or lower field. Students may not retrieve balls from outside these areas without a supervising adult’s permission. Your child will be active both indoors and out. It is important for your child to have appropriate clothing with each removable garment labeled.



**Clothing, book bags, etc.**

Personal objects will be stored on chairs lining the Parish Center walls. For health concerns, each child will have their own chair and must keep coats/backpacks there instead of all in a pile.

We discourage children from bringing toys and “treasures” from home because of the potential for loss and breakage. Should your child lose clothing or a possession, check with the Director immediately. SJA is not responsible for lost or damaged items.

**Fees and Finances**

Our hourly rate is \$5.50 per hour, per child. Minimum fee is \$1.00 per child. Billing is sent out through the Parish Office monthly.

Any care given later than 6:00 PM closing, will be considered overtime. You will be charged \$1.00 per minute, per child.

School dismissal for Grades PK-8 is 3:05pm. Parents will have from 3:05 to 3:15 to pick up their PK-8. Students not picked up during these times will be checked into Extended Care. No child will be allowed to wait for his/her parent at any place other than Extended Care. This is for the protection of the student.

**Severe Weather**

Listen to your radio. SJA will follow directions given to Oregon City School District as to opening and closing times. In the event of early closure, there will be NO Extended Care. In the event of a LATE START there will be no AM Extended Care. Students may arrive at school 10 minutes before the assigned Late Start time. It is extremely important that you keep your emergency information cards up to date!

**Disasters**

Power outages, storms and other unforeseen events may occur. The emergency phone tree for the school will also give direction for those in Extended Care. In any case, children will not be left without adult supervision.

**Evacuation Drills**

Extended Care students will be instructed in safe evacuation procedures and given practice during the year at intervals. These would be followed in the event of fire or earthquake.

**Unauthorized Persons**

The presence of strangers on the school grounds, even if non-threatening, should be reported immediately to the school and Extended Care personnel so that appropriate steps can be taken. Harassment and other incidents of questionable nature should always be reported to the Principal or other persons in charge.

# SJA BEHAVIOR, TECHNOLOGY, UNIFORM POLICY & CODE OF CONDUCT AGREEMENTS

## POSITIVE BEHAVIOR SUPPORT

In collaboration with the SJA School Advisory Council, the following behavior expectations have been established. It is the goal of SJA School that all members of our community will work to promote these life-giving principles.

- Be Christ-like
- Be Safe
- Be Responsible
- Be Respectful

Positive Behavior Support, PBS, supports these principles and is an approach to creating a safe and productive learning environment where teachers can teach and all students can learn. Instead of waiting for misbehavior to occur and reacting to that misbehavior, we will focus our efforts on teaching behavioral expectations in all school settings and recognizing students for following them. The purpose of Positive Behavior Supports is to establish a climate in which appropriate behavior is the norm.

## ACKNOWLEDGEMENT SYSTEM

### Individual Recognition:e

#### Eagle Awards

On a daily basis students can earn Eagle Awards when they are caught being Christ-like, Safe, Responsible or Respectful by a staff member. Of course there will still be many instances when a student will receive verbal praise and encouragement instead of an award. All staff members have the opportunity to hand out Eagle Awards whether they teach that particular student or not. This is just one way to positively reinforce student behavior. Students that earn Eagle Awards will be entered into a weekly drawing for prizes and activities.

## CHARACTER AWARDS

Monthly Character Awards are given by the Kiwanis to recognize students per class who have consistently shown the characteristics of a successful learner. As a school we will focus on the following character traits and students that exemplify them will be chosen for that month's Kiwanis Award.

September	Community Builder	To build a strong Christ-like community, it is important to be honest, truthful, kind, think of the needs of others and help those in need along with using talents to serve God and God's people.
October	Responsibility	To accept and follow school routines and expectations, to complete and return homework, to be organized.
November	Integrity	The quality of being honest and having strong moral principles; doing the right thing, even when no one is watching.
December	Service-Minded	Demonstrating helpful, thoughtful conduct; giving assistance to individuals and the larger community.

