

ST  PETER  
CATHOLIC SCHOOL  
EST. 1979

Student/Parent Handbook  
2017-18 School Year

St. Peter Catholic School  
Blessed Sacrament Parish  
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(541) 889-7363  
[www.stpetercatholicsschool.com](http://www.stpetercatholicsschool.com)

Dear Parents,

This handbook is a source of information for you concerning the philosophy and operational policies of St. Peter Catholic School.

Our most important concern is your child as an individual. In all that we do, we strive to further each child's total educational development. As a Catholic School, we are committed to providing an environment in which Christian ideals are developed and lived. Our primary goal is to "teach as Jesus did," by word and example, the message of Jesus Christ.

Your choice of St. Peter Catholic School for your child's formal education is an indication of your special interest in his/her total development. We accept the confidence you show in us by asking us to join with you as a partner in your child's education. Let us work together to nurture the growth we all wish. By working together, we will succeed in the awesome task before us.

We strongly urge you to familiarize yourselves with the information contained in this handbook. It is our hope that all parents will give full support to its contents, and that this handbook will serve as an aid in continuing the excellent cooperation that must exist between the home and the school. That support is vitally important in providing worthwhile education and a positive Christian environment.

May God be with us to guide and support us as we move through another school year.

Sincerely in Christ,

The Administration, Faculty, Advisory Council and Staff of St. Peter Catholic School

Dear St. Peter School Student,

Welcome to St. Peter Catholic School and a new school year! The school year will be more satisfying – and happier – if we honor the values underneath the rules. You are an important partner in your own education! Discuss with your family what your hopes are for this school year and what you want to gain by attending our school. Then you can discuss with your family and teachers what help you might need in making progress toward those goals this year.

Sincerely in Christ,  
Your teachers and leadership of St. Peter Catholic School

**St. Peter Catholic School Advisory Council (SAC) Goals:**

The SAC of St. Peter Catholic School believes in the value of our school as a preferred educational experience for our children when compared to public schools and the other private school alternatives. We believe that St. Peters prepares our children to live productive lives as Christians. We believe that St. Peters also prepares our children to live productive lives as Americans and as local citizens of our communities. Based on these beliefs, we adopt the following goals.

- 1) The SAC will make all decisions based on the benefits to the students and families of our school. The SAC’s top priority will be to ensure that St. Peter Catholic School remains fiscally sound.
- 2) The SAC will make fiscal decisions based on the value of St. Peter Catholic School to our community and will not in any way jeopardize the future of our school through fiscal decisions.
  - a) Fiscal priorities
    - i) Maintain class sizes as specified:
      - K4-16 students or less, K5-20 students or less
      - 1<sup>st</sup> / 2<sup>nd</sup> Grade – 25 students or less in single grade; 20 students or less in a combination classroom
      - 3<sup>rd</sup> through 6<sup>th</sup> Grade – 27 or less students in a single grade; 25 students or less in a combination classroom;
    - ii) Work toward meeting diocesan goal of teacher compensation of at least 80% of public school salary scale;
    - iii) Ensure that St. Peter Catholic School remains open
  - b) Continue efforts to keep tuition costs reasonable.
- 3) The SAC will do all that it reasonably can to serve all students and families that have an interest in being a partner in the educational process offered by St. Peter Catholic

School. However, the SAC will not support accommodating one or more students when such accommodation may jeopardize the values and goals of St. Peter.

- 4) The SAC, along with the Pastor, will hold the school's administration accountable to the moral, spiritual, ethical and fiscal goals of the Board.
  - a) The SAC will actively support the St. Peter Catholic School mission and vision while serving in their official capacity. All St. Peter SAC members will be ambassadors of St. Peter at all school and church related activities. When contacted outside of school, SAC Members will channel parent or other concerns to the Administrator or Pastor. SAC members will speak of St. Peter Catholic School in a positive manner, or refer criticisms to the Administrator, Pastor or a fellow board member if there is a conflict in a specific area.
- 5) The SAC will encourage expansion of our school mission/vision to neighboring parishes. The SAC will support efforts of our Pastor, Administrator and other SAC Members as they promote St. Peter School to neighboring communities.
  - a) The SAC will remain open to the idea of expanding the educational offerings of St. Peter Catholic School when such a decision is sound fiscally and the program can be delivered in a quality manner consistent with the school's mission and vision. Any expansion of St. Peter Catholic School programs, either in the form of additional grade levels served or additional curriculum offerings, must also be dependent on meeting the fiscal goals stated previously.
- 6) The SAC will communicate the successes and challenges of St. Peter School to the communities that support our school in cooperation with the Pastor and Administrator.
- 7) The SAC Members will act in accordance with Catholic values and teachings.

## Parent Handbook

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## A PHILOSOPHY OF TOTAL CATHOLIC EDUCATION

We believe  
That God,  
Through gifts of creation,  
The sending of Jesus in the Incarnation,  
And the communication of redemption through the Holy Spirit,

Invites each person to a special relationship  
Of life-sharing decision,  
Fully Human  
After the manner of Jesus Christ,  
Who is the perfect expression of the human person graced by God.

Jesus, as Incarnate Son of the Father,  
Models human participation in the divine, and,  
As Resurrected Lord,  
Is the exemplar of the eternal destiny of all.

Catholic education

Must be supportive  
From birth to death  
Of each person's development of full humanity  
With consideration given  
To each one's individual needs and limitations.

It assists the individual  
To reflect upon the personal experiences of life  
In the human community  
In the light of  
Its wisdom  
And the graced insights  
Including divine revelation  
Of the Catholic Church

Diocese of Baker in Oregon  
November 1, 1988

## FROM THE PHILOSOPHY STATEMENT TO A VISION STATEMENT

We dream of a people

Living their whole lives  
According to the Christ they have received,  
Rooted in their love of Him and of His love for them,  
Built on their common hopes and aspirations,  
Held firm by the faith that has been handed on to them,  
And full of joy and thanksgiving.

These people are called to live out that reality as a community by:

- Evangelization through  
Preaching the Gospel,  
Communication and awareness of God's presence,  
Proclaiming that life has meaning;
- Enabling people at all stages in their life to reflect upon and integrate the experiences of their lives and thus deepen their faith;
- Reaching out, individually as well as organizationally, in Christian care and concern to those in need;
- By celebrating together the hope of the fullness of life, which is Christ Jesus.

We dream of a School Advisory Council,

Giving informed and strong leadership to all areas of education, and giving support and encouragement to its staff.

We dream of leadership,

Laity, bishops, priests, religious –  
Involved in a continuing and comprehensive process of renewal and mutual support.

## **STATEMENT OF PURPOSE**

### Faith Based

St. Peter Catholic School provides a Catholic Education for each student enrolled. This means that the doctrine and moral truths held by the Catholic Church will be presented to each student and they will be given opportunities to practice these truths as appropriate. Students will begin each day with prayer, and prayer throughout the day will be a regular practice. Regular participation in Mass and The Sacraments will be part of their educational experience. Emphasis will be placed on the value of each individual and each individual's responsibility to recognize and respect the value of others.

