



ST. JOHN FISHER SCHOOL

STUDENT/PARENT HANDBOOK

2009-2010

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St. John Fisher School is fully accredited by the Northwest Association of Schools & Colleges and certified by the Western Catholic Education Association.

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**Back Cover: Catholic Schools' Mission Statement & Student Profile*

OUR MISSION STATEMENT:

The Mission of St. John Fisher School, a Catholic community, is to partner with the family in educating and developing the whole child.

SCHOOL PHILOSOPHY

In the spirit of its Mission Statement, St. John Fisher School will:

- foster a Catholic community in which worship, Holy Mass, prayer and service is a natural response to our faith that will prepare each child to take a Christ-like role in society.
- plan and provide a quality, student-centered, academic environment that encourages each child to develop as a life-long learner.
- partner with the family, the primary educators of their children, to develop skills in preparation for life.
- promote a sense of personal integrity, responsibility, and independence that further develops each child's God-given talents.

SCHOOL GOALS

As a St. John Fisher student, I am an active Christian because:

- I continue to grow in my personal relationship with God and his son Jesus Christ through prayer and Bible teachings
- I live the values of Christ, being a compassionate peacemaker who is fair and has the respect of life and all of God's creation
- I learn the teachings and practices of the Catholic faith
- I demonstrate my faith through prayer and action
- I participate in my school and church communities
- I serve others in my daily life
- I value the differences among all God's people

As a St. John Fisher student, I am a life-long learner because:

- I am excited and curious to learn new things
- I am able to use and understand information through reading and writing
- I possess a solid foundation in all subjects
- I am able to think critically and solve problems independently
- I integrate faith in all aspects of learning
- I am self-motivated
- I am creative and appreciate the arts
- I produce original and quality work

SCHOOL GOALS (Continued)

As a St. John Fisher student, I am a responsible citizen in my school, local and global environments because:

- I take responsibility for my own actions
- I respect the diversity of others through my actions and my words
- I am aware of those in need and offer help
- I demonstrate self-discipline and sportsmanship

As a St. John Fisher student, I am an effective communicator because:

- I express thoughtful opinions while problem-solving and working with others
- I strive to speak with purpose, confidence and poise
- I use technology effectively and appropriately
- I listen thoughtfully and with respect
- I write with clarity, skill and meaning

As a St. John Fisher student, I am a self-aware individual because:

- I recognize I am a child of God
- I understand, utilize and appreciate my unique gifts and those of others
- I have a positive self-image and believe that I can make a difference
- I demonstrate self-control, cooperative and responsible behavior
- I respect myself through maintaining a healthy lifestyle
- I assess my own work through planning, setting and working toward appropriate goals

EDUCATIONAL ASSOCIATIONS

St. John Fisher School is fully accredited by the Northwest Association of Schools & Colleges and certified by the Western Catholic Education Association. The school is formally registered and complies with or exceeds the minimum standards for private schools for the State of Oregon and is associated with the Department of Catholic Schools at the Archdiocese of Portland. In addition, it is a member of the National Catholic Education Association, an affiliation that provides the faculty of St. John Fisher School with all rights, privileges and benefits of NCEA membership, including opportunities for professional growth, development and resources.

The principal retains membership in the Association for the Supervision of Curriculum and Development (ASCD), a national organization for school administrators. This professional association provides current information regarding the state of education, its methodologies and practices. A number of individual faculty members hold membership in various educational organizations that focus on particular subject areas (i.e., Mathematics/NCTM; Social Studies/NCSS; Technology/OETC, etc.)

ADMISSIONS

Admission of Students

St. John Fisher School follows the Archdiocesan admittance policy, which states: "The Catholic schools of the Archdiocese of Portland admit students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to all schools. They do not discriminate on the

basis of race, color, national and ethnic origin in administration of their educational policies, admissions policies, scholarship and loan programs, and athletic and other school administered programs."

Record of Admission

Each child admitted to St. John Fisher School must submit to the school all records required and listed as follows:

- Record of state-required immunizations
- Transfer records, if necessary
- Baptismal records, if Catholic
- First Communion records, if Catholic and applicable

Age of Admission

The child who is five years of age on or before September 1st is eligible for Kindergarten. The child who is six years of age on or before September 1st is eligible for first grade.

REGISTRATION, ENROLLMENT AND ATTENDANCE POLICIES

Registration Procedure

The Open Registration Period regarding enrollment for the following school year is held throughout the month of January. During this time, all registration applications may be submitted to the Office Administrator. (*Note: Registration is accepted after this time but applicants may be placed on a waiting list, should numbers dictate.*) School policy allows a maximum of thirty students in each class, with full-time instructional assistants in Kindergarten and part-time instructional assistants in grades 1-3.

All families with children currently enrolled in St. John Fisher School have first priority for registration, followed by siblings of current students, other parishioners of St. John Fisher Parish, then Catholics from other parishes. After a specified registration period giving first opportunity to these groups, the registration of any other family in the community will be considered for enrollment. (*Note: For first-time entry into the school, an applicant's readiness, as determined by an evaluation process with the teacher, supercedes any other admissions priority status.*)

A non-refundable textbook/registration fee, due the last of March when tuition is announced, guarantees the student a place in the class and provides funds for textbook purchases and other registration-related needs.

