

PARENT HANDBOOK

Blanchet Catholic School 2009-2010

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By Courage & Faith

TABLE OF CONTENTS

Board of Directors and Staff.....	4
Faculty	5
Mission Statement	6
Statement of Philosophy	
Statement of Non-Discrimination	
Academics	7
Academic Awards	
Academic Expulsion	
Academic Expulsion-Right to Appeal	
Academic Honesty	
Academic Offerings.....	8
Mid-High Program	
High School Program.....	9
Academic Probation	
Academic Tracking	
Assignments and Absences.....	10
Electronic Information Resources	
Homework	
Honors Class Entrance Requirements	
Inappropriate Use of Technology	
Internet Usage.....	11
Make-Up Homework Due to Illness	
Schedule Changes	
Semester Exams	
Study Hall Rules	
Grading and Evaluation	11
Class Rank	12
Computation of Grade Point Average	
Grades/Grading Policy	
Incomplete Grade	
No Grade	
Valedictorian/Awards	
Graduation Requirements	13
Student Records	13
Directory Information	
Emergency Information	
Exceptions to Parent/Guardian Use of Records	
Judicial Use of Records	14
Letters of Recommendation	
Parent Challenge to Records	
Parent/Guardian Use of Records	
Releasing/Transferring Student Records	
Daily Life at Blanchet Catholic School	15
Admission to Blanchet	
After School Policy	
Associated Student Body Card	
Athletic Contests/Dances	
Automobile Policy	
Building Security	
Campus and School Property	
Celebrations	

Cell Phones, Laptop Computers, iPods	
Closed Campus	16
Closing of School	
Emergency School Closure Provisions	
Inclement Weather	
Conduct Off Campus	
Emergency Cards	
Food, Laser Pointers, Cards, Skateboards	
Lockers	17
Lost and Found	
Lunch	
Moving During the Year	
Parent Newsletter	
Search and Seizure	
Student Use of Office Phone/Messages to Students	
Visitors	
Website	18
Attendance	18
Accumulated Absences	
Appointments	
Attendance/Athletic Eligibility	
Attendance Reporting Procedure	
Excused Absence	
Field Trips	
Late to School Policy	
Pre-Arranged Absences	19
Releasing Students During School Day	
Unexcused Absence	
Discipline-Student Rights and Responsibilities	19
Conduct and Consequences	
Discipline Review Board	20
Inappropriate Signs of Affection by Students	
Lunch Room Conduct/Litter	
Physical Restraint	
School Lockdown	
Vandalism	
Weapons or Look-Alikes	
Disciplinary Procedures	21
Minor Infractions	
Consequences	
Severe Infractions	
After School Detention	
Expulsion	
Right to Appeal Expulsion	22
Probation	
Saturday School	
Suspension	
Types of Suspension	
Gang Activity or Association	23
Harassment	23
Illegal Substances	24
Policy for Alcohol and Other Drugs	
Procedure for Violation of Alcohol and Drug Policy	
Witnessed Use, Possession or Under the Influence	
Transmission, Sale, Trade, Barter	
Smoking, Chewing Tobacco	25

Dress Code	25
Acceptable Dress and Appearance	
Purpose of Code	
Dress/Appearance Code	
Tops	
Pants/Shorts/Skirts	
Miscellaneous	26
Unacceptable Dress and Appearance	
Dress Down Days	
T-Shirt Tuesdays	
Dance Policy Dress Code	27
Dance Rules	
Dress Code	
Casual Dances	
Semi-Formal Dances	28
Formal Dances	
Medical	28
Administering Medication	
Prescription Medications	
Non-Prescription Medications	29
Student Self-Medication	
Communicable Disease	
HIV/AIDS	
Pregnancy Policy	
Activities	29
Activity Fee	30
Assemblies	
Athletics, Co-curricular Programs, Activities and Events	
Community Service	
7th & 8th Grade Students	
High School Students	
High School Clubs	31
Parent Groups	
Spectator Code of Conduct	
Student Government	
Student Athletics	31
OSAA Eligibility	
Blanchet Catholic School Eligibility	
Mid-High School Program	32
High School Program	
Transportation	32
Bus schedules	
Tuition	32
Advance Block Purchase of Tuition Program	
Delinquent Tuition	33
Tuition Assistance	
Fundraising	
Online Tuition and Fees	
Tuition and Fees-Graduating Students	
Tuition-Charge/Refund	
Tuition Payment Policy	34
Tuition Rates for Home School Students	
Help Directory	35
Bell Schedules	36
Campus Map	37