### Integrity

St. Peter Catholic School promotes an atmosphere of leadership and emphasizes the qualities of leadership. Students will begin each day with the Pledge of Allegiance to our American flag to signify respect of our heritage and way of life. Students will be expected to speak publicly in their classroom at every grade level, and will be given opportunity to participate in competitions involving public speaking during their years at St. Peter's. Students will perform in productions, such as music programs, as a part of their educational development. Older students will be given opportunities to demonstrate their development by coaching younger students in a variety of activities. St. Peter Catholic School philosophy states that public speaking is fundamental to all facets of life and is essential to all leadership responsibilities. Therefore, this part of our program will receive strong attention.

### Responsibility

St. Peter Catholic School believes that society functions best when each individual takes appropriate responsibility for their actions and the tasks they perform, whether that is as a Catholic, citizen, community member, parent, or student. Parents are encouraged to give their students every opportunity to excel in school by adequately preparing them for enrollment in our program. This means that parents have taught basic life skills such as:

- a. How to wait their turn.
- b. How to keep their hands and feet to themselves.
- c. How to say please and thank you appropriately.
- d. How to share with others.
- e. Using prayer in their daily lives.
- f. Promoting responsibility as a means to find value in oneself.

## Excellence

St. Peter Catholic School promotes a learning environment focused on each student meeting or exceeding Oregon State Standards for Public Schools. Each student will be expected to participate readily in daily classroom activities. Each student will be expected to complete all assigned work in a timely manner and to a level of accomplishment consistent with the state standards. Homework will be expected on a regular basis from all students. Parents are encouraged to observe and assist their children in this endeavor. Annual testing is conducted and each student's progress will be given to parents to track their student's successes and areas of need. The administration will readily receive input from all parents and respond accordingly within the policies and procedures approved by the SAC. Students with special abilities and needs will be given opportunities to work in these areas of interest or need. Students who excel in specific areas will be given the skills to advance their study with minimal support from their teachers so that these students can guide themselves in new exploits. Students needing extra assistance will be given every opportunity to practice skills toward mastery and will be encouraged to seek assistance outside of the regular school day.

St. Peter Catholic School promotes a culturally literate environment, where students will be exposed to the arts, government, geography, politics, and the classics, appropriate to each grade level and development. Students will have the opportunity to play a musical instrument. Currently, all beginning students take orchestra as a part of their regular classroom curriculum. These topics will be taught as part of the regular education process.

## Accountability

Parents and alumni commend St. Peter Catholic School for the strong religious and academic base given to them and their children over the past 30 years. We are more committed than ever to high standards and outcomes for every child. Please consider St. Peter Catholic School as a partner in preparing your children for a successful future as a Catholic and citizen.

**ST PETER CATHOLIC SCHOOL  
(541) 889-7363**

**ST. PETER SCHOOL FACULTY  
2017-18**

<b>Preschool</b>	<b>Christine Kramer</b>
<b>Kindergarten</b>	<b>Martha Hernandez</b>
<b>1<sup>st</sup>/2<sup>nd</sup> Blend</b>	<b>Elizabeth Chavez</b>
<b>3<sup>rd</sup>/4<sup>th</sup> Blend</b>	<b>Dea Grove</b>
<b>5<sup>th</sup>/6<sup>th</sup> Blend</b>	<b>Cresenda Gehrke</b>
<b>Religion</b>	<b>Sr. Regina Namaleha</b>

**Administrator – Armida Hernandez 208-757-0071  
Administrative Assistant – Patti Curran 541-889-7363  
Pastor, Blessed Sacrament Parish – Rev. Christie Tissera**

**ST. PETER SCHOOL ADVISORY COUNCIL 2017-2018**

**The St. Peter Catholic School Advisory Council is an elected board, which meets monthly on the third Thursday, at 7:00 p.m. Unless an executive session is called, meetings are open to non-member observers. Minutes are available at school; pertinent information is published in the parent folders.**

**Family Blue Folders**

On the 1<sup>st</sup> and 3<sup>rd</sup> Friday of the month, a blue folder containing a parent bulletin and other information is sent home with the youngest school child of every family. It is very helpful if you read the materials promptly and return folders to school the next school day!

**Uniform Closet**

The school has a small number of previously worn uniforms. You are welcome to stop by and “shop” for uniforms for your child. We also welcome donations of uniform items.

## **PARENT TEACHER CLUB (PTC)**

### **About the PTC:**

Besides providing a welcoming environment for many gatherings and celebrations during the school year, the PTC directs spirit-building activities and raises funds. Monies raised support special and regular events during the year, such as the Advent Program, class parties, and the Knowledge Fair. Monies raised enable PTC to acknowledge the extra efforts of teacher and add to the celebration of their birthdays. A large portion of the funds raised goes to a special annual project. In the past, monies have been spent on playground equipment, cement at the north side of the lunchroom, new books for the school library, site licenses and computer software, TV-VCR mounts and equipment for three rooms, SRA reading programs, and a new sign in front of the school. Their work is essential to the quality of education at St. Peter School!

*The Parent-Teacher leadership meets on the first Thursday of the month at 3:15 p.m. All parents are welcome and encouraged to attend.* General meetings are called at need, usually at the beginning and end of the year.

### **Authority and relationship to civil and church entities**

St. Peter Catholic School is a separately incorporated entity, directed by a local school advisory council, which develops local policy. The school is identified as a Catholic School of the Diocese of Baker and complies with the regulations and policies of the Board of Education of the Diocese. Diocesan expectations are stated in a diocesan policy and regulation handbook. St. Peter School is also registered with the Oregon State Department of Education. The school seeks to collaborate with local public schools and uses public services to which it is entitled whenever this does not jeopardize its autonomy.

### **Admission**

Admission of a new student for grades 2-6 is complete only after consulting with the previous school (if local) and only if it is felt that there is a program to meet the needs of the student. The student is placed in a nine (9) week probation period during which time the parents, teachers and principal can evaluate the student's adjustment, academic growth and ability to meet the requirements, and/or follow the rules of the school. If it is

determined that a student cannot excel at St. Peter Catholic School, the parents will be asked to explore alternative settings.

The same principle holds for continuing students. If it becomes clear that St. Peter Catholic School cannot provide a setting where a student can advance academically and function in a positive spirit, parents would be asked to explore alternative settings. This occasion rarely occurs; when it does, we seek what is best for the student.

Maximum class size is limited and must be appropriate for the physical size of the classroom. Size may be further restricted in certain circumstances. Kindergarten maximum class size is 20 students. When a class is full, students are placed on a waiting list. Families will be notified as soon as there is an opening. To exceed the class limit requires the teacher's approval.

The date of paid registration determines the order of acceptance, earlier registrants being given priority. Returning families are given at least a week to register before registration is opened to new families. (This enables siblings of current families to have the first opportunity to be admitted.)

A child entering Kindergarten must be five years of age on or before September 1<sup>st</sup> of that year. Enrollment at an earlier age is dependent on the judgment of the kindergarten teacher and is not decided until August, following an interview and screening process with the student and parents. Early admission sometimes results in the student spending two years in kindergarten.

All students must comply with Oregon State Law regarding immunization requirements and records will be kept on file in the office.

### **Registration and Tuition**

A *non-refundable* registration and book fee must be paid in full to register. (If a family subsequently moves out of the area, a refund is given.) Students are registered in advance for each school year. To be fully registered, the registration fee must be paid and the registration and payment agreement forms completed. It is at this point that space in the classroom is held.

At the time of initial registration, the following must be presented:

1. Baptismal Certificate (if Catholic)
2. Birth Certificate (kindergarten and first grade only)
3. Up to date immunization record

All fees or tuition paid by check are made payable to St. Peter Catholic School.