St. John Fisher Church subsidizes the school and approximately 10% of parish contributions return directly to the school's operating budget in the form of a subsidy. This process enables the school to offer a parish-subsidized tuition rate, the criteria for which is explained below:

In order to receive the special "parishioner" tuition rate, a family must be registered by December 31st of the current year with St. John Fisher Parish, attend Mass and parish events on a regular basis, and support the Parish through identifiable weekly or monthly contributions (via Church envelopes or Pre-Authorized Bank Debit); in addition, the family must have completed the annual parish pledge card.

Each year, the parish office confirms for the school whether or not a family has met the above criteria in order to be eligible to receive the parish subsidy for the following school year and the special "parishioner" tuition rate.

Registration Procedure (Continued)

Once enrollment has been confirmed for new families who participate in the January registration process, they are required to submit by the first week of June a first and last month tuition payment, which is non-refundable. New families whose enrollment is accepted during the summer months must submit this payment in order to activate their formal registration and acceptance into the school.

Any family, current or incoming, that withdraws from the school after July 1st will forfeit their first and last month tuition payment, as well as the non-refundable per-student textbook/registration fee; any supplementary fees (i.e., Technology, Milk, PTC, etc.) paid before July 1st will be refunded.

New Registrants

All applicants who will be new students at St. John Fisher School are required to attend a "readiness evaluation" with the teacher, to be conducted each spring. Any acceptance for the following school year will be on a conditional basis until the evaluation has been conducted and an official confirmation given. *(Note: For a first-time applicant, his or her readiness, as determined by the aforementioned evaluation process, supercedes any other admissions priority status.)*

Incoming Transfer Students

All transfer students will follow the admissions process outlined below:

1. All parishioners must present evidence that they are members of St. John Fisher Parish for tuition placement. A letter from a pastor, principal or teacher is desirable, if coming from another city.
2. Parents of students applying for grades 5-8 are to submit an application with transcript information and arrange an interview with the principal to discuss their interest in transferring to St. John Fisher School.
3. Students are expected to spend a half-day visiting the school and classroom of their current grade level.
4. Student records (report cards, test scores, special needs reports, etc.) must be submitted as part of the registration process before final admission is confirmed.
5. Parents should assume that St. John Fisher personnel may speak to the student's past and/or present teacher and administrators regarding the student.
6. Priority is given to students transferring from Catholic schools, as long as academic and behavioral records are in good order.
7. St. John Fisher School reserves the right to refuse admission to students who have demonstrated behavioral problems at other schools or within their communities, or whose special learning needs exceed the resources and/or the curricular programs of St. John Fisher School.
8. First and last month's tuition and fees are due immediately upon acceptance and are non-refundable.

A probationary period of nine weeks will apply to all students who transfer into grades 5-8. At the end of this period, if needed as determined by the administration, the student and parent will have an evaluative meeting with the principal in terms of academics and behavior. At that time, a decision will be made in regard to the probationary status of the student.

Records

St. John Fisher School follows state-mandated attendance guidelines. The school office is responsible for each student's attendance record. A record of each student's attendance shall be entered on the permanent record card each year, along with cumulative grades and results from standardized testing (if applicable).

It is the responsibility of the classroom teacher to keep a hard copy or electronic record of daily attendance, as well as to submit a report to the school office. (Ref. Archdiocesan Policies 5111 and 5113)

Outgoing Transfers

Before a final transfer of the student's grades, test scores and health records are sent to the new school, a signed parent release form must be obtained and completed.

Withdrawal

Should a student withdraw from St. John Fisher during the school year, either by parental choice or school request, the parent must do the following:

- (1) Contact the main office in order to obtain an official "Withdrawal" verification form, to be submitted prior to, or at the time of, actual withdrawal.
- (2) Pay any tuition, library, Hot Lunch or miscellaneous fees that may be outstanding at the time of withdrawal.
- (3) Return all texts and library books that are the property of St. John Fisher School.

With the exception of the non-refundable first/last month tuition payment for families that withdraw after July 1st, any tuition already paid past the date of withdrawal will be pro-rated and refunded.

Release of Students

A student will not be released from school during the school day without a written request from the parent or guardian of the student. The student will be released only to parents or to the person authorized by them in writing. In the case of illness, a student will not be sent home until a parent or other authorized person has been contacted first and makes appropriate arrangements. The student must sign in and out of the main office.

Tardies and Absences

There is an expectation that all students will arrive at school and be "ready to learn" in their classrooms by 8:15 each morning, except in the case of illness, emergency or pre-planned appointments. Late arrivals disrupt the learning environment of the classroom and excessive tardiness adversely affects an individual student's progress and achievement. **Parents are asked to make morning arrival a priority for the benefit of their child and his or her classmates.**

Any excessive tardiness and/or absences for an individual student may result in a conference with the teacher, parents and/or principal, as needed, to discuss a plan for improvement in these areas.

Any pre-arranged absence longer than a 24-hour period must be communicated in writing to the teacher(s) and office personnel at least one week in advance. **ONLY A COMPLETED "PRE-ARRANGED ABSENCE" FORM WILL BE ACCEPTED.** (Note: This policy does not apply to "pull out" activities such as medical appointments.)

Pre-Arranged Absence forms are available through the main office, the school website (www.sjfschool.org) and each classroom teacher. The parent should state the period of time involved and the reason for the absence. It is the responsibility of the student to arrange for homework in advance of an absence; however, given the nature of lesson planning, a teacher is not required to provide homework information until after the student returns.