January	Work Ethic	Someone who not only works hard, but does so with honesty, respect and accountability, being responsible for their own work, actions and interactions.
February	Compassion	Awareness of the suffering of another accompanied by a strong desire to relieve it through acts of mercy.
March	Faithful	Faith is knowing what God has said is true and, therefore, trusting God with our whole heart, soul, and mind. We can't fool God by saying we believe something in our heads, but not behave in a way that show we really and truly believe it. We show we are faithful by how we live our lives; by striving to be "Christ-like".
April	Respectful	Behaving in a way that shows regard for someone or something. Others feel respected when they feel listened to and cared about.
May	Peacemaker	A peacemaker is defined as a person who tries to create harmony or make peace. An example would be a friend who tries to help two of their friends stop fighting and make up.
June	Perseverance	Determination to do something despite difficulty or delay in achieving success.

## DISCIPLINE

### Staff Managed

The 1st offense of a lower level incident is an opportunity to teach/coach the student and reinforce SJA expectations. Repeated lower level offences result in receiving a Stop and Think. Three lower level offences for the same issue in a 3-month period results in a Referral.

### Office Managed

There are times that an incident is more serious and requires that a Referral is written the first time the behavior occurs. This would be documented by the staff member and would require the involvement of the Principal.

## CONFLICT RESOLUTION

In addition to teaching expectations and following up with consequences, it is our job to provide students with the skills to handle conflict and solve problems. The following are some steps for SJA students to use when handling a problem from the *Second Step Curriculum*.

### 1. What is the Problem:

Each person says:

- What happened?
- How I feel.
- What I need.

Restate the problem giving both points of view.

2. What are the solutions?
3. For each solution, ask:
  - Is it safe?
  - How might people feel?
  - Is it fair?
4. Choose a solution and use it.
5. Is it working? If not, what can I do now?

When conflicts arise, there are many options a student may choose. Here are some examples we encourage:

- Follow the problem solving steps
- Stop. Cool off
- Talk and listen to each other
- Ignore small problems/annoyances
- Walk away
- Apologize
- Ask for help when you need it from a friend or teacher

## CONSEQUENCE SYSTEM

### Level 1 Consequences:

For minor offences, a staff member will give a verbal redirection and reminder. Reinforcing appropriate behavior by re-teaching the expectation or having the student practice that particular behavior correctly. Some possible consequences include but are not limited to:

- Reteach expectation
- Time out, apology
- Problem solving form
- Phone call home

### Level 2 Consequences:

Some situations warrant a more formal response, for which the student may receive a "Stop and Think" form. The student takes home the "Stop and Think" to show their parents and returns the form to his or her teacher with a parent signature. The teacher will keep a file of the "Stop and Think" forms given. The behaviors that indicate a "Stop and Think" are repeated offenses or more serious than a Level 1 and may result in disciplinary action related to what happened. Some possible consequences include but are not limited to:

- Parent Notification
- Problem solving form
- Loss of privilege
- Detention
- Conference with teacher

### **Level 3 Consequences:**

Serious student offenses for which the school Principal will be involved may call for a Referral Form. A student may also receive a Referral for receiving 3 “Stop and Thinks” for the same type of issue. Such offenses will also merit parent communication and will likely result in some disciplinary action. Some possible consequences include but are not limited to:

- Parent Notification
- Conference with Principal, may include student, parents, teacher and/or other appropriate staff
- Behavior Contract
- Loss of Privileges
- Detention
- Suspension
- Possibility of Expulsion

All documentation regarding behavioral consequences goes through the classroom/homeroom teacher. Specifically, the classroom/homeroom teacher keeps the teacher copy of the “Stop and Think” and monitors the return of parent forms. For referrals, the teacher keeps a copy, but gives the original to the Principal.

### **Detention**

- Detention may be issued for a breach of classroom and/or school rules. Parents are provided with a Detention Form with written notification of the detention. The day, date, and time of the detention are at the discretion of the Vice Principal or Principal who monitor the detention. Detention takes precedence over appointments, practices, lessons, tutoring, ball games, etc.