Tuition payments are due in the school office during the first week of the month. The latest day for payment is the 20<sup>th</sup> of each month. (Special arrangements for a different payment may be made in advance.) Payments may be made on a monthly, quarterly, or

yearly basis. An agreement on how you choose to make your tuition payment is signed at the time of registration.

Any family who is three months behind in tuition payments will be asked to withdraw from the school unless a mutually satisfactory arrangement has been made. This is a School Advisory Council Policy.

### **Text Books and Library Books**

Students are responsible for the care of all school and library books. If a book is lost or damaged, it must be replaced or payment made of the current replacement cost. Students should notify the teacher at the beginning of school if they receive an already damaged book, so that note may be made of this and no charge levied.

### **Fund Raising**

All parents help in our important fund raising projects. The annual cost of education each child is much more than what is charged, this difference is made up by fundraising. Our biggest projects are listed below. Please become involved as much as possible. This is the only way we can keep tuition within an affordable range.

Barn Dance, Golf Tournament and SCRIP program: **All Parents are required** to help out, and purchase SCRIP with these major Fund Raising activities. Families are asked to **earn** a minimum of \$100.00 in SCRIP profits. (More on SCRIP on website: [www.stpetercatholicsschool.com](http://www.stpetercatholicsschool.com)) If each family cannot **earn** their minimum in SCRIP, or work a preparation or clean-up shift and a shift during Barn Dance or Golf Tournament times, an additional tuition amount will be due.

PTC Fund Raisers: There are major fund raising events for the Parent-Teacher Club (PTC), including an annual Jog-a-thon. The proceeds go to special projects outside the operational budget. (See more about PTC on page 12.) All families are asked to fully participate.

Bingo: Bingo is a school sponsored program that occurs every Tuesday evening and offers families an opportunity to reduce their school tuition by volunteering. Parents not receiving tuition credit for working in the Bingo program are not required to work shifts, but are welcomed to volunteer their time to support this vital program. Extra help is especially needed during the summer months.

More specific information can be obtained from the school office. Families must commit to a level of volunteer hours in writing and are responsible for paying their tuition balance net of any earned adjustment. In addition, all families must pay applicable registration fees. Please see the Volunteer Tuition Adjustment Program materials for more specific information, as it is subject to being updated.

In recent years, the Bingo program has generated over \$15,000 in income for the school above the tuition credits earned by parents who assist in the program. These monies make a huge contribution to the school budget.

Tuition Reduction Programs: In addition to Bingo, there are other tuition reduction programs available to qualifying families. Please inquire at the school office for further information about the Volunteer Tuition Adjustment Program.

### **Volunteers**

St. Peter School could not exist without the assistance of parents and friends who help in many ways. Opportunities are many. Please let your child's teacher or the school office know if you could help by tutoring; listening to student's read; re-shelving and checking out books; doing some office filing; driving for field trips; or supervising a recess time. We are most grateful!!

### **School Hours**

School begins at 8:00 am and ends at 3:00 pm with a lunch and recess period that begins at 11:15 am and ends at 12:05 pm for all students. (Preschool students that stay for lunch, begin at 11:05 and recess ends at 11:40 am) All students gather in the cafeteria for morning prayer and then go to their classrooms as a group led by their teachers.

The noon schedule is slightly different for each class to accommodate the lunch serving line and provide an adequate break time for all students. Preschool students that stay for lunch, will begin at 11:05 and recess ends at 11:40 am Generally, younger children are served first.

At 7:30 am, the building opens. (We only have supervision from 7:30 am to 8:00 am. Please try not to bring your student earlier.) Students are supervised in the lunchroom until school begins. Unless they have a pre-arranged appointment with a teacher, students should be in the lunchroom and not elsewhere in the building.

Grades K5 and up are in school daily from 8:00 am until 3:00 pm. K4 students are in class daily from 8:00 am until 11:00 am, or 12:00 noon to 3 pm. An After-School Program is also available for all grades from 3:00 pm until 5:30 pm.

The school calendar will indicate any days of early dismissal. The school is not responsible for the students' safety on the school grounds except between 7:30 am and 3:00 pm unless there is an announced activity that requires their presence for a longer time. Once at school, no student may leave the school grounds without the permission of office personnel. Students who do so without permission are subject to severe disciplinary action, including suspension and/or expulsion.

### **Recess**

An indoor option is available for students where serious illness and recovery from it require that student to remain inside. The request must be made in writing by a parent. As some fresh air is generally healthful, we discourage recess absence for all but serious circumstances. **Children should come with outdoor gear that enables them to go outside when the ground is wet or when there is light rain.** In severe weather, students will remain inside for recesses.

## **Playground**

Outside of school hours (or afterschool hours), the playground is not supervised. We ask that our school families respect our request that children do not play on the grounds unsupervised. We wish to remind parents that playground equipment is provided for school time and playing there, even supervised, at other times is not encouraged and it is at a person's own risk.

## **Transportation/Safety Rules**

Parents are responsible to arrange transportation of their children to and from school

*Bikes and skateboards and Heelies:* Between 7:45 am and 3:00 pm on school days, St. Peter's students may not ride bikes, skateboards, roller blades, or Heelies on the school and church grounds. Students are to walk bikes on the grounds and across the street. Bikes should be locked. Skateboards, roller blades, and Heelies are not allowed at the school without special prior permission. The expectation about bike riding is sometimes difficult for our students to understand because middle school students often ride through our property. We cannot control this, but do not wish to add to the danger. Riding along the sidewalk on the school side of Idaho Avenue is not an area where we will monitor this rule. However, it is most important near school crosswalks and bus stops.

*Safety patrol:* Students from the upper grades assist as crossing guards after school, supervised by a teacher. Because there are few students who cross in the morning, we do not provide crossing guards at that time; nor do we have the teaching staff to provide reliable supervision in the morning. Please drop students off on the school side of the street to insure their safety.

*Car Pools:* **For everyone's safety.**

**Do** follow the signs/cones demarking the pick-up area in the parking lot.

**Do not** pick students up at the curb of Ninth Street.

**Do not** expect children to walk through the parking lot to your car unless you come and get them and walk them over to it.

This is the pattern for morning and afternoon drop offs and pick-ups. Please be *patient, and concerned for every student's safety, and alert*. Come five minutes later for pick-up if you hate to wait in lines! This is our local challenge to avoid "road rage." It is important!

## **Appointments and Messages**

Appointments: We want to talk with you about your child's educational and social growth. To assure that there is adequate time to meet with you and to assure the smooth operation of the school day, please request an appointment to meet. Send a note of request or call us. We will meet at our earliest opportunity. If we work together, we can find time to meet outside of a teacher's regular teaching and preparation time.

Messages: The school's telephone is reserved for official school business. Students are permitted to use the telephone in the offices for emergencies. They need a teacher's permission to do so. (The phone should not be used to ask if they could go over to a friend's house instead of coming home!)

The office personnel will relay urgent messages to students immediately. If there are unavoidable changes in instructions that must be given to students, we generally try to give them to students at a lunch or end-of-day break time. Our office personnel are stretched to the limit; assist us by limiting messages to unavoidable ones only. Thank you!!!

### **School Safety**

New policies have been put in place this year. School doors are locked between the hours of 8 am and 3 pm. A buzzer is installed, and any person wishing to come into the school must be visually identified before entering. After entering, each parent, and/or visitor must first sign in at the office. Any trips to and from the school to another building (i.e., church) students will be accompanied by two (2) adults.