Vacation absences should be kept to a minimum while school is in session. Typically, such absences require that additional assignments be completed in order for the student to earn a particular grade or pass a specific subject as he or she will be missing valuable in-class time. **It is important that students and parents realize that extended absences, especially at the intermediate and middle school levels, may impact a student's grade, especially in terms of the class participation and hands-on learning which will be forfeited.**

High School Visitation Privilege

A student in the eighth grade is allowed two excused absences during the school year in order to visit a high school which he or she might attend the following year. **Before arranging for the date of visitations, the student must obtain prior approval from all of his or her teachers, as well as submit a "Pre-Arranged Absence" form.** This privilege is limited to one to two students on a given day, so as not to disrupt the educational process within the eighth grade classroom.

FINANCIAL COMMITMENT

Fees and Payments

All parents whose children attend St. John Fisher School are expected to pay the registration and tuition fees. Without this income, the school cannot operate. Parents sign an enrollment contract in which they agree to pay the required amount as outlined by the school. Specific amounts and due dates are announced annually.

✓ **NOTE:** **A non-refundable textbook/registration fee is required for each student.** (Ref. p. 3-4)

A non-refundable first and last month tuition payment is required for all new families. They, along with current families, are required to submit their financial commitment/electronic debit forms, as well as payment for fees (by check only); this payment covers PTC, Milk and Technology fees. **All forms and payments related to tuition and fees are due by the first week in June.**

All tuition payments throughout the year are collected via electronic bank withdrawal. These electronic debits take place automatically for all families beginning on July 1st, then on the first day of each month through April. (Note: The last monthly debit for new families will be March 1st.) Families who prefer to make a one-time annual tuition payment may do so (by credit card or check) when submitting tuition forms during the first week of June.

Tuition Assistance

Families requesting tuition assistance for the following school year must submit a formal application to the F.A.C.T.S. program, as required by the Archdiocese of Portland and the school; the deadline for this online submission is typically in mid-March. Tuition Assistance reports, as provided by F.A.C.T.S., will be reviewed by the principal and pastor in order to determine distribution of available funds. If a family's financial circumstance changes during the school year, the family may contact the principal directly to discuss options.

ACADEMIC POLICIES

Planned Curriculum

St. John Fisher School has a planned curriculum program of instruction that ensures the opportunity for students to attain the essential learning skills in the following areas:

- | | | |
|-------------------------|------------------------------|---------------|
| •Religion | •Mathematics/Algebra | •Technology |
| •Reading/Literature | •Earth/Life/Physical Science | •Spanish |
| •Writing/Composition | •Physical Education | •Music & Band |
| •Social Studies/History | •Health Education | •Art Literacy |

In addition, there are a variety of elective options at the middle school level, such as Yearbook, Ceramics, Digital Photography, Student Board, Book Club, Clay Animation, PE Mentoring, Web Design, Science Lab and Textile Arts.

Educational Technology

A fully equipped and networked PC computer lab exists for use by students as part of our planned curriculum. In addition, there are PC computer workstations in each classroom, as well as state-of-the-art laptop/projector carts with wireless capabilities, and a portable laptop cart for student use. Students at all grade levels have access to up-to-date educational software and search engines, CD-Rom/DVD resources and the expertise of their computer and classroom instructors. Ongoing technology instruction is provided for faculty and staff and hardware is upgraded or replaced, as needed.

- ✓ **NOTE:** **An annual AUP (Acceptable Use Policy) must be signed in advance by students and parents before students can use the lab, classroom or library computers.**

Homework

The purpose of homework is to reinforce material already taught and to foster habits of independent study. Kinds of home study assignments, and time needed to complete them, will vary with the age and abilities of the students. In some cases, class time is provided for students to begin and/or complete some assignments; student use of this time is a factor in regard to the amount of homework involved. (Homework should be balanced, as much as possible, with consideration for family time.)

At the K-5 level, if a student does not complete an assignment in a quality fashion and hand it in when due, he or she may receive a "Homework Alert!" notice, which must be signed by the parent and returned to the teacher the following morning. If the homework has not been completed at home, the student may be required to use recess time, per teacher direction, to complete the assignment until the task is accomplished. A student who earns repeated "Homework Alert!" notices may receive a referral or detention and/or be placed on

academic probation. In addition, if a "Homework Alert!" form is not signed and returned to the classroom teacher at 8:15 a.m. the day after the notice is given, the result is a referral.

At the middle school level, if a student does not complete an assignment in quality fashion and hand it in when due, he or she will be graded down per teacher discretion and/or receive a referral. A student at the 6-8 level who earns repeated referral notices for missing or incomplete assignments may receive a detention and/or be placed on academic probation.

Academic Probation

Any student in grades 3-8 who completes a trimester with a grade point average of less than 2.0 (C average), receives a failing grade in any subject, or earns an excessive number of "Homework Alert!" forms or academic referrals within a trimester, will be placed on academic probation for the following trimester. An exception may be made, per administration, for a student who has special learning needs and/or is on an adjusted plan.

At the end of the probationary period, the student and parent will have an evaluative meeting with the teacher and/or principal, who will serve as resources or links to resources, in terms of academic progress and effort to improve. At that time, one of three decisions will be made in regard to the probationary status of the student. He or she will be removed from probationary status, will remain on probationary status or will be asked to leave St. John Fisher School.

In order to enable student success during probation, the school may require any combination of the following: mandatory study hall/tutoring room attendance; professional tutoring and/or counseling (arrangements to be the parents' responsibility); and/or other specific guidelines or expectations, to be determined by the principal.