### **Suspension**

- Students who receive an out-of-school suspension will not be allowed on campus during the time of their suspension. Students must complete all class work and tests from the days of suspension but failing grades will be recorded for this work.

### **Expulsion**

- Expulsion is an extremely serious matter. Students who pose a threat to themselves or to others may be expelled from St. John the Apostle School. Students who have been expelled will not be allowed to return to the school for any reason without prior permission from the Principal.
- Students whose parents have violated the Parents as Partners agreement in this handbook may also be excluded from St. John the Apostle Catholic School

When expectations are not followed, staff must intervene in order to inform the student of the problem behavior, teach the appropriate behavior for the particular situation, and administer appropriate disciplinary action. Any and all of the following criteria may be used to determine a student’s consequence for misbehavior:

- The seriousness and/or frequency of the offense
- The student’s unique needs
- The student’s previous behavior
- The circumstances surrounding the incident.

Teachers may discuss student behavior with the Principal. The Principal may choose to discuss a student's behavior with other school staff, the Pastor, and/or the Archdiocesan Department of Catholic Schools.

## **BULLYING**

The faculty, staff, and students at SJA are committed to making our school a safe and caring place. Bullying is unfair and one-sided. It happens when someone repeatedly and intentionally hurts, frightens, or leaves someone out. Bullying, as well as, verbal or written harassment including threats made against the physical or emotional well-being of any individual are taken very seriously and will be investigated by the Principal.

### **SJA staff will do the following to prevent bullying and help children feel safe at school:**

- Closely supervise students in all areas of the school and playground
- Teach the Steps to Respect/Second Step programs
- Teach the Steps to Respect program or Second Step
- Look into all reported bullying incidents
- Respond quickly and sensitively to bullying reports using the Steps to Respect Process and coaching models

### **Students at SJA will be taught to do the following to prevent bullying:**

- Be respectful, responsible, and safe
- Use Second Step/Steps to Respect problem solving skills
- Try to include everyone in play, especially those who are often left out
- Refuse to bully others or let others be bullied
- Refuse to watch, laugh, or join in when someone is being bullied
- Report bullying to an adult

## **MISCELLANEOUS BEHAVIOR EXPECTATIONS & POLICIES**

### **Leaving School Grounds during School Day**

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

### **Littering**

As a matter of personal responsibility in concert with environmental justice, littering will not be tolerated. Students will be expected to pick up and appropriately discard what they have dropped.

### **Gum Chewing**

For reasons of safety, protection of the physical plant and furnishings, gum chewing is not allowed on school property or on field trips.

## Valuables

In order to avoid loss, we ask that students DO NOT bring valuables to school. If a child is bringing a special personal item to school for a specific purpose, e.g. Show and Tell, we ask that they deposit the item with the teacher for safe keeping. The item must be taken home at the end of the day.

## Cell Phones

Cell phones are allowed on the SJA campus **if registered with both** the Home Room teacher and the School Office.

- Cell phones are to remain turned off **in** lockers or backpacks.
- Cell phones are **not** to be used on campus during school hours.
- Cell phones may be used **after** Dismissal to call a parent.

## Apple Watches

With the advent of Apple Watches and their multi-use capabilities, students may NOT wear these at school. If a student is wearing an Apple watch, or a clone, the watch will be removed from the student's possession. As with all personal electronic devices that are confiscated at school during the day, the parent may retrieve the item from the school office at the end of the day. Thanks for your support of this policy.

# TECHNOLOGY/ELECTRONIC INFORMATION & COMMUNICATION POLICY/AGREEMENT

St. John the Apostle offers on-line electronic information services including but not limited to the Internet for students. SJA 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. SJA will educate students and impart the skills they need to develop into responsible digital citizens. However, a student is also responsible and must be continuously on guard to avoid inappropriate and/or illegal interaction while connected to the 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.