Board of Directors

Kevin Mannix, Chair
Lowell Smith, Vice-Chair

Donna Garaventa, Secretary
Doug Weathers, Treasurer

Glenda Anderson
Student Body President
Kevin FitzPatrick
James S. Kreitzberg

Robert Saalfeld
John Salstrom
Theresa Taaffe
Elizabeth Vargas Duncan

Staff

President

Charles E. Lee

Principal

Robert G. Weber

Vice Principal -- High School

Carlton Wise

Vice Principal -- Middle School

Marsha Lyons

Director of Development

Brandy O'Bannon

Business Manager

Mary Hollinger

Office Manager

Joan Estes

Receptionist

Jean Mattison

Marketing/Admissions Coordinator

Cathy McClaughry

Facilities/Athletic Director

Ron Miller

Campus Minister

Danielle Wise

College Counselor

Nancy Parks

Personal Counselor

Jim Prinslow

Special Events Coordinator/Asst. Athletic Director

Megan Johnston

Business Office/Development Assistant

Chris Lieder

Maintenance

Steve Herb

Filo Ortega

Warren Williamson



The President is the chief executive officer of the school and the administrative head of the school, operating under the authority vested in the President by the Board of Directors. The President implements policies formulated by the Board of Directors and exercises final authority over all school activities and programs.

The Principal directs and administers all school operations including the religious education program, instructional programs, support services, and student activities. The Principal assures that the values, mission, and philosophy of Blanchet Catholic School are reflected in all aspects of the school's operation.

*Blanchet Catholic School is accredited by the Northwest Association of Accredited Schools,
registered with the Oregon Department of Education
and approved by the Archdiocese of Portland in Oregon.*

Blanchet Catholic School

Faculty

Mid High English

Mary Angove
Mary Snyder

Mid High Science

Micki Halsey Randall
David Shultz

Mid High Math

Marsha Lyons
Stephanie Razmus
Mary Snyder
Carlton Wise

Mid High Social Studies

John Andreas

Mid High Religion

Sherrie Bashaw
Danielle Wise

Mid High Physical Education

Sherrie Bashaw
Dave Mucken

Fine Arts

Mary Heintzman - Art
Jacob LaCombe - Choir, Drama
Kasey Roberts – High School Drama
Amy Severin - Band

High School English

William Brooks
Kasey Roberts
Eileen Virden
Robert Weber

High School Science

David Haggerty
Micki Halsey Randall
David Shultz
Danielle Wise

High School Math

Ted Dowell
David Haggerty
Stephanie Razmus
Barb Schreiber

High School Social Studies

William Roberts
Melissa Turner
Eileen Virden

High School Religion

Mark McCormick
Deb Pavelek

High School Physical Education

Dave Mucken
Tina Pearson

Computer

Devon Nickerson

Foreign Language

Mary Angove - French
Deb Pavelek - Spanish
Dr. Olga Walmisley-Santiago - Spanish

MISSION STATEMENT

Blanchet Catholic School provides a comprehensive educational program that enables students to:

- ◆ Be challenged by an academically rigorous curriculum;
- ◆ Grow toward maturity in Christ;
- ◆ Contribute to the enrichment of society; and
- ◆ Participate in the traditions of the Catholic Church.

STATEMENT OF PHILOSOPHY

We at Blanchet Catholic School commit ourselves to creating a Catholic preparatory academic community dedicated to providing a quality education for the whole person.

Intellectually/culturally, we:

- dedicate ourselves to the principle that all students can learn;
- offer a tailored curriculum: college preparatory with options;
- stress excellence in academic skills;
- create a “safety net” of academic counseling;
- promote regular, open communication among parents, faculty, staff and students;
- provide opportunities for students to experience and perform a broad spectrum of fine arts.

Spiritually/emotionally, we:

- build a living Catholic Christian community based on Gospel values and learn to regard one another with understanding and respect;
- develop a personal concern for each student;
- provide an environment for the serious search for an authentic Catholic Christian spirituality, through theology courses, liturgies, campus ministries and retreats;
- encourage responsibility to the wider community.

Socially/physically, we:

- provide students with leadership training and opportunities;
- offer instruction in group skills;
- stress the importance of cooperation, responsibility, lasting friendships and a strong sense of community;
- assist in the development and refinement of physical skills;
- teach respect and care for ourselves and others;
- foster cooperative behaviors in social and athletic activities.

Financially, we:

- offer a flexible tuition program;
- make scholarship opportunities available;
- provide a tuition assistance program.

Statement of Nondiscrimination

Blanchet Catholic School admits students of any race, color, religion, national and ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, religion, national and ethnic origin in administration of its education policies, admissions policies and athletic or other school administered programs.

ACADEMICS

Academic Awards

Academic awards are an important part of the Blanchet Catholic School experience. Each semester the school identifies those students who made the Honor Roll based on grade point averages. In addition to the Honor Roll, Blanchet Catholic School recognizes student achievement with an annual award issued by each department at the mid- and high school levels. These awards, as well as scholarships and many other outside awards, are presented and celebrated at the awards assemblies.