Academic Integrity

Each student needs to be responsible for producing his or her own work. Any student who decides to cheat in a testing situation, submit work that is not his or her own, plagiarize from the internet or provide answers to a fellow classmate, will fail the assignment and may be involved in a conference with the parents, teacher and/or principal. An appropriate disciplinary consequence (detention, suspension, etc.) will be determined as well.

Promotion

The teacher, in consultation with the parents and principal, will make recommendations regarding promotion and retention. Such decisions are based on the total evaluation of a student's growth in all areas of development (academic, social and behavioral); final determination rests with the principal. The school follows the guidelines in Section IV.E of the Procedures Manual for Elementary Schools of the Archdiocese of Portland in Oregon.

Academic Reporting to Parents

Teacher correspondence to parents in regard to their student's progress takes place several times during the academic year, including parent-teacher conferences, progress reports and report cards. **Formal parent-teacher conferences will be held during the month of November; this is the only time the entire school will be scheduled and each parent is encouraged to participate.** The frequency of additional conferences will be determined by teacher, principal, and/or parental request.

At the end of each school year, "transitional" parent-teacher conference days are scheduled to provide for discussion of the progress and planning for selected students. These sessions are designed specifically to benefit

those students who have exhibited special learning needs or challenges throughout the course of the year. Conferences include the student's parents, outgoing/upcoming teachers and any outside professionals, as needed.

All students, K-8, receive a report card after each trimester of the school calendar. Progress reports are distributed once during each twelve-week trimester in order to provide parents with a clear sense of student achievement and/or areas for improvement. The grades indicated show only a level of academic progress for each particular grading period, not a final result. Report cards that are mailed out in June indicate cumulative scores for the year. An average of the cumulative trimester grades will be placed on the student's official record.

The grading scale on report cards is as follows:

Kindergarten

- + = Mastered Skill
- ✓ = Developing Skill
- I = Improvement Needed

Primary (Grades 1, 2)

- | | |
|----------------------|--|
| + = Mastered Skill | S = Satisfactory |
| ✓ = Developing Skill | N = Needs Improvement |
| E = Excellent | U = Unsatisfactory |
| G = Good | SD = Satisfactory Development, but Below Grade Level |

Intermediate (Grades 3, 4, 5) and Middle School (Grades 6, 7, 8)

- | | |
|---|-------------|
| A(+/-) = Outstanding, Consistent, Excellent Achievement | 93 - 100% |
| B(+/-) = Commendable, Above Average Performance | 84 - 92% |
| C(+/-) = Satisfactory, Average Performance | 70 - 83% |
| D(+/-) = Unsatisfactory, Below Average Performance | 60 - 69% |
| F = Failing, Not Meeting Minimum Requirements | 59% - Below |
| I = Improvement Needed | |

Teachers of specialty areas such as Spanish, P.E., Health, Music, Band, Computer and electives, may choose to evaluate their students with either a letter grade (A-F) or on a Pass/No Pass basis. Grades for specialty subjects are weighted differently from core curriculum classes in determining grade point averages.

The purpose of progress reports and report cards is to show a student's progress at a particular point during a grading period. They indicate both achievement and areas for concentration. Parents are encouraged to schedule an appointment to meet with the teacher should they have further questions regarding their child's progress.

Educational Needs Resources

Federal and state laws mandate that local public school districts are required, upon request, to administer an educational evaluation of students who attend private schools and to provide resources to those who qualify for an individualized educational plan. Testing can be done in the areas of learning needs, attention deficit, reading, speech therapy, psychological evaluations and other special needs.

If requested by the parent or teacher, St. John Fisher School can provide information regarding additional outside services for testing and counseling, as well as special tutoring resources. In some circumstances, the school may require that a family seek these services for a student with special needs that the school is not equipped to serve.

The teacher or parent may request that a student be provided time to work with a private on-site tutor during the school day, as long as time away from the core classroom setting is minimal and does not have a negative impact on the child's overall learning experience. The classroom teacher and principal must approve these arrangements in advance.

Student Records

Student records are maintained for the benefit of the student. The records will be used to promote the instruction, skills development, guidance and educational progress of the student throughout his or her years at St. John Fisher School. When a student graduates from eighth grade, the school sends his or her permanent cumulative record, ITBS scores as well as the health/immunization form, to the high school that he or she will attend.

Standardized Testing

St. John Fisher School conducts standardized testing annually in grades 3-8 to help in the instruction and evaluation of student progress and program effectiveness. Along with other Archdiocesan schools and schools throughout the nation, students are tested in the area of achievement (ITBS; Iowa Test of Basic Skills) and the area of ability (CogAt) for students in Gr. 3,5 & 7. Results are given in writing to the students and parents, with school personnel available for interpretation of scores.

National Junior Honor Society®

In 1993, St. John Fisher School established the SJF Honor Society along with the National Junior Honor Society in order to recognize students for their academic excellence, outstanding character, demonstrated leadership and involvement in service. Eligible students will meet criteria for eligibility and acceptance, as outlined by the organization. An induction ceremony takes place in April to acknowledge and celebrate these outstanding students.

Graduation

Graduation at the eighth grade level is actually a formal promotion to the ninth grade; promotion is governed by the same criteria as established for grades K-7. A graduation liturgy and formal ceremony, including distribution of diplomas and announcement of scholarships and awards, is held at St. John Fisher Church each June.