## 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 guidelines on what is appropriate use for subject areas and/or classroom usage, as seen below. The Principal may remove a user at any time deemed necessary or appropriate. The administration, staff, or faculty of St. John the Apostle Catholic School may request that the Principal deny, revoke, or suspend specific users.

## Personal Responsibility

The student will accept personal responsibility for reporting any misuse of the network to the appropriate authority (Principal, vice-principal or homeroom teacher). Misuse may occur in many forms, but it includes using a program(s) or game(s), visiting web site(s), or sending or receiving messages that indicate or suggest pornography, unethical or illegal solicitation, racism, sexism, inappropriate language, as well as violating other provisions listed below.

## **Acceptable Use**

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

Please see the, “SJA Technology Acceptable Use Policy” on the Forms page on the school website, for more detailed information. <http://sja-eagles.com/wp-content/uploads/2016/09/SJATechnologyAcceptableUsePolicy2016.pdf>

### **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 secret;
- 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 and 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:

- 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, which may be viewed globally. Never swear, 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 (email) 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 use of the network by others.

## **Electronic 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.

## **Electronic Vandalism**

Computer vandalism is the intentional harming or destroying of the school's computer hardware and/or the school's software and/or data of other 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.



## Electronic Services

St. John the Apostle Catholic School makes no warranties of any kind, whether expressed or implied, for the service it is providing. St. John the Apostle Catholic School 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-deliveries, 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. St. John the Apostle Catholic School specifically disclaims any responsibility for the accuracy of information obtained through its information services.

## UNIFORM POLICY

SJA students wear a uniform in order to promote a feeling of equality for all children while discouraging competition in dress. The uniform provides a means of identity for the students with SJA. The uniform should always be neat and in good repair. Parents and students both share in the responsibility for seeing that the SJA dress code is appropriately observed and maintained. The Uniforms may be purchased from Dennis Uniform Co. or other stores, following the same basic style of clothing, outlined in the brochure provided by Dennis. Please make sure you are adhering to correct styles.

### Shirts/Blouses: CLEAN

- Collared Blouses listed in the SJA Dennis Uniform Catalog
- Long or short sleeved polo shirts
- Navy, White, or Red
- **NO LOGO OR DESIGN ALLOWED.**
- Game Jerseys for teams the student plays on are allowed with uniform bottoms on Fridays only.
- **SHIRTTAILS OF EXCESSIVE LENGTH MUST BE TUCKED IN.**

### Sweatshirts:

- Navy, Red, or White and approved spirit wear line. (No Gray)
- May have hoods, zippers, or a crew neck.
- Only SJA &/or CYO logos.
- Sweatshirts must have SJA uniform shirt underneath.
- Eighth grade may wear their 8th grade SJA sweatshirt at any time as long as there is a uniform SJA shirt worn underneath it.

### Pants/shorts:

- Uniform Navy or Tan Khaki only
- Dennis Capri or Cargo shorts ONLY! (These are much neater than other brands.)

#### **NOT ACCEPTED:**

- |                    |                           |
|--------------------|---------------------------|
| o Skinny cut style | o Jeans or jean cut pants |
| o Cargo pants      | o Baggies                 |
| o Bell Bottoms     | o Hip-huggers             |

**Shoes/socks:**

- **No Clogs or open toed sandals**
- The style of boot is not limited, providing the heel is not more than 1” in height. The heel is a safety issue.
- Socks are **Mandatory**.
- Socks must be seen above the shoe.

**Sweaters:**

- Dennis Uniform style sweaters and cabled, non-logo only.
- White, Navy, or Red

**Socks/Tights/Leggings:**

- Tights and Leggings must be Navy, White, Red

**Skirts/Skorts/Jumper/Shifts:**

- Uniform Navy, Uniform Khaki, or Hamilton plaid.
- Target School Dress: knit polo dress with pleated skirt bottom.
- Length up to 3” above the knee is allowed.