Students earning academic distinction are recognized each semester by having their names published on the official Honor Roll. In addition to this, a special Class Day Assembly is held in June to recognize the academic achievements of Blanchet Catholic School students. The following are the categories used to determine selection for academic distinction:

President's Honor Roll	Semester GPA of 4.0
Principal's Honor Roll	Semester GPA of 3.50 - 3.99

Students may earn a letter for academic achievement by amassing 100 points in the following manner:

- ◆ GPA of 3.75 or above earns 50 points per term
- ◆ GPA of 3.50 to 3.74 earns 25 points per term
- ◆ GPA of 3.25 to 3.49 earns 15 points per term
- ◆ PSAT test score of 90 or above earns 25 points
- ◆ PSAT test score of 80 to 90 earns 20 points
- ◆ SAT test score of 1600 or more earns 25 points.

Points will be tracked and academic letters will be awarded at the end of each semester.

Academic Expulsion

A student may be academically expelled when they receive less than a C- average while on academic probation. A student who faces academic expulsion may appeal the decision.

Academic Expulsion - Right to Appeal

A student may appeal academic expulsion by notifying the Principal in writing within five days after receiving a letter of academic expulsion. The Principal will establish an Academic Review Board to consider the appeal. The decision of the Principal, after hearing the recommendation of the Academic Review Board, is final.

A student who has his/her appeal granted and his/her expulsion overturned will have one semester to earn a C- average. A student who fails to achieve a C- average in the next semester may be academically expelled with no appeal available.

Academic Honesty

Cheating is morally and ethically wrong. It is not worth sacrificing a student's integrity to achieve a certain grade on a test or to get an assignment complete. Character is measured by values, not grades. If a student receives a particular grade that they have not personally earned then they miss the benefit and self satisfaction of knowing that they did their best to achieve that grade. Most importantly, they are failing to acquire the thinking skills necessary for further classes and life situations.

Cheating includes:

- ◆ Plagiarism (passing off the work of others as your own)
- ◆ Copying assignments
- ◆ Allowing others to copy assignments, tests, quizzes, etc.
- ◆ Copying test answers
- ◆ Receiving test answers before taking a test
- ◆ Giving answers to someone who has not yet taken the test or finished the assignment
- ◆ Using devices or notes without permission

If caught cheating, students will be held to the consequences of the class as well as those outlined in the handbook.

Consequences:

- ◆ The first offense of academic dishonesty will result in five hours of detention.
- ◆ The second offense during a school year will result in a two-day suspension from school and a ten-day suspension from all extra-curricular activities.
- ◆ A third offense during a school year will result in a longer suspension and removal from extra-curricular activities for the remainder of the school year.
- ◆ Any additional offenses will lead to further discipline, including possible expulsion.

Academic Offerings

Blanchet Catholic School offers a state-recommended middle school and high school program that is developed to meet state graduation requirement guidelines. Included in our academic program is a religious course of study that provides all students with a background of Catholic/Christian philosophy.

Mid High Program

<p><u>Grade 6:</u> <i>Required Classes</i> English Mathematics Physical Education Religion Science Social Studies</p>

<p><u>Grade 7:</u> <i>Required Classes</i> English Mathematics Physical Education Religion Science Social Studies 7th Grade Elective – 1st Semester (music, study skills, keyboarding)</p>	<p><i>Elective Offerings</i> Art Band Choir Drama Journalism Study Hall</p>
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<p><u>Grade 8:</u> <i>Required Classes</i> English Mathematics Physical Education Religion Science Social Studies</p>	<p><i>Elective Offerings</i> Art Band Choir Drama Foreign Language Journalism Study Hall</p>
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High School Program

<u>Grade 9:</u>		<u>Grade 11:</u>	
<i>Required Classes</i>	<i>Credits</i>	<i>Required Classes</i>	<i>Credits</i>
English	1.0	Chemistry, Physics or Anatomy	1.0
Health I/PE	1.0	English	1.0
Mathematics	1.0	Health II/PE	1.0
Physical Science*	1.0	Mathematics	1.0
Religion	1.0	Religion	1.0
World History	1.0	U.S. History	1.0
<i>*Freshmen who excel in Science may take Biology in place of Physical Science</i>			
<u>Grade 10:</u>		<u>Grade 12:</u>	
<i>Required Classes</i>		<i>Required Classes</i>	
Biology	1.0	English	1.0
English	1.0	Global Issues	0.5
Mathematics	1.0	Personal Finance	0.5
Religion	1.0	Religion	1.0
Social Studies:			
American Government	0.5		
Economics	0.5		