SPECIAL PROGRAMS

Middle School Program

In grades 6-8, curriculum is departmentalized and directly provides the foundation for each student's transition into secondary education. In addition to a stronger emphasis on academics and the importance of independent learning and organization, this program involves student retreats, leadership opportunities and a higher level of participation in service projects. A broad spectrum of co-curricular programs and activities is offered to all students at the middle school level. (*Ref. p. 6—Planned Curriculum*)

SJF Community Service Program

As part of their mission to carry out Christ's role in society, the students and staff of St. John Fisher School dedicate themselves in a variety of ways to being of service to those in need. The SJF Community Service

Program was established to ensure that students at every grade level, K-8, have the opportunity to participate in meaningful projects for the benefit of others and to do so, through age-appropriate activities, during the course of their nine years as members of the St. John Fisher school community.

Below is a partial list of annual service projects, some performed on a school-wide basis, others by grade level. Involvement in these activities and others offer students, staff and parents the opportunity to be of service to our local, state, national and global communities. *(Note: Service projects may vary from year to year.)*

School-Wide: St. Vincent de Paul Food Drive; Neighborhood House Adopt-A-Family Project; Downtown Chapel “Pennies for the Poor” Drive; Migrant Ministry Program; Transitional School Project; SJF Litter Patrol; Various Collections (Clothing, School Supplies, Eye Glasses); American Red Cross

Co-Curricular and Inter-Scholastic Programs

| | |
|---|------------|
| National Junior Honor Society® | Grades 7-8 |
| Student Board | Grades 6-8 |
| Yearbook | Grades 6-8 |
| SJF Honors Band | Grades 6-8 |
| Vocal Ensemble “Canto Elegante” | Grades 5-8 |
| Outdoor School | Grade 6 |
| C.Y.O.—Football, Volleyball, Cross Country, Swimming, Basketball, Track, Cheerleading | Grades 4-8 |
| Robotics | Grades 4-8 |
| SJF Peacekeepers Program | Grade 4 |
| Oregon Trail Overnight | Grade 4 |
| Student Government | Grades 1-8 |
| Community Service Program | Grades K-8 |

SCHOOL BUSINESS

School Year Calendar

The St. John Fisher School calendar is in accordance with Section III.D of the Procedures Manual for Elementary Schools of the Archdiocese of Portland in Oregon and exceeds the state mandate for instructional hours.

Daily Schedule

- 7:00 a.m.** **Morning Extended Care begins.** This on-site program is provided by Vermont Hills Family Life Center. All participants must be pre-registered with VHFLC.
- 8:00 a.m.** **School office and main doors open.** Students may go to classrooms. Morning Extended Care ends.

✓ **NOTE:** No students are to wait in front of school or be on school property prior to 8:00 a.m. without direct parental or authorized adult supervision. Students who arrive prior to 8:00 a.m. must go directly to extended care for proper supervision.

8:10 a.m. First bell rings.
8:15 a.m. **Classes begin.**
11:30-12:15 Lunch and recess: Grades K-4
12:00-12:40 Lunch and recess: Grades 5-8
3:05 p.m.* **Dismissal for all classes (M/T/W/F).** Afternoon Extended Care, provided on-site by VHFLC, begins. Any student still on-campus after 3:15 p.m. will be taken to Extended Care. (Exceptions: Pre-arranged tutoring; directly supervised meetings or practices)
Dismissal on Thursdays is at 2:05 p.m. for all grades* in order to accommodate faculty meetings, curriculum planning, inservices and other professional development.
3:30 p.m. School office closes. All entrance doors to the school building are locked and secured, with the exception of the outside entrance doors to Extended Care (on the lower lot).
6:00 p.m. **Afternoon Extended Care, provided on-site by VHFLC, ends.**

Supervision During Non-School Hours

All students on school property must be under the supervision of a school staff member at all times, both for safety and liability reasons. **Students who arrive at school prior to 8:00 a.m., or choose to stay on-campus after the end-of-school-day dismissal time, must attend the on-site Extended Care Program, provided by Vermont Hills Family Life Center, or be under the direct supervision of a parent or an adult authorized by the parent.** (Note: St. John Fisher School is not liable for the safety of any students who do not adhere to this very important policy and practice.)

Students who need to attend an event that takes place after the regular dismissal time (e.g., a CYO practice, rehearsal, etc.) either need to be picked up by their parent at dismissal time and returned to school at the time of the event, or attend the Extended Care Program.

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Supervision During Non-School Hours (Continued)

✓ **NOTE:** **Written parental permission must be given to the student's teacher in advance** if the student is allowed to walk directly home after school, is part of a special carpool, or will be picked up by a person who usually does not pick up the student. (As a

convenience to parents, a special "After School Pick-Up Plan" form is included in formal registration packets and is available from the main office throughout the year.)

Extended Care Program

In recognition of a need that exists for many of our families, St. John Fisher School contracts with Vermont Hills Family Life Center to operate an excellent on-site Extended Care Program. This program, housed in the school cafeteria, offers supervised care before and after school during the following hours: **7:00-8:00 a.m. and 3:05-6:00 p.m. (2:05-6:00 p.m. on "early dismissal" Thursdays)** To register or for additional information, please contact Vermont Hills Family Life Center @ www.vhflc.com

School Closure

The Archdiocesan school calendar, per state guidelines, allocates 179 days, or the hourly equivalent, to pupil instruction. If, due to emergency, the required amount of instructional time falls below this number, the school year may be extended to meet the instructional requirement. Noon dismissal days (e.g., for grading periods, in-services, etc.) count as regular instructional days.