**GROOMING:****Makeup**

- Middle School Female Students only, apply all facial makeup lightly.
- Jewelry – Small jewelry items only (necklaces, bracelets) – Small post earrings only (no hoops or dangles)

**Hair**

- Hair should be neat and clean.
- Length of hair for boys should not cover the collar of dress or polo shirt.
- No unnatural colors are allowed.

**HOUSE SHIRT DAY**

Jeans or uniform bottoms may be worn with House Shirt only.

**FREE DRESS****Shorts/Dresses and Skirts:**

- Must be of a modest length and no more than 3” above the knee.
- No cut off jeans.

**Shirts:**

- No camisole, halter tops, tank tops, or muscle shirts permitted.

**Shoes:**

- No open toes or heels – this is a safety issue.

**Pants:**

- Jeans are allowed as long as they are in good shape.
- No sagging, ripped or holey pants.
- Yoga Pants, Skinny Jeans and Jeggings may be worn as long as “bums” are covered.

**EVENT UNIFORM**

At times SJA staff may request specific uniforms to be worn for class Mass, field trips, etc.

**ENFORCEMENT OF UNIFORM POLICY****FIRST OFFENSE:**

- Student must visit uniform closet.

**SECOND OFFENSE:**

- Student must call parent and visit uniform closet or have parent bring appropriate uniform.

**THIRD OFFENSE:**

- Parent conference
- Detention and/or service work

## **CODE OF CONDUCT**

**At SJA our goal is to create a safe and productive learning environment where teachers can teach and all students can learn. The intent of this Code of Conduct is to promote responsible behavior and Christian values that protect the right of students to an orderly, nurturing and safe school environment. This is possible when all members of the SJA community agree to uphold and do their part to support the policies and expectations documented in the “Parent/Student Handbook” and “Behavior, Technology and Uniform Agreements.”**

Each individual involved in the education process at SJA has responsibilities to ensure that this is possible. Parents, teachers, support staff, the principal and students all bear some of the responsibility to create and maintain this environment.

**Student Responsibilities:**

- Behave in a respectful manner toward all school personnel, volunteers and peers
- Respect the learning environment by following school and classroom rules
- Respect the rights and property of others
- Take responsibility for own actions and for the consequences of those actions
- Actively participate in class
- Come prepared with materials, completed tasks and homework
- Participate reverently in liturgical celebrations

#### **Parent Responsibilities:**

- Have high expectations for their children as individuals
- Ensure children attend school and arrive on time and provide a quiet place at home for schoolwork
- Communicate and work with teachers to support and challenge their children
- Help children learn to resolve conflicts in positive ways
- Uphold the rules and policies of the school
- Support the authority of school personnel by communicating respectfully and avoiding criticizing them in the presence of children.
- Address concerns in a respectful manner at an appropriate time, when children are not present and staff is available to meet and give their full attention to your concerns.
- Avoid any comments or disciplinary actions toward other children at SJA. Bring school behavior issues to the attention of the SJA staff and leave this responsibility up to the school.
- Assist in maintaining a positive attitude in the school by refraining from gossip, negative talk and un-Christian-like behavior

#### **School Staff Responsibilities:**

- Provide a safe, positive and productive learning environment
- Teach and enforce school expectations/rules
- Have high academic and behavioral expectations for all students
- Maintain an atmosphere of open communication for students seeking help and for parents/families.
- Help students develop a pride in their school based on respect for themselves and others. Communicate behavioral and/or academic concerns in a timely manner and work with families to address issues and provide support when appropriate

# COVID19 Procedures

**Symptoms: Please stay home and alert school office if your child has symptoms of COVID19 or has been in contact with some who has symptoms of COVID**

People with COVID-19 have had a wide range of symptoms reported – ranging from mild symptoms to severe illness. Symptoms may appear 2-14 days after exposure to the virus. People with these symptoms may have COVID-19:

- Fever 100.5 degrees or chills
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea

You can be with others after

- At least 10 days since symptoms first appeared and
- At least 24 hours with no fever without fever-reducing medication and
- Symptoms have improved