### **School Visitation**

As specified above, **ALL** visitors and parents are asked to sign in and to report in at the office to receive a pass. If you wish to deliver a message only (this should be rare) check in at the office. If you are coming to assist, please sign in. If you are coming to observe a class, please notify the teacher in advance and sign in as usual.

### **Complaints and Due Process Procedure**

The Diocese of Baker has established a consistent policy for all schools. If a parent has a complaint, the correct procedure is as follows:

1. Contact the teacher. Make an appointment.
2. If you feel you have not been heard, contact the administrator.
3. If you still feel dissatisfied, contact an Advisory Board member. She/He will accompany you to discuss the matter with the Administrator. Generally, all parties involved are included in this discussion.
4. In the event of no resolution at this point, subsequent steps involve a series of formal meetings and written communications. A full description of the process will be furnished to you upon request.

*It is never appropriate to discuss a specific incident with other parents. Bring the matters directly to those who can act to change the situation.*

### **Parental Responsibility**

Parents are the primary educators of their children. In choosing to send your child to a Catholic School you have agreed to support the policies of the school. On rare occasions, a situation may arise in which an uncooperative or destructive attitude of a parent may

diminish the effectiveness of the school then the family may be asked to withdraw from the school.

### **Absences**

Please call the school before 9:00 am if your child will be absent. If you do not call, a written excuse must be presented to the teacher the first day back from an absence. If you wish schoolwork sent home because of an extended illness, contact the office by telephone or send a note the day before you want to pick up the work. (Teachers have very little time between 7:45 and 3:00 to gather assignments; the result is less effective teaching if they try to do so.)

Every effort should be made to avoid unnecessary absences. Please schedule medical, dental and other such appointments outside of school hours, unless absolutely impossible. However, if children are really sick, please do not have them come to school to see if they can “make it through the day.” This only ends up in spreading disease and inconveniences you and the office personnel.

A student is responsible for school content covered during absence. Teachers will administer make up tests; older students assume responsibility to initiate a conversation with the teacher about how to catch up or receive make-up tests.

For early dismissal: Send a note in the morning stating the time of departure, who is picking the child up and the reason, **OR call** the school with the same information. A phoned request may be honored by office personnel if we recognize your voice. In every instance, students departing early must be picked up at the office and checked out by the secretary.

### **Tardiness**

Students who arrive after the morning prayer begins at 8:00 a.m. must report to the office to indicate whether they are taking hot lunch and to notify the office that they are not absent. Because habitual tardiness is an impediment to learning, students may be asked to make up the time on break times or before or after school. Tardiness will occasionally happen due to unforeseen circumstances, but since students may enter the building any time after 7:30, we encourage you to plan a “cushion” of time that allows for unusual traffic or icy conditions.

### **Illness, Emergencies and Immunizations**

In the event of serious illness or injury at school, school personnel will notify the designated parent or other person and give simple first aid only. If immediate professional medical services appear to be required, we consult the emergency information on student registration forms and make appropriate contacts. If necessary, we will call 911 before calling a parent.

We do not have adequate space for sick children to lie down. Our single cot is located in our administrator’s office and is acceptable for short stays only. Generally, if a student

cannot remain in the classroom, we need to ask you to take them elsewhere. Please make plans about this before the first illness occurs!

It is important that allergies and other special medical situations are noted on student registration forms. We copy this on small cards for teachers to have in a private spot in their possession. (It also includes information about restraining orders, etc.)

All students at St. Peter's must be properly immunized according to state regulations. The reports you give at the beginning of the year are screened annually and you are notified if additional immunizations are needed for your child. After notice and time to get updated, a child may be excluded from school for inadequate immunization.

**Medications: Any medication a child needs to consume is kept in the office and administered by office personnel. We need written authorization and specific instruction for children to receive medication. If you want a child to transport medication home, you must write that authorization also!** (E.g. cough medication you are also using at home at night.) Your written information should include what the medication is, how much to administer, when to give it, name of physician, and signed by a parent/guardian. **We will not give medication to students without written permission!** Forms for the administration of medication were sent home the first week of school and additional forms are available in the school office.

### **School Board Policy on Communicable Diseases**

No student is permitted to attend school when s/he has any communicable disease. Students are sent home if exposure to or beginnings of a communicable disease is suspected. Written notice from a physician may be required for return to school after such an absence. Communicable diseases are reported to the local health officer.

### **Head Lice**

No school is exempt from the possibility of an outbreak of head lice, and St. Peter's is no exception. At the beginning of school, all students are screened by professionals for the presence of nits (eggs) or adult lice. After that, if teachers notice excessive head scratching or have other cause to suspect lice, or if a family reports it, the class will be screened, the entire school again if it seems necessary. When nits or lice are found, the student is (quietly and sensitively) brought to the office; parents are called and asked to go through the procedures recommended by the health department before the child is readmitted to school. Information, guidance and coupons for shampoo treatments are available in the school office. The student may return when the condition is completely cleared. If doubt exists, the office may request another professional screening. We ask parents to check their children often for this easily communicated condition, and to instruct children not to share combs, brushes, hats, etc. Steps are taken at school to see that earphones and other shared equipment is clean.

### **School Lunches**

Our school is not participating in the Hot Lunch program this year. Please provide a healthy cold lunch for your student(s) each day. Free milk will be provided (regular and

chocolate) before school and at lunchtime. Beginning in September, on Fridays, we will offer pizza to students for \$1.00 a slice, for those that would like to participate. Please prepay a month or more in advance. Thank you.

### **Field Trips**

Students benefit from field trips of educational or cultural value. Field trips are planned according to diocesan school guidelines. Students who go on field trips scheduled by the school must have a signed copy of the official diocesan permission slip, which will be sent home by the office in advance of each field trip.

Transportation is usually provided by cars with a parent volunteers as drivers. All children must wear seat belts. Teachers will always notify parents whenever a field trip is scheduled. Drivers must possess, and have with them, a current driver's license and proof of automobile insurance coverage. ***Drivers for School activities MUST have completed Background Checks as well as any training required by the school or Diocese. Beginning with July 2016, all drivers must pass a Be Smart, Drive Safe course, available online at: <https://www.in2vate.com/catholicmutual/> After creating your login, click on the Be Smart, Drive Safe module. Return certificate to St. Peter office.***

Field trips are a privilege, not an absolute right, for students. Students may be denied participation if they fail to meet academic or behavioral requirements.

### **Birthday Parties**

While it is not obligatory, you may send a small treat for the class on the day of your child's birthday. Time is not taken from the educational program to celebrate, but items may be distributed near a break or at the end of the day. If edible, the class will share it at a break or lunchtime or send it home at the end of the day and we encourage consideration of non-sugary treats. Please arrange with the teacher **in advance** for any treats you plan to send.

Party invitations are not to be passed out at school unless the entire class is invited. If birthday acknowledgements (balloon, flowers) arrive at school for a child's birthday, the child is told about the item and may come to look at it in the office and is asked to pick it up at the end of the school day. In the classroom, these items can be a distraction to teaching and also set unrealistic expectations for other families.