During inclement weather, such as snow days, announcements as to possible school closures will be made on local radio stations. St. John Fisher students should follow these instructions:

- Rule One: If the Portland school district is closed, SJF is closed.
- Rule Two: If Portland Public school district has a late opening, SJF has a late opening at 10:15. (Staff will report by 9:45 a.m.)
- Rule Three: SJF reserves the right to make an independent decision regarding closure or late opening. In such a case, local radio stations will be informed.

Please make sure your child does not arrive before that time. **Morning Extended Care is not offered on "late opening" days.** In the case of early closure during the school day, due to inclement weather, parents are asked to stay aware of the situation by listening to the TV/Radio stations and/or calling the school office directly.

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- ✓ **NOTE:** The school must have on file from every family an "EMERGENCY AUTHORIZATION" form that indicates another St. John Fisher family with whom their children have permission to go home in case of an emergency early closure.

School-Parent Communication

Each week (typically on Thursdays), an **electronic mailing** containing important information and announcements is sent out to each family. Parents are asked to review this information thoroughly and in a timely manner as time-sensitive reminders are often included. *Note: A weekly “hardcopy” Family Envelope is available to families without internet access.

The SJF School Directory includes the voicemail numbers and e-mail addresses for each faculty and staff member so that parents may leave messages, as needed. **However, parents should send in a handwritten note directly to the teacher if there is an important message pertaining to that particular day (i.e., if a student is going home with a different carpool in the afternoon, etc.).**

Lost & Found

The Lost & Found closet is located inside the school, to the left of the main entrance. Items found without names will be placed in the closet and donated to Goodwill if unclaimed at the end of each trimester. Any unclaimed uniforms will be given to the school's used uniform program. Parents and students are advised to write their names in permanent ink on the labels of their clothing at the beginning of the school year for identification and return purposes.

STUDENT DRESS CODE

General Description

The St. John Fisher School uniform is bright, attractive and practical, as well as economically advantageous to the parents. All uniform components may be purchased at Dennis Uniform Company or at local stores, with the exception of the school sweatshirt, fleece vest and 8th grade fleece pullover. Order forms for these items will be made available in late spring and at various times throughout the school year for parents to order the bright red SJF sweatshirts (required) and navy blue vests (optional), both with the St. John Fisher School logo.

In the interest of building a sense of belonging, school unity and personal pride, the school uniform will be mandatory for all students on all days of the school year with the exception of those days specified in the section entitled **Free Dress Policy** below. Initial disregard of the uniform policy will result in a referral; repeated disregard will lead to detention, suspension and/or a parent-school conference. If a student is ever in doubt about what to wear to school on a particular day, he or she should ask the classroom teacher or call the office in advance.

General Guidelines (applicable for uniform and free dress)

- All uniform items must be clean, in good repair and appropriately sized. No ripped clothing is allowed.
- Uniform shirts must be tucked in at all times.
- No cargo or Capri style pants or shorts are allowed with uniform.

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- No logos, except the St. John Fisher school logo, will be allowed on any uniform clothing item. We recommend getting uniform tops and/or bottoms through E-print (order form distributed annually), Dennis uniform or through Lands End (purchased at Sears stores) to ensure logo-free uniform items.
- Uniforms will be required beginning the second day of school (September 9th).

- Non-SJF sweatshirts, hooded sweatshirts or vests are not allowed to be worn during the school day on a uniform day; examples include those items with other school names, brand name references, sports logos, etc.
- Facial make-up is not allowed.
- Hair must be of natural hair color and appropriate in appearance.
- Students in all grades with pierced ears may wear earrings with posts only. Earrings that hang below the earlobe are not allowed.
- Eighth grade students only will be allowed to wear the navy blue ¼ zip fleece pullover with the school logo.

Girls Uniform

Girls at all grade levels, K-8, may wear dark navy blue cords or twill pants, navy blue twill walking shorts, navy blue twill “skorts” (purchased at Dennis Uniform) or a jumper or skirt as indicated by grade level:

- Gr. K-8 ⇒ Woodland Plaid “Skorts”
- Gr. K-4 ⇒ Woodland Plaid Jumper
- Gr. 5-8 ⇒ Woodland Plaid Skirt

Shorts must be dark navy blue twill, with a zipper and of "walking shorts" length (no higher than three inches above the knee). Shorts or “skorts” may be worn throughout the school year as part of the girls’ uniform.

All girls must wear an all white, knit or cotton shirt or short-sleeved blouse with either a sport collar or a Peter Pan collar. White turtlenecks are also an option. Shirts must be tucked in at all times whenever inside the school or parish buildings so shirts should have shirt tails long enough to stay easily “tucked in” as the year unfolds. Socks, knee-hi’s or tights must be white.

Boys Uniform

Boys at all grade levels, K-8, must wear navy blue cords or twill pants and an all white, knit or cotton shirt or short-sleeved shirt with either a sport collar or a dress collar. White turtlenecks are also an option. Shirts must be tucked in at all times whenever inside the school or parish buildings. Socks must be white. Shorts must be navy blue twill, with a zipper, and of "walking shorts" length. No athletic shorts are allowed. Shorts may be worn throughout the school year as part of the boys’ uniform.