## **Cleaning and Hygiene:**

\*Hand sanitizing at each entrance for morning arrival

\*Hand sanitizer at each classroom door

\*Wash hands:

- before and after meals
- after using restrooms
- after sneezing and coughing

\*Wipe down desks/table before and after lunch

\*Wipe down high touch areas multiple times a day

\*Teachers will spray disinfectant at the end of each day

\*Deep cleaning/sanitizing by cleaning crew at night

## **Social Distancing:**

\*Travel paths for one direction in hallways

\*Social distancing marked on floors

\*Signage for classrooms/hallways/restrooms

**Screening Protocols:**

- \*Daily temperature reading as students/staff enter building
- \*Observation of students/staff
- \*Logs kept with attendance of cohort group
  - all specialist and visitors will sign in when entering a room

**Personal Protective Equipment:**

- \*All students 5 years old and up and staff will wear mask or shield
- \*Gloves

**Visitors/Deliveries:**

- \*Restrict nonessential visitors from entering the building
- \*Masks must be worn by all visitors
- \*Hands sanitized on entering building
- \*Temperatures taken

**Arrival and Dismissal Plan:**

- \*Students enter designated door for their grade level (6 entrances)
- \*Students immediately to to their classroom and desk
- \*Classes will be social distanced on church parking lot
- \*Drive thru pick up

**Food Service Plan: \*\* As of now, Hot Lunch Will Not Be Provided\*\***

- \*Eat in classroom
- \*Wash hands before and after eating
- \*Sanitize desks when complete. Students take home any containers/utensils
- \*Food servers wear masks/gloves

**Extended Care Plan:**

- \*1 to 10 ratio with 3 student cohort areas
- \*Temperature check/health screening

**Recess Plan:**

- \*Wash hands before and after
- \*Sanitize play equipment/structure after each use
- \*No sharing of recess equipment/sanitize after use

**Assembly/Morning Prayer Plans/Mass:**

\*Intercom

\*Live Stream

\*Video Recording

\*\*Students will be trained the first 2 weeks of school on the digital learning platforms that will be used.

\*\*Ipads will be checked out to students to take home each day

\*\*Teachers will have plans in place for emergency closure

# RIGHT TO AMEND HANDBOOK

St. John the Apostle Catholic School retains the right to amend this Handbook. The pastor or principal will make amendments as necessary and will notify parents/guardians of such changes.

**Please read carefully through this handbook with your student. After reading and discussing, please sign the attached agreement. We invite you to call or come in if you need clarification on any part of the handbook.**

## Parent/Guardian Agreement

I/We \_\_\_\_\_

(Print Names)

have read the material in the St. John the Apostle Catholic School Handbook and agree to follow and uphold the school policies while my son/daughter is enrolled as a student.

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

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

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## Student Agreement

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

(Print Names)

have read (or have had the material read to me) from the St. John the Apostle Catholic School Handbook and agree to follow and uphold the school policies while enrolled as a student.

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

*(first student in the family attending the school)*

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

*(second student in the family attending the school)*

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

*(third student in the family attending the school)*

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

*(fourth student in the family attending the school)*



# Medication Dispensation Authorization Form

## Parent/Guardian Authorization to Principal of St. John the Apostle Catholic School

Name of Child: \_\_\_\_\_ DOB: \_\_\_\_\_

Name of Medication: \_\_\_\_\_

Dosage: \_\_\_\_\_ Time to be given: \_\_\_\_\_

Medication to be taken until: \_\_\_\_\_

This medication was prescribed by: \_\_\_\_\_

(Doctor's first and last name)

Doctors Address: \_\_\_\_\_

\_\_\_\_\_

Doctor's phone number: \_\_\_\_\_

Purpose for medication: \_\_\_\_\_

Special Instructions: \_\_\_\_\_

\_\_\_\_\_

Potential Side Effects: \_\_\_\_\_

\_\_\_\_\_

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

Parent/Guardian Printed Name: \_\_\_\_\_

**This authorization applies only to the medication listed above and for the duration of the therapy or school year. Use one form for each medication the child is on.**