### **Participation in Religious Programs**

All students who attend St. Peter Catholic School are expected to participate in religion class and classroom prayer. All non-Catholic students participate in weekly liturgical celebrations (Mass or Praise) to the extent that they are able. All are expected to be present at these services. Teachers are aware that not all children in the classroom are of the Catholic tradition. They invite respect for other faith traditions and see that the participation expected of all is appropriate for all believers.

### **School Closure**

In the event that you are in doubt about school being in session due to weather, please watch the local NBC station. We follow the same closure as the 8C elementary schools. The TV station KTVB will be notified if school is closed. An email to parents will also be conducted at the earliest confirmation of school closure.

### **Parent – Teacher Conferences**

Parent-Teacher conferences are held twice a year, fall and spring. Parents are urged to make a great effort to attend these important meetings. It is helpful to have every adult present who is involved with overseeing the student's academic progress at home. Parents may request an additional conference at any time with the teacher or the principal. (Please call in advance and make an appointment.) Teachers may also request additional conferences.

### **Presence of Asbestos at St. Peter's School Building**

**In accordance with federal regulations, you are notified that asbestos exists in the ceiling tile, in some outside walls in some floor tiles at St. Peter Catholic School. These sites are inspected twice yearly to insure that asbestos remains encapsulated and is not a danger.**

**9/02 Handbook**

### **SCHOOL BEHAVIORAL EXPECTATIONS**

One of the most important lessons the educational experience teaches is discipline. Here at St. Peter Catholic School, it is an aspect of moral guidance and refers to two things:

- Adherence to guidelines and rules that promote the individual student's development, and

- A Christian environment in which the rights and responsibilities of students and teachers are recognized and upheld.

The purposes of good discipline are:

- To help students not only do the right thing but find satisfaction in doing what is right;
- To assure a safe environment and to maintain order;
- To enable the student to achieve maturity and self control as well as to nurture Christian attitudes toward lawful authority, their peers, and duties in life.

Discipline is maintained in the school when there is evidence of a cooperative spirit among students, teachers, principal, and staff. However, good discipline originates in the home. Parents are the first teachers and are the main developers of good behavior habits and proper attitudes toward school. To help the child, parents:

- Recognize that the teacher takes the place of the parent and support the efforts of teachers to assist all in the class to respect behavioral guidelines and one another;
- Teach the child to respect law, authority, private/public property and the rights of others;
- Monitor habits needed for good school work, including the use of books and supplies;
- Teach the child to be tolerant of those who may be different;
- Become familiar with school rules and encourage the student to comply with them and to cooperate with the school.

Teachers may decide to “ban” certain items from their classrooms, or from the entire school, if it is deemed that the item is causing disruption to the learning environment.

## **DISCIPLINE PLAN**

Teachers and students together draw up classroom rules. They discuss how acknowledgement will be given for positive behavior and what consequences will result from negative behavior. Teachers work with students so that they clearly understand the rules and consequences. Then, by choosing a course of action, a student chooses the consequence. Understanding the rules and consistent application are key principles. Negative behavior is dealt with in ways that balance these values:

- Students can learn and grow by examining poor choices;
- Students will be treated with respect and dignity

- Negative behavior must be stopped quickly;
- Order and safety in the classroom and elsewhere must be preserved.

### **General School Rules**

Follow directions of staff the first time.  
Be courteous to students, staff, and visitors.  
Use appropriate tone and voice level.  
Keep hands and feet, and objects to oneself.  
Use appropriate language and actions.  
Obtain staff permission to leave school grounds.

### **Hallway Rules**

Silence in halls and foyer while school is in session.  
Walk (not run) and keep in line if with a class.  
Emergency drills are conducted in strict silence.

### **Lunchroom Rules**

Silence after signal for prayer, hands in lap;  
reverent prayer.  
Keep food on plate or napkin. Eat what was prepared for you.

Electronic equipment: game boys, electronic toys, MP3 Players, pagers, cell phones and the like do not belong at school. If your child brings one of these items he/she will be asked to give it to the teacher for safe-keeping – or to keep in their backpack.

Specific use of playground equipment is listed in the teacher handbook. It is made available to all playground volunteers and is discussed with students for clear understanding.

While students are invited to choose behavior because it is consistent with Christian principles, elementary school aged students are still in the process of learning responsibility. Thus external encouragement and consequences are necessary.

Daily encouragements and consequences regarding school and classroom rules are outlined on the next page. In addition, student's efforts to comply with school rules will be reflected on their report cards. If misbehavior does not stop after the daily consequences cited, students might lose privileges such as attending a special function. They may be asked to meet with the principal and may be isolated from the class for a

period of time. Serious misbehavior will result in a parental contact and the consideration of suspension and expulsion, as outline on subsequent pages.

## **Responses to Compliance and Non Compliance of School Rules**

### **Positive Reinforcement**

Verbal recognition of individual and group choices  
Certificate or written recognition when possible  
Participation in all school activities

### **Consequences for Infractions**

WARNING  
Time Out\*

Teacher and child conference with notation made.

\*If a child seems out of control and needs the time out,  
a time-out may be the first consequence in some situations.

### **Infraction of Rules:**

The following infractions constitute offenses for which students are strictly accountable. Such offenses committed by students could constitute grounds for immediate suspension pending a conference with parent(s) and or guardian and may lead to expulsion:

- Possession of weapon, knives or other lethal weapons, instruments, matches or pornographic materials, use of any material as a weapon;
- Possession of toys that look like weapons. Squirt guns and plastic swords are examples of toys that may not be brought to school;
- Taking anything belonging to another, whether from other students, from teachers or staff or from school property;
- Threatening a teacher or any other person;
- Defacing, stealing or destroying school, church or personal property; (the student and/or his/her legal guardian will be required to pay the cost of repair or replacement.)
- Possessing or using fireworks or other explosives;
- Forging a note or office signatures;
- Refusing to comply with any reasonable request of any teacher or other school personnel while they are performing their official responsibilities;
- Committing and act of defiance, either in language or in action, on the school campus;
- Leaving campus without permission;
- Habitual disrupting of the class while in session, or misbehaving in classrooms, restrooms, halls or assemblies;

- Possession, use or sale of any form of tobacco, alcohol or other drugs on school, church or adjacent property;
- Habitual use of profane, vulgar, obscene language or behavior;
- Sexual harassment or intimidation.

### **Parental concerns about student behavior:**

If a parent has a concern about the behavior of any student in the school, he or she is welcome to bring it to the attention of the pastor, administrator or the classroom teacher. We ask that parent to put the concern in writing. It is important for all parents to know that all complaints are taken seriously and will receive attention. However, it is critical that parents understand that students will not be disciplined for events that occurred in the past. The reason for this is simple: discipline will only teach a child if it is directly connected to the misbehavior. To discipline a child for something that he or she did days earlier is no longer discipline it is punishment. Our goal when disciplining children is not to be punitive, but to teach the children appropriate behavior. When parents express concerns about the behavior of any student the principal may take the following actions; alerting the staff to the problem, talking to the students involved in the situation, clarifying school rules and expectations with the students, or contacting the parents of the student involved in the incident. The exception to this guideline would be a situation where a child tells his or her parents, days or weeks after the event, that he or she was physically or emotionally harmed by another student. In that case, the situation will be dealt with as if it had just occurred.

### **Probation**

At the discretion of the school administration, a student may be placed on probation. If a probationary student continues to demonstrate inappropriate behavior, the student will be asked to withdraw or be expelled. From time to time, the school administration may deem it necessary to require specialized professional care for the student as a condition of continued enrollment.