Free Dress Policy

•"Free Dress" Days include:

- First Friday of Each Month
- First Day of School
- School Picture Day
- Specified School Events (such as Spirit Week, Jogathon, Field Day)
- Specified Field Trips
 - Clothing appropriate to the field trip excursion will be noted on the permission slip and/or by the teacher.

On "Free Dress" Days, student dress may be casual but appropriate for school wear. All clothing must be clean, presentable, modest and without inappropriate slogans or pictures (e.g., non-Christian in nature, or promoting

drug/alcohol, sexual connotations, “put down” phrases, etc.). Jeans and shorts, without holes or writing, are allowed, but must be worn fitted at the waist, as opposed to "baggy" and oversized. Absolutely no sweat pants, athletic shorts or cut-offs of any type are permitted.

Shorts, "skorts" or skirts/dresses must be of "walking shorts" length (no higher than three inches above the knee). There are no tank tops allowed for boys or girls and no "spaghetti strap" blouses or dresses for girls. For hygienic reasons, socks or tights must be worn at all times. Shoes must cover fully the toes and heels.

On "Special Dress" Days, student dress should be more "dressy" than casual. No jeans, shorts, sweats or t-shirts are permitted. (*Note: A non-uniform Mass day is always a "special dress" day.*)

P.E. Clothes

There is no specified P.E. uniform. The students are expected to wear shorts, a shirt other than the one they use in class that day (free of inappropriate slogans or pictures) and gym shoes that will not scuff the floor. Children in grades K-3 will not change clothes, but the girls are expected to wear "skorts" or shorts underneath their jumpers. For further clarification, please consult the P.E. teacher.

GENERAL POLICIES

Classroom Parties

All parties in the classroom are arranged in agreement with the teacher and room parents. When arranging for parties, facilitation of the overall school schedule and day's events must always be considered.

In-Class Movies

All in-class movies, films or videos must be rated G for General Audiences. Exception: Teachers will provide a written explanation to parents for any theatrical movie rated other than G and such movies will be viewed only with written parental permission.

Emergency Drills

Fire drills shall be held once each month during the school year. Earthquake, Lock-Out and Lock-Down drills will be conducted periodically. These emergency drills, and their proper procedures, will be reviewed with students prior to the initial drills.

Field Trips

Field trips will be of educational, cultural or enrichment value and related to the curriculum. Planning for each trip must include the following:

- Prior permission of the principal
 - Preparation, follow-up and specific goals for students
 - Signed and dated Consent/Release form from parents on file in the school office
 - A separate Information/Permission form for each field trip
- ➔ This signed form must be received prior to the trip; permission by phone is not acceptable. ←

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Planning for each trip also must include:

- Emergency information in the possession of the supervising adult
- Adequate transportation and insurance of transporting vehicles

- Adequate adult supervision
- Advance notification of all affected faculty and staff members
- Controlled expenditures

The cost of field trips (with the exception of an end-of-year excursion, if applicable) will be paid with St. John Fisher Parent Teacher Club funds, in gratitude to our parents for their continuing involvement, support and fundraising efforts. (This arrangement is subject to change, if deemed necessary by the St. John Fisher PTC Executive Board.)

GENERAL POLICIES

Health

Students who become ill during the school day will be placed in the health room. Parents will be contacted to take the child home. Please do not send an ill child to school, hoping that he or she will feel better.

If a child is not well enough to be outside during recess, please keep the child at home. **Students must be fever-free for 24 hours before being readmitted to class.** Parents need to notify the school office by 8:15 a.m. each day should a child be absent from school. The student must also bring an excuse, written and signed by the parent, to the school office when returning to school after an absence.

All students must be covered by a School Time Accident Plan insurance policy through Myers-Stevens & Toohey, as designated by the Archdiocese of Portland for a nominal fee that is included as part of registration.

Vision testing and measurements of height, along with head lice screening and hearing will be given to all students once a year. Notification will be sent to parents if a further vision/hearing examination is suggested.

Immunizations against certain serious diseases, required for each child entering Oregon schools for the first time, include: diphtheria, whooping cough, tetanus, rubella (10-day measles), rubella (3-day German measles), chicken pox, varicella, hepatitis and polio. It is essential that the school receive verification from the child's physician or local health department that he or she has had all of the required immunizations.

✓ **NOTE:** **PLEASE ARRANGE MEDICAL AND DENTAL APPOINTMENTS FOR OUTSIDE OF THE SCHOOL DAY, WHENEVER POSSIBLE.**

Emergency information cards are kept on file in the school office. Parents are asked to provide updates regarding any changes in home/business/email addresses and all relevant telephone numbers. It is also essential that the name and phone number of the designated "emergency contact" person is current. Also, if a child contracts any serious communicable disease, parents are required to advise the school so that further contagion can be avoided.

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Medication Policy

Per ORS 336.650, the school must follow certain procedures with regard to medication at school. Medication of any kind is not to be provided by the school. **No medication will be administered by any school personnel without written direction from the physician or parent/guardian.**

Prescription medication requires a direct order signed by a licensed physician. Any medications brought to school will be stored and locked in a designated place where students have no access to them. **All medications must be in an original container or prescription bottle, including over the counter medication.**

A parent/guardian must request in writing that a specific dose of medicine be given at a specific time to the child and, when administered, must be documented by the staff member giving the medication. A parent/guardian may not request, for example, that a child be given an aspirin if he or she does not feel well. A parent/guardian must complete a Medication Authorization form, available from the office, before any medications may be given.