Electives

	<i>Credits</i>		<i>Credits</i>
Advanced Life Science	1.0	Lifetime Sports	0.5
AP English Composition	2.0	Marketing I, II	1.0
AP U.S. History	1.0	Office Skills	0.5
Anatomy	1.0	P.E.	0.5
Art	0.5	Photography	0.5
Band	0.5	Physics	1.0
Business	0.5	Pre-Calculus, Honors	1.0
Calculus	1.0	Psychology	0.5
Ceramics	0.5	Public Speaking	0.5
Choir	0.5	Sociology	0.5
College Algebra/Trigonometry	1.0	Spanish I, II, III, College Spanish 1	1.0
French I, II, III, IV	1.0	Study Hall	0.0
Honors Biology	1.0	Teacher Aid	0.0
Honors Chemistry	1.0	Weight Training	0.5
Honors Geometry	1.0	Yearbook	0.5
Honors Junior English	1.0		

Academic Probation

A student is placed on academic probation when he or she receives less than a C- average for a semester grading period. A student who is on academic probation must earn at least a C- average for the next semester grading period; otherwise, he or she may be academically expelled.

Academic Tracking

Blanchet Catholic School uses a variety of processes to help parents track the progress of their students. The school will send home progress reports for all students every four to five weeks. Additional tracking may be done on a daily or weekly basis and is scheduled through the counseling office on a case-by-case basis. Blanchet teachers are willing to assist in this tracking process, but the main responsibility of these processes falls on the student.

Assignments and Absences

Students are expected to make up missed school assignments for all excused absences and suspensions promptly after returning to school. Students who are involved in school activities (including athletics) are responsible for contacting the teachers of the classes they will be missing. They must turn in homework that is due and collect any assignments that will be given while they are absent. If they are missing a quiz or a test, the student is responsible for arranging a makeup time with the teacher. Students who fail to do this may lose the privilege of leaving school early for activities.

Electronic Information Resources

Technology should be used as a vehicle of communication, analysis and research in light of Catholic values and moral decision-making. Blanchet Catholic School is committed to the integration and effective use of current and future technology to further the school's educational mission.

Electronic information enables students to explore and communicate throughout their entire world and it is believed that students benefit from this form of information resources and opportunities for learning critical thinking. However, the school supports and respects the parent's right to decide their student's access to information provided through electronic media.

Homework

The purpose of homework is to reinforce material already taught and to foster habits of independent study. Daily homework is part of the Blanchet Catholic School experience. Assignments vary, but homework is given daily. Good study skills are essential to academic success in both secondary school and college. Because such study skills and habits are developed and enhanced by regular homework, Blanchet Catholic School views homework as an important part of its educational program. The responsibility for homework is shared among faculty, students and parents, each having an important role to play in the development of good study skills and study habits.

Honors Class Entrance Requirements

Blanchet Catholic High School establishes the following as guidelines for admission to all honors classes. It is the goal of Blanchet Catholic School that all qualified and interested students are able to take part in honors classes. To be eligible for an honors class, a student should have:

- At least a B+ average in the subject of the honors course (i.e., students taking an honors science class would need to have a B+ average in their previous science classes).
- A recommendation from a teacher in the subject of the honors class.
- Permission from parent/guardian.

Blanchet Catholic School encourages all students who are qualified and interested to enroll in various honors classes. Honors classes will be introduced and explained to all students during registration for the following school year. Students who meet the grade average in the subject will be invited to register for the class. Any students who do not meet the grade requirement but are still interested in registering for the class must speak with the teacher of the honors class. The teacher can explain the requirements of the class to the student and help decide if the student is capable of completing the requirements of the class.

Students transferring into Blanchet Catholic School from other schools may, in addition to the above, be required to complete a written assignment to determine ability and chances for success in the program. Administration, in consultation with the teacher of the class, will make final decisions on student enrollment in honors classes.

Inappropriate Use of Technology

Blanchet Catholic School reserves the right to impose consequences for inappropriate behavior that takes place off campus and outside school hours. Thus, inappropriate use of technology (for example, on a home computer), may subject the student to consequences. Inappropriate use includes harassment, use of school name, remarks directed to or about teachers, offensive communications and safety threats.

Blanchet Catholic School does not, however, actively monitor student use of technology (Internet blogs, chat rooms, etc.). While our filtering system establishes some parameters for appropriate use within our building, students and parents/guardians are primarily responsible for the appropriate and ethical use of technology, especially in the home.

Internet Usage

The purpose of access to or use of the Internet is solely educational; therefore, anyone who utilizes the Internet must foster that purpose by using these resources only for educational purposes and in an appropriate and legal manner. Students who are using the Internet inappropriately will lose computer privileges and may face other disciplinary measures. While using the school computers, students must NOT be:

- Playing games;
- Visiting chat rooms;
- Social networking;
- Visiting sites that contain pornographic material;
- Watching videos of any sort;
- Downloading any programs, music, or videos.