### **Suspension**

Suspension is a temporary exclusion of the student from school. At the end of the period of suspension, the student is automatically readmitted to school if no additional action was taken. In-house suspension means the student remains in school, isolated from peers. Suspensions generally do not last for longer than three (3) days.

Emergency suspension is an informal suspension process in which the principal immediately removes the student from school, without prior notice, if the student's presence poses a continuing danger to persons or property or an ongoing threat of disrupting the academic process. This suspension lasts until parents and school personnel can meet.

### **Expulsion Related to Behavior**

If a student's continued presence in the school is determined by the school administration, acting in its sole discretion, to pose a continuing danger to persons or

property or an ongoing threat of disrupting the academic process or otherwise detrimental to the student's own or others' welfare, the student may be expelled.

**Procedure for expulsion:**

1. The administrator holds a conference with the parents/guardians and the student to advise the family that the expulsion is being contemplated unless there is immediate improvement in the student's behavior. A staff member may be present. The administrator notifies and invites the pastor to the conference.
2. If the student shows inadequate improvement in general behavior or commits another infraction, which is cause for expulsion, the administrator contacts parents/guardians in writing, informing them the student's record will be reviewed. Parents may be asked to meet again to help determine what the best course of action is.
3. After the review with the pastor, the administrator shall inform the parents/guardians of the decision whether to expel the student.
4. If the parents/guardians fail without cause to attend any required conference, such conference shall be deemed waived by the parent, and the administrator shall notify them by letter accordingly.

**Due Process Procedures**

The diocese provides a process, which allows a family to appeal a decision about any school administrative decision with which it has a concern. A copy of this policy is furnished upon request. The initial steps are described on page 18.

**Curriculum**

The basic curriculum includes: religion, language arts (reading, writing, spelling, phonics, English structure and grammar), mathematics, social studies, science, music and physical education. When feasible, additional enrichment activities are offered during school time, such as foreign language. Band and orchestra are offered as well.

The administrator collaborates with the faculty to determine a well-balanced curricular program, which includes academic and religious orientation. Service to the school and local communities is stressed.

The complete and varied curriculum offered at St. Peter Catholic School is under the supervision of the State of Oregon and the Board of Education of the Diocese of Baker. The school is registered with the State of Oregon and all full-time teachers must hold

satisfactory licenses and certifications consistent with Diocesan policy and applicable law. Public school districts accept all credits received at St. Peter Catholic School. In developing curriculum plans, the guides for public schools are consulted as well as diocesan directives. The scope and sequence of the subjects taught are reviewed regularly to determine whether it is fostering achievement of the school's goals. (Policy #6200, 6210, Diocese of Baker.)

Religion is taught regularly, through a basal text and also by prayer, classroom meetings on attitudes and relationships, weekly Mass or Praise, and the establishment of the general classroom and school atmosphere. We believe that a Catholic school community is called to be a living witness to God's love and must give service that contributes to a just society. By having teachers who witness to their faith tradition, and by striving to teach each student to the best of the student's ability, we develop the whole person, prepared for the future.

Sometimes the learning needs of students are met by grouping students for various learning experiences. Instruction is individualized when possible if it will enhance learning. The use of technology has now become an integral component of our educational program. We believe that a school program now must teach children keyboarding, basic word processing, and use of the Internet for research. In addition, some teachers may use computers to supplement basic programs.

### **Report Cards**

Report cards are designed to give a snapshot of a student's progress to both parents and students. While there is always some subjectivity to a report, it is our hope that the report cards will give an objective account and still motivate and encourage students more than they discourage. Teachers shape their expectations with consideration given to usual grade level standards and Oregon State benchmarks. Teachers base marks on daily assignments, both written and oral work, tests, and class participation. While a score or grade is not entered for every piece of work, teachers keep records of sufficient work to measure progress and effort. No report card can report on every aspect of a student's development and effort; work portfolios, comment and parent-teacher conferences will complete the picture.

### **Report Card Marking**

There is a separate marking code for students in the lower grades. A-B-C grades are given for major subjects in the upper grades; other marks are used for subject breakdowns and subjects taught less frequently where it is more difficult and less desirable to use a purely academic standard. Marks will be defined on the report cards.

% Equivalents for letter grades:    A: 93-100    A-: 90-92    B+: 87-89    B: 83-86  
  B-: 80-82    C+: 76-79    C: 70-75    C-: 65-69    D: 55-64    F: Below 64.

*Keep in mind that scores may be given for oral work, class participation, as well as written work & tests.*

### **Nine-Week Awards – Based on Report Card Markings**

The purpose of certificates and awards is to recognize exceptional effort and work and to acknowledge unique gifts and talents, which a report card cannot adequately reflect. They also are designed to motivate and encourage students.

Certificates will be given at the end of each quarter, acknowledging the different gifts and particular efforts of individual children.

#### Standard awards will be:

First Honors: All “A”s

Second Honors: All “A”s or “B”s

Perfect attendance: No Absences or tardiness for quarter.

In addition special award certificates will be given which acknowledge the more unique gifts and efforts of students.

### **Homework**

Homework is a necessary part of your child’s education. Homework is assigned to reinforce material that has already been taught and to foster independent study habits. Parents can help by taking an active interest in each student’s day-to-day progress and by providing suitable conditions for home study.

At all grade levels homework assignments are given. The amount of time required for each individual child to do the assigned work will vary according to the ability and study habits of the child. Students will receive homework designed for the following amounts of time:

**Kindergarten (K5-3rd)**      20 minutes      (Reading- 10 Minutes)

**Grades 4<sup>th</sup>-6<sup>th</sup>**                      30 minutes      (Reading- 20 Minutes)

Students do not all work at the same rate. If a child habitually seems to take much longer with homework – or never seems to have any – check with the teacher to see why this is so. Sometimes the difficulty is due to poor use of study time at school; at other times, a modification in the amount of homework expected might be in order; or a system for communicating the homework assignments may need to be developed.

### **Retention**

The decision to retain a student who has not acquired the necessary fundamental skills will be made in consultation with the parents. If it can possibly be avoided, no student should be put in the position of undertaking a task for which s/he has not mastered the requisite skill, becoming unduly frustrated, or experiencing a feeling of failure. What is best for the student will be given first priority in decisions, and such facts as general development and social maturity will be taken into account.

When retention of a student is being seriously contemplated, a conference with the parents of a child will occur no later than the end of the third quarter.

### **Directory Information**

Certain information placed on registration papers is regarded as directory information. That is, information we may release to specified persons, as described below, without seeking your permission. This includes:

Names of students registered in school, and the grade level  
Parent's name, address and telephone numbers

It is our practice to give this information only to people connected with the school who need it to assist the school. Parents involved in organizational activities will receive a copy of our phone list, which contains this information. If you do not wish this information released, you must notify the office in writing.

### **Publicity**

From time to time, we desire to use pictures of our students in brochures or newspaper advertisements or articles related to the school. At other times, reporters from the local papers may interview a student in regards to an activity at the school. Every attempt will be made to notify you before a picture of your child or your child's name is published. If you do not want your child's picture or name to appear in school related brochures, advertisements or articles, you must inform the school office in writing.

### **Review of Records**

Parents and guardians are entitled to review student permanent records and health records. They must be reviewed in the presence of office personnel and may not be removed from the office, although you may request a copy. We are required by state and diocesan directive to retain permanently records of grades, attendance, standardization scores, addresses and other information of record. You may be required to sign a written request to review records or receive copies.