GENERAL POLICIES (Continued)

All medications, including aspirin, cough drops, eye, ear, and nose drops, ointments, antacids, vitamins, and food supplements, etc., must be checked in at the school office and administered only by authorized school staff as directed in writing by the physician or parent/guardian. **For the safety of all students, there are no exceptions to this policy.** Necessary waiver and permission forms are included in all formal registration packets and are available in the school office upon request.

Hot Lunch

An on-site hot lunch and salad bar are prepared and served four times a week, for those students who wish to purchase them. Hot lunch orders need to be pre-purchased in advance of each month through www.orderlunches.com. Orders are due by the 20th of the previous month.

Milk

Due to its participation in a government subsidy program, St. John Fisher School is able to offer milk purchase for a nominal fee. The approximate cost of daily milk is \$40.00 per year for each student, a fee that is collected as part of the registration process.

Special Events Policy

No children are allowed at any school-related function or event on the school premises at which alcohol is served or consumed. Any exceptions must be approved in advance by the principal and pastor.

Facilities Use Policy

School parents or parishioners must contact the Office Administrator several weeks in advance in order to schedule and complete the necessary paperwork for after hours use of the school facilities (i.e., gym, cafeteria, athletic field, classrooms).

Classroom Observation/Visitation

Newly registered parents who would like to observe a classroom may do so with advance authorization from the teacher. **For educational reasons, observations are limited to a maximum of thirty minutes.** Such visits need to be pre-arranged through the main office with the principal.

New students who have registered for the following school year may visit the classroom of their current grade level in order to experience firsthand the school schedule and to become acquainted with their peers; either a morning or afternoon session is recommended. Any full-day visit by a friend or relative of a student must be approved by the teacher(s) in advance.

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PARENT ORGANIZATIONS AND VOLUNTEER PROGRAMS

School Advisory Council (SAC)

The St. John Fisher School Advisory Council is comprised of school parents and parish members who lend their talents to one of four committees: Administrative, Finance, Development/Marketing, and Facilities. Each SAC member, nominated by committee and approved by SAC, serves for three years. The pastor and principal, in addition to the current PTC President Couple, are non-voting members of SAC. School parents who would like to attend a SAC meeting should inform the school office in advance of attendance, for agenda purposes. These meetings generally are held on the second Monday of the month and are noted on the annual school calendar.

Parent Teacher Club (PTC)

St. John Fisher School has an active Parent Teacher Club organization, governed by an Executive Board of Officers. Voting members include: President Couple, Vice-President Couple, Treasurer, Secretary and Family Volunteer Administrator. All school parents are members of the PTC and have the opportunity to attend regular meetings, participate in fundraising and social events, and contribute volunteer time and talent through the school's Family Volunteer Program. In addition, the PTC funds all educational field trips, K-8, throughout the academic year.

Volunteer Background Check Policy

Each parent or adult relative that wishes to volunteer in any capacity throughout the school year must comply with the following Archdiocesan mandates:

- 1) Have a completed current and approved "Background Check" on file. St. John Fisher School has forms available through the main office or @ www.sjfschool.org listed under "school forms." St. John Fisher will pay the fee for processing.
- 2) Have attended the Archdiocesan required "Called to Protect" training regarding child abuse. The school and parish collaborate on offering viewings of this video at the beginning of each school year and on specified dates thereafter.
- 3) Read the Archdiocese of Portland "Code of Conduct."

And;

- 4) Those who have seen the "Called to Protect" video series during the 2007-08 or 2008-09 academic year need to complete the "Meet Sam" on-line update.

Family Volunteer Program

The Family Volunteer Program provides an outlet for families to get involved in furthering and enhancing the educational opportunities at St. John Fisher School. This program allows families to provide supplemental support to the school in whatever ways their talents will be most helpful.

Each year with the formal registration packet, a thorough list of Family Volunteer Hour positions and opportunities are sent home to each family. Some positions are given a pre-determined hourly allotment, while others are on a "per hour" basis. **Per the SJF Family Volunteer Program, the number of hours expected of**

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each family is 30 hours annually, with a \$15 value attached to each hour. A multiple household family will be expected to complete 15 hours per household with the same hourly value. (*Note: A minimum of 10 volunteer hours must be associated with a fundraising activity (Auction, Christmas Bazaar, Jogathon).*)

When a parent fulfills one or more volunteer hours, he or she needs to complete a "Family Volunteer Hour" (FVH) form, available in the main office next to the "sign in" window. Once an FVH form is

completed, the parent needs to submit it to the designated box at the same location in the office. This practice is important as it is the FVH Coordinator's only means of keeping track of an individual family's volunteer hours. Even if a parent has a volunteer position with a pre-determined allotment (i.e., 10, 15 or 30 hours), he or she must fill out and submit a form in order for the total hours to be credited.

Each family must meet all balances of hours and/or money from the preceding year before final registration for the next school year can be accepted. **Families who receive Tuition Assistance are required to participate fully in the Family Volunteer Program.** The PTC Executive Board has guidelines to follow in order to determine if special consideration is warranted due to extenuating circumstances for any family.

Volunteerism is part of the positive spirit that helps to make St. John Fisher School such a wonderful community. Getting involved with various activities and events also provides a good opportunity to meet and become acquainted with fellow parents, faculty and staff. Thank you in advance for your time, talent and generosity!