Make-Up Homework Due to Illness

Parents may request that homework be gathered for an absent student after **two school days** of illness. It is the student's responsibility to go to the teacher after an excused absence to get their missed assignments. A make-up homework form will be placed in the appropriate faculty mailbox(es). Faculty members will fill in class assignments, gather any appropriate material and give a packet to the receptionist by 3:30 p.m. Parents are responsible for picking up the packet.

Schedule Changes

Schedule changes should be made prior to the start of the fourth week of each semester. Exceptions are made only with the approval of administration. The Principal, in consultation with the student, parents, and teachers involved, must approve schedule changes. Schedule changes are approved for academic reasons only.

Semester Exams

All classes at Blanchet Catholic School will have some form of culminating event at the end of each semester. This event allows the class and teacher to wrap up the work of the whole semester and bring closure to the semester's worth of class. The culminating event may be a test, speech, project, paper, or any other worthwhile activity. Teachers will explain to students the type of culminating event and the value of the culminating event prior to final exam week.

Students may request to review their semester exams, but semester exams will not be released to students. Students should direct inquiries regarding their semester exam grades and the exams themselves to the individual classroom teacher.

While most culminating events will take place during finals week, some events may be completed the week before. However, such classes will still meet during finals week. During final exam week, classes will meet on a special schedule. During semester exams, students will be dismissed early. Bus transportation will be available on each special schedule day after the final test period.

Study Hall Rules

Study hall is intended to be a class where students can work quietly on homework. Students must come to study hall prepared to study. Study hall expectations will be included in the syllabus. Absences and tardiness are handled the same as any other class. Conduct in study hall must be conducive to learning. Study hall students must demonstrate positive, independent study skill abilities.

Consequences for inappropriate behavior or for infractions of these rules are the same as any class, *including* possible forfeiture of study hall.

GRADING AND EVALUATION

The academic year includes two semesters. Progress reports will be mailed to parents at 4-5 week intervals. At the end of each semester, a report card is mailed to parents evaluating progress in each subject area. Only the final grade for the semester is recorded and used to calculate the cumulative grade point average (GPA).

All teachers must present their grading system in writing to students and parents at the beginning of each course. Questions regarding an individual teacher's grading practices should be directed to that teacher.

Class Rank

Class rank will be determined by the student's grade point average.

Computation of Grade Point Average

Blanchet Catholic School is based on a 4.00 GPA system. Credits earned at Blanchet Catholic School and transfer credits from previous schools are computed into the cumulative grade point average. Summer courses may be used to make a student eligible for Oregon Schools Activities Association programs.

Blanchet Catholic School uses the following grading scale:

A = Excellent performance	A	4.00	A-	3.70
B = Above average performance	B+	3.30	B-	2.70
C = Average performance	C+	2.30	C-	1.70
D = Below average performance	D+	1.30	D-	0.70
F = Performance fails to meet minimum requirements; no credit is given.	F	0.00		

Grades/Grading Policy

All questions concerning grades and grading policies need to be directed to the individual classroom teacher. In the case where this is not possible or there are additional questions, inquiries may be sent to an administrator and should be in writing.

Incomplete (I) Grade

When a student does not complete all assignments or requirements, teachers may issue an Incomplete. The Incomplete is ordinarily used in cases of major assignments that are not complete because of illness. In all cases, the teacher giving the Incomplete will make arrangements with the student and parent that establishes a deadline for completing that work. If the student fails to complete the work by the established deadline, the Incomplete automatically becomes a grade of F. Exceptions are made in cases of long-term or serious illness. All exceptions must be approved in writing by the administration.

No Grade (NG)

Student receives no grade and no credit. In certain circumstances the school may grade a class on a pass/no pass basis. This is at the discretion of the principal.

Valedictorian/Awards

At the conclusion of the first semester of their senior year, the student who is first in the class ranking will be chosen as the valedictorian. For purposes of selecting a valedictorian, AP and honors course will have an additional 0.25 added to their grade point total when figuring class rank. This "weighting" of the grades is only used for calculating the valedictorian. The student who is ranked second will be the salutatorian. In the event of ties, the administration reserves the right to name additional winners for each award.

Each year, Blanchet Catholic School is pleased to present four senior awards at graduation. All Blanchet staff provide input for the selection of these important awards. These awards are:

- *The Mother Teresa Spirituality Award:* This award honors a student who demonstrates great character, service and spirituality.
- *The Archbishop Francis Norbert Blanchet Leadership Award:* This award honors a student who best demonstrates character and leadership and who is a great role model.
- *The Thomas Aquinas Award for Academic Excellence:* This award honors a student who has a high degree of intellectual curiosity and academic knowledge.
- *The Guido Caldarazzo Principal's Award:* This award, in memory of Blanchet's first principal, honors a senior that most exemplifies Mr. Caldarazzo's commitment to education and love of learning.