No unauthorized person has access to your child's permanent records, academic or health. St. Peter Catholic School's teachers and administration and other officials (such as health department personnel) may review them in the office without our notifying you in advance. Records are never removed from the office.

### **Rights of Non-Custodial Parents**

The school abides by the provisions of the Buckley Amendment with respect to the rights of non-custodial parents. In the absence of a court order to the contrary, a school will provide the non-custodial parent with access to the academic records and to other school-related information regarding the child. (Tuition account information is not released, as it is not considered school related information.) If there is a court order specifying that there is to be no information given, it is the responsibility of the custodial parent to provide the school with an official copy of the court order.

### **Non-Discrimination Policy**

We welcome students and teachers of any race, color, sex and national or ethnic origin. We welcome students and teachers of diverse faith traditions, if they are able to participate in the activities and classes that relate to the Catholic tradition on which the school is founded. Diversity of faith tradition enriches us all. When enrollment space is limited our school gives preference in admission to families with children already enrolled in the school, then to families who are members of local Catholic parishes, and finally to the general public.

### **Uniform Requirements**

St. Peter Catholic School takes pride in the appearance of its students. We believe in a uniform policy for the following reasons:

- It allows the student & parent to focus on academics rather than on dress;
- It helps eliminate competition for expensive and or fad clothing;
- It helps the student when getting ready for school each day.

Students are required to be in uniform every day except for special days when free dress is permitted. Components of the uniform may be found in many stores and online and the specifics are discussed on the following page.

Enforcement of dress policies: According to policy, the staff at St. Peter's is responsible to enforce the dress policy. However, because teachers must give as much attention as possible to the learning process, the administrator often assumes responsibility to intentionally scan for compliance.

The ordinary procedure when a variance is noted is to write or call the parent and offer to discuss the matter. If older students are continually out of uniform, the matter will be discussed directly with the student. When possible and appropriate, students will be loaned items from the office that are in compliance with the uniform code.

Teachers will try to remind students about what is expected at key times, for example, on Thursday afternoons for Friday liturgies during the first weeks of the school year or before a free dress day. However, lack of a reminder is not an excuse for being at variance. While a call home may be made in an effort to acquire accepted dress, no calls

are permitted if a student forgets that it is free dress day and wants to have other clothing brought to school.

### **Uniform Exchange**

At present we are not operating an organized uniform exchange. However there are a number of pants, skirts and shirts at the school. If you are in need of uniform clothing for your child, please stop by and ask to see the uniforms. We would be happy for you to take what you need. Most of what we have is almost new and in excellent condition. We also welcome donations of uniforms.

### **Lost and Found**

**Please mark all books, school bags, lunch boxes and items of clothing with a family name.** (Initials are less helpful.) Lost and found articles are sent to the school office and displayed occasionally at gatherings, such as parent-teacher conferences. If they are not claimed within the nine-week quarter, they are discarded or donated. Students bringing expensive toys/electronic items to school should know they could get lost or broken and the school will not be responsible for the damage.

### **St. Peter Catholic School Uniform Code**

All clothing should be neat and clean. Students may not wear torn or ragged clothing. Hems should be in place. Shirts must be worn tucked in at the waist.

### **Boys/Girls**

**Slacks:** Navy blue or khaki slacks of twill blend, poly blend or corduroy. Inset pockets only except for corduroy. Pants must reach the top of the shoes. With khaki colors, too, especially with shorts, one needs to be even more careful to examine the item to be sure pockets are inset. Pockets should not be patch pockets or sewn on pockets. “Cargo pants” are not acceptable and generally have sewn on pockets. Even if cargo pants can be found with inset pockets or just “fake” pockets, student uniforms should only have pockets in traditional locations. Extra pockets at the thigh or calf height are not allowed.

**Shirts/Blouses:** Plain white or plain light or dark blue with fold over collars and inset sleeves. Oxford and Broadcloth, turtlenecks, polo shirts may be worn.

**Shorts:** Navy blue or khaki shorts only. Twill blend, poly blend, inset pockets, no shorter than two (2) inches above the knee. Shorts may be worn during the warmer months; the school office announces the dates when shorts are permitted attire.

**Sweaters:** Solid navy or white. Sweaters may be a cardigan, crew neck or v-neck, but all sweaters must be worn with a fold over collared plain shirt or blouse underneath. Sweater vests in the same colors may be worn.

**Sweatshirts:** St. Peter School sweatshirts and or plain shades of dark blue may be worn. Sweatshirts must be worn with a uniform shirt and a fold over collar. No hooded sweatshirts other than school colors are to be worn in the classroom.

**Vests:** Vests of solid navy blue or the school plaid may be worn.

**Socks:** Socks or tights, solid colors, black, blue, and white (no prints) must be worn .

**Shoes:** Black, brown, or “tennis” shoes. For the safety of your child ALL shoes must be closed toed. Flip flops, sandals and hee-lies are NOT to be worn to school.

## Girls

**Skirts/skorts/jumpers:** These may be in designated school plaid (see previous page), in khaki or in solid navy blue, and must be no shorter than two (2) inches above the knee.

**Shoes:** Black, brown, or “tennis” shoes. For the safety of your child ALL shoes must be closed toed. Flip flops, sandals and hee-lies are NOT to be worn to school.

## Note:

The color, khaki, was adopted as a uniform color in the spring of 2000. Please be aware that this color is lighter than taupe and darker than beige. When in doubt, please consult with the office. Khaki is not “off white” nor does it have greenish or pinkish hues. The principal is the interpreter of the permitted color. Most stores, for example, Target, Gap and Old Navy, carry uniforms where the designated “khaki” is the correct shade.

## **Mass Attire**

For religious services (Mass or Praise) in the church building, generally on Friday mornings, **students are to wear a dress collared white shirt (no turtleneck or polos) with navy pants for boys and navy skirt, jumper or skort for girls. Boys are to wear the school tie and girls are to wear the school bolo.** Shorts are not acceptable dress for church for either boys or girls. Boys may remove their ties after Mass and may keep them at school to put on for services. Girls may bring pants into which they may change at any break time after the service.

## **Hairstyles/Jewelry**

No ornamental cuts or shaved designs are acceptable in the hair. Bleached, colored or dyed hair is not accepted. For boys, pony tails or topknots are not allowed and hair length should not cover the ears or go beyond the fold over collar of a dress shirt. For girls, hair accessories are permitted; jewelry should be used only in moderation.

## **Winter Wear**

At noon, unless weather has changed very suddenly, students may not return to the classrooms for coats and other cold weather clothing, but they may remain in the lunchroom for recess, reading quietly. (This is to encourage planning and to insure that students are not in the classrooms unsupervised.) The lunchroom is also available at all recesses for students who did not bring adequate outdoor clothing to school.

Unless weather warms considerably during the day, students should take outdoor clothing outside with them at recesses or get permission to remove their coats.

In very wet and in snowy weather, **waterproof shoes or boots** are required for students in grades K-4. If they don't have them, we ask them to spend recess in the lunchroom.

## **Free Dress Day**

Free dress days will be determined and announced by the staff. On this day and other special days, the student may wear clothing other than their uniforms. Any attire worn must not be patched, faded or ragged. Sleeveless tops, crop tops (midriff showing) are inappropriate clothing for school and should not be worn. While students may wear t-shirts, no message should be worn that could be judged inappropriate by the school administration. (Unacceptable messages include crude language or messages that make light of important values or could offend a group of people.) If shorts are worn, the two (2) inch from the knee regulation remains. Running shorts, rayon, spandex tight fitting pants or shorts are not acceptable. Low rider, baggy jeans or pants are not acceptable.

**This policy book is limited in content. Emphasis has been placed on those things, which are deemed most pertinent to the students, parents and personnel of St. Peter Catholic School at the present time.**

**It would be impossible to anticipate all problems, which may arise in the future. Yet each year a few distracting “fads” and circumstances show up on our school grounds. Anything that distracts from or disrupts the spirit, education, philosophy, or dignity of St. Peter Catholic School will be held to be unacceptable even though not explicitly set forth in this handbook. Such situations will be dealt with in accordance with the principles implicit in our existing policies.**

## **BRIEF HISTORY OF ST. PETER CATHOLIC SCHOOL**

In the summer of 1978, the Flynn and Lettunich families were vacationing together in McCall, Idaho. During their conversations together, Ed Lettunich mentioned that each time he passed Blessed Sacrament Parish he wondered why that school building could not house a Catholic School. The two families discussed this at some length and became more excited about this idea as they talked. In parting, they both agreed to discuss the idea with friends. Thus the seed for the beginning of our school was sewn. Two months later a small group of people, including the Flynn, Lettunich and Peterson families, met to discuss the possibility of a Catholic School in Ontario. When they approached the pastor of Blessed Sacrament Parish, much to their dismay, they found he was not interested in having a Catholic School. He did say that they could take their cause to the Bishop. Undaunted, they next went to the Bishop of Baker who encouraged them in their efforts, but he gave them some guidelines and requests. He asked that they engage the services of a member of a Religious Community, preferable as principal. He also said that the school must have an enrollment of at least fifty students in which each family needed to pay part of the tuition up front. The families and the Bishop worked together to meet these two requirements. This was a little unusual as Catholic Schools were closing at this time all over the country, but here a new school was beginning.

Early in 1979, the Sisters of the Holy Names from Marylhurst called the Bishop and told him that they would send one sister who could be the principal and she could work with the people and priests to begin a Catholic School. Sister Lois Morisky was hired as the first principal of the school. She agreed to work with the families, teachers and priest to

develop a Catholic School. She had much to teach the community about Catholic Education and she received a great deal of support from those with whom she worked.

A committee was formed to choose a school board. Armando Sandoval, John Kirby, Mary Ann Peterson, Kevin Gates, Carol Flynn, Ed Lettunich, Helen Stanton, Jill Conant and Rene' Lettunich were the original members chosen in April of 1979. The Board was responsible to set the direction for the school. They wrote a Statement of Purpose for the school, and established a policy for tuition. A basic value for the school became: No child will ever be deprived of a Catholic Education at St. Peter Catholic School because of lack of funds. This policy has resulted in community outreach and in the school receiving many blessings.

The plan was to begin with three grades and to add one grade each year until there were six grades. Three Catholic certified teacher were hired: Ellie Majors for grade one, Yvonne Ehli for grade two and Monica Quinowski for grade three

The parents began to clean, repair and to do minor remodeling of the building to prepare it for opening in the fall. A budget was planned, supplies were ordered, desks and chairs were obtained from St. Phillip School in Portland.

Since the school was the development of the combined efforts, energy and cooperation of several area pastors and parishioners, it was suggested that the people find a name of common significance to all involved. St. Peter Catholic School was picked for the following reasons:

Jesus said, "Thou art Peter and upon this rock I will build my Church." We hope our school will provide that solid foundation form which our entire faith community will benefit. Just as Peter and the Apostles ventured forth to bear witness to Jesus so are we beginning a new means of spreading Christian Witness in the Treasure Valley. Without the guidance and support of Father Peter Stravinskias of Bishop Kelly High School, our school would not have become a reality. - July 1, 1979, written by Carol Flynn

Parents put together a health clinic where the incoming first grade could have their physical and dental examinations. This was the beginning of a long history of volunteers providing services for the school and its students.

On August 26, 1979, with many friends and parishioners present, Bishop Thomas Connolly formally dedicated St. Peter Catholic School and this was followed by an open house. At this time the Statement of Purpose, Goals, curriculum and textbooks were displayed. The next day the principal and three teachers opened the doors for the first time to receive sixty students.

Mass for all students and faculty was held at 8:30 AM on Friday mornings. In the beginning, this proved to be quite an ordeal for one Religious on the faculty. Neither the teachers nor the students seemed to be familiar with the rubrics of Mass and no songs

were known in common as students came from many different parishes. The immediate goal became to work with the staff and students to familiarize both with the background and knowledge for planning and participation at Mass. There were great hopes that someday both teachers and students would be able to plan and prepare for their own Masses. Today this hope is a weekly reality.

The faculty worked to model values of respect, peace, justice and friendship. Great effort was put into settling difficulties in a peaceful manner. Daily prayer as a student-body proved very effectual – this slowly brought about a sense of belonging, and concern for others as well as building stronger faith among the students. Many, many intentions were prayed including intentions for the sick and injured pets of students.

Since the school philosophy was to teach the whole-child, and Catholic children need many skills to prepare them to live in the world, quality education was emphasized from the beginning. This was infused with sharing the love of God with each other.

Formerly in the parish, CCD or Religious Education had been a strong force and now it has to share a place with the Catholic School. Human as we are, we could not escape hard feeling and difficult times as we strove to work together. We continue to share space, resources and ideas with each other.

The school is financed through tuition, fundraising, the Barn Dance, Bingo and donations. The cost of educating the children is kept down thanks to the many hours of parent and friend volunteer service. This dedication to the school helps the students to know that they are cared for, and it also teaches them the importance of helping others.

The school has had many excellent principals over its 29-year history. Dee Robbins, who led the school from 1983-1989, followed Sister Lois. In 1990, Mary McCulley (O’Kief) was hired as principal. Mary was principal until 1996 when Sister Linda Riggers, a Sister of the Holy Names, replaced her. Sister Linda was principal for four years. In 1999, Sister Carol Higgins (also a Sister of the Holy Names) became principal. In spring of 2003, Sister Carol left to return to the Portland area. In fall of 2003, Sharon Mefford assumed her new role as acting principal. Mrs. Mefford was principal from 2003-2004. In fall of 2005, Ed Schumacher became our principal and in the fall of 2007, Carolyn Hedrick became our Head of School. Upon Mrs. Hedrick’s passing, the Pastor became the acting administrator until, beginning in 2012, Armida Hernandez was named school administrator.

Over the years, the school has made a place for itself in the community and has become a school respected for its Christianity and academic excellence. Over the course of time, a Kindergarten program was added and in 1996 the school welcomed Middle School students. In 2002, the school began a program for four year olds. In 2015, we received a grant to expand to a morning and afternoon session for 3-1/2 to 4 year olds.

In recent years, a Foundation Board began to ensure a financial future for the school. The curriculum has been enriched through a computer lab and through the addition of music and orchestra.

The school has been blessed with strong leaders and dedicated parents. We are truly blessed!

## **Acknowledgement**

I have read and understand the contents of this handbook. Our family will adhere to all requirements set forth herein.

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Parent /Guardian

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Date