GRADUATION REQUIREMENTS

Blanchet Catholic High School requires 24 credits for high school graduation. The Oregon Department of Education requires 22 credits for graduation. Blanchet Catholic High School requires four credits of religion and two additional credits in the same foreign language. All students in grades 9 through 12 are required to complete 20 hours of community services for each year they attend Blanchet Catholic High School.

In order to graduate from Blanchet Catholic High School, a student must successfully complete a core curriculum of:

<u>Subject</u>	<u>Units</u>
Religion	4.0 ¹
English	4.0
Math	3.0 ²
Social Studies	3.5 ³
Science	3.0 ⁴
Foreign Language	2.0 ⁵
Health	1.0
Applied Arts, Fine Arts	1.0 ⁶
Physical Education	1.0 ⁷
Electives	<u>1.5</u>
Total Units of Credit	24.0 ⁸

¹Students are required to take religion every semester that they attend Blanchet Catholic High School. Students transferring to Blanchet Catholic School are not required to earn the full four units of religion credit.

²Students must complete three units of math from Algebra I and beyond.

³Includes World History (1.0 units), United States History (1.0), Government (0.5), Economics (0.5) and Global Issues (0.5).

⁴Must include at least one unit of lab science.

⁵This must be two units of the same foreign language.

⁶Applied Arts/Fine Arts course offerings include art, drama, journalism, music, and speech.

⁷Students who play a varsity high school sport may apply for and earn 0.5 PE credit.

⁸High school courses taken in a middle school are used for placement, not for high school credit. For example, taking French I as an eighth grader means a student is placed in French II as a ninth grader. The student would still need to take two years of the same foreign language as a high school student.

Blanchet Catholic High School students are required to take a minimum of six academic courses each semester unless otherwise authorized by administration.

STUDENT RECORDS

Directory Information

Blanchet Catholic School may, without parent's consent, release directory information including student's name, address, telephone listing, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, awards received, and the most recent previous educational agency or institution attended by the students. Parents and students have the right to prohibit, in writing, the release of such information until the student reaches the age of 21.

Emergency Information

In emergencies, a student's records may be released to appropriate persons without parent approval if it is necessary in the judgment of the Principal or his designee to protect the health or safety of the student or other persons.

Exceptions to Parent/Guardian Use of Records

Review of confidential letters of recommendation for admission to an educational institution, for employment, or for receipt of an honor may be waived in writing by the student, provided the student is notified of the persons making such recommendations and informed that the waiver is not a requirement.

Judicial Use of Records

Copies of student records shall be made available in compliance with a judicial order or lawfully issued subpoena but only after the parent or his/her attorney has been notified promptly and in advance of the intended delivery of such record. Personal delivery of copies of behavioral records to a court must be by a certificated staff member qualified to interpret the records.

Letters of Recommendation

Students who have or will graduate from Blanchet: Teachers are encouraged to write letters of recommendation for Blanchet students when requested. It is the responsibility of the student to give the teacher a detailed explanation of the recommendation requirements and ample time to complete the process. Teachers shall maintain a copy of all letters of recommendation that they complete on school letterhead and provide a copy to the Principal.

Students who leave Blanchet prior to graduation: If a teacher chooses to write a recommendation on Blanchet letterhead for a student who leaves Blanchet before graduation, the teacher may only do so with approval of the Principal. Teachers shall maintain a copy of all letters of recommendation that they complete on school letterhead and provide a copy to the Principal.

Parent Challenge to Records

If a parent believes records are inaccurate, inappropriate, misleading or otherwise in violation of the privacy or other rights of the student, the parent should meet informally with the staff person responsible for the record in an attempt to resolve any problems. If the staff member does not agree that the record should be changed and the differences are not resolved, the parent may enter into the student record his/her explanation of the record.

The parent may also request, in writing, a formal hearing with the Principal. The parent's request for a hearing must identify that part of the record that is to be challenged.

Within 15 days of the written parental request for a formal hearing regarding records, the Principal shall arrange a hearing involving appropriate school staff. The hearing must be conducted in an impartial manner. The hearing officer may be the Principal or his designee. The parent shall have the opportunity to present evidence relevant to the issues to be challenged.

Within five school days after the hearing, the parent shall be advised in writing of the decision regarding the challenge to the record.

Parent/Guardian Use of Records

Except as provided in this handbook, a parent is permitted to review his/her student's records. A high school student shall be permitted to review his/her progress record in the presence of a certificated staff member. A high school student shall be permitted to review his/her behavioral record upon written request by and in the presence of the parent and the presence of a staff member qualified to interpret the record.

Parent requests to review or receive a copy of the student records shall be in writing, and will be honored by school personnel as promptly as an appointment mutually acceptable to the parent and the school can be made for that purpose. Review of behavioral records must be in the presence of a staff member qualified to interpret behavioral records to the parent or any other person.

Records about students kept by staff members for personal use are not subject to review by the parent, provided they are in sole possession of the maker thereof, and are not accessible nor revealed to any other person, and are not useable as part of the cumulative file.

Releasing/Transferring Student Records

Student records shall be released only on the condition that the authorized party to whom the records are released shall not permit any other party to have access to such records without the written consent of the parent.

DAILY LIFE AT BLANCHET CATHOLIC SCHOOL

Admission to Blanchet

Admission to Blanchet Catholic School is the responsibility of the administration, which evaluates the applications and recommends acceptance or non-acceptance to the Principal who makes the final decision.

After School Policy

It is the policy of Blanchet Catholic School to encourage productive use of the student's time and to provide for a structured, supervised environment while students are on campus.

Students are required to be actively participating in official school activities while on campus. Official school activities include all functions approved by the school administration or otherwise under the direct supervision of Blanchet Catholic School teachers, staff, volunteers, parents or guardians.

Blanchet Catholic School does not have a supervised after school program. Therefore, students who are not involved in an after school activity must be picked up within 30 minutes after school is dismissed. Students should wait for their ride in the main lobby.

Associated Student Body Card

Each Blanchet Catholic School student will receive a student identification card that confirms the student as a member of the Blanchet Catholic School student body. The fee is included in the school comprehensive fee. Replacement cards will be issued at a cost of \$5.

Athletic Contests/Dances

Parents are asked to pick up their students from dances, games and practices on time. Coaches are instructed to make the ending times of practices known to parents and keep them informed about the expected return time after games. Parents who do not adhere to this policy will be notified by the school administration.

Automobile Policy

The ability to drive a car on campus is a privilege not a right. Seniors are the only students who are allowed to park in the front of the school. All other students must park in the rear parking lot (by the baseball and softball fields.) All traffic laws are to be obeyed. Students driving in an unsafe manner will lose their automobile privileges at Blanchet Catholic School.

Building Security

Signs will be posted on the entrances to both the main building and the science building asking all parents and visitors to Blanchet Catholic School to sign in at the office upon arrival. Visitor badges will be given to all to wear while in the building.

Campus and School Property

Blanchet Catholic School students will be held accountable for any loss of books or school property. Student textbooks are to be covered, with non-sticky material, at all times. An appropriate fine will be charged for loss or mutilation of books, desks or other school property. No student will be admitted to the next academic year until all fines are cleared.

Celebrations [Flowers, Balloons, Birthday Surprises]

It is difficult to stress an academic atmosphere and allow classes to be interrupted for celebrations for individual students. If flowers are delivered to school, florists must bring them to the receptionist and students are called to receive them; however, we will avoid calling students out of class. We would like to ask for your cooperation when sending "surprises" to our building to celebrate a birthday.

Cell Phones, Laptop Computers & iPods

Students are not allowed to use cell phones, laptop computers and iPods during school hours without permission. Any cell phone, laptop computer or iPod that is seen by a Blanchet faculty/staff member during school hours will be confiscated and turned in to the office. The administration will hold the item for two school days on the first offense, seven school days on the second offense and the remainder of the semester on the third offense. In

addition, a detention will be issued for each offense. Students who are repeat offenders will face more severe consequences.

Closed Campus

Blanchet Catholic School has a closed campus, meaning that once a student arrives on campus, the student must remain on campus throughout the entire school day. This includes the time before school. Once a student is dropped off before school, he/she cannot leave campus without permission of Blanchet Catholic School administration and authorization of parents/guardian. Any student wishing to leave school before dismissal time must be checked out by a parent/guardian or provide a note from the parent/guardian indicating time, destination, and purpose of the check-out. This note is to be shown to the appropriate class period teacher and handed in to the receptionist at time of checkout. (Parents may pick up their student and take them to lunch, otherwise they are not excused from campus for lunch or any other circumstances.)

During the school day, the parking lot is OFF LIMITS except for coming to school and leaving the premises with permission from the school, or after school. Students must receive permission from a staff member if they need to retrieve an item from their car during school hours.

Closing of School

Emergency School Closure Provisions

It may be necessary to close school after it is already in session. Parents/guardians are to keep a current Emergency School Closure Form on file with the school office indicating what is to be done with their children in case of emergency. The school has an automated calling service called SchoolReach. This system will allow Blanchet to phone the entire school directory with a recorded message. We will use this service to notify parents of school closures, upcoming events, and any other necessary announcements.

Inclement Weather

Any closing because of inclement weather is posted on our website and announced over local radio stations on the day school is closed. The school will also send an email to parents. Parents are to listen to the announcement of "*Salem Catholic Schools*" on any of the following radio/TV stations if school closure occurs:

KBVM	88.3 FM	KBZY	1490 AM	KCCS	1220 AM
KCKX	1460 AM	KEX	1190 AM	KINK	101.9 FM
KISN	97.1 FM	KKBK/KMXI	106.7 FM	KKCW	103.3 FM
KRKT	990 AM/97.1 FM	KSLM/KYKN	1390 FM	KKRZ	100.0 FM
KWBY	940 AM	KXL	750 AM	KXYQ	105.1 FM
KOIN-TV	Channel 6	KATU-TV	Channel 2	KGW-TV	Channel 8

School opening may be delayed due to the weather. On any other day, assume that school is in session; please call if you are not sure (503-391-2639). During school closure due to inclement weather, all practices and extracurricular activities will be canceled.

Conduct Off Campus

School rules and regulations regarding student behavior shall be applied at school-sponsored off-campus events, activities or functions. Dress guidelines in relation to modesty will be enforced before and after school at all events on and off campus (athletic contests, dances, fine arts productions, etc.) relating to Blanchet Catholic School. Additionally, school administrators may discipline students who defame others in the school community. Deliberate defamation of others is not consistent with Christian values, and students should be held accountable for intentional harm they cause others. This includes behavior online by Blanchet students both in and out of school. Students who are bullying or harassing other Blanchet students through online or electronic devices will face disciplinary actions at school.

Emergency Cards

Students are not allowed to attend Blanchet Catholic School unless they have a completed emergency card filed in the school office by the first day of school. These cards are crucial pieces of information that help the school contact parents, guardians, or relatives in the case of emergencies. Parents must make sure the information on these cards is kept current and accurate.

Food, Laser Pointers, Cards, Skateboards

Gum, food, or drinks, other than water, are not allowed in the classroom. Pagers, laser pointers or playing cards may

not be used during school hours. They must be properly stored during the school day. Skateboards and roller blades must be stored in an area designated by the administration.

Lockers

Each student is assigned a locker, which is the property of the school. Lockers are assigned to students at the beginning of the academic year. A student must remain in the assigned locker unless an official change is made through the administrative office. The school, its personnel, and the members of the Board of Directors assume no responsibility for any loss, theft, or damage to any books or other personal property. Only school-authorized locks may be used. Lockers at the school remain in the possession and control of Blanchet Catholic School even though they are made available or assigned for student use. Damage to a locker is the responsibility of the student to whom the locker is assigned. Fines may be issued for damage or if left in an unsatisfactory condition.

Lost and Found

Students who find lost articles are to turn them in to the main office. Students who have lost an item should report it to the main office. Unclaimed articles are donated to local charities.

Lunch

A Blanchet student can bring his/her own lunch or purchase food items from an assortment offered daily through the Salem-Keizer Schools Food Service Division. Mid high students dine together in the mid high commons and high school students dine in the auxiliary gym.

Moving During the Year

Please keep us informed each time you have a change of address or email address so we can update our records. This is also true of changes in telephone numbers, both work and home. Changes should be given to the receptionist.

Parent Newsletter

Blanchet's development department sends out an e-newsletter, The Blanchet Broadcast, each Monday to school families who have signed up for this service. The e-newsletter contains a weekly calendar and news about upcoming events. If you would like to be added to the email newsletter list, please send an email to the Director of Development. Blanchet families will also receive copies of the school's quarterly magazine, the Cavalier Quarterly, in the mail. We suggest that you frequently check the Blanchet website, www.blanchetcatholicschool.com, for the most up-to-date news. The website includes forms to download and a school calendar.

Search and Seizure

Lockers, desks, bags and personal belongings are subject to search at any time by school administration or teachers. This is for the protection of Blanchet Catholic School students and employees. Lockers, desks and any other storage areas at the school remain in the possession and control of Blanchet Catholic School even though they are made available or assigned for student use.

Student Use of Office Phone/Messages to Students

Office telephones are business phones and are not available for student personal use. In case of emergencies, students may request permission to use office phones. Due to the increase in student enrollment and staff demands, it is no longer possible to forward messages to students; e.g., arranging transportation, etc. Messages of an emergency nature only will be given to students. Calls will be taken from parents/guardians only and given to the student at an appropriate time.

Visitors

Visitors are welcome to tour the school. Prior to the visit, the administration must be informed and an appropriate time arranged. All visitors must report to the school office to obtain a visitor's pass and sign in on the visitor's log. Visitors will receive a badge to wear while they are in the building, and shall return it to the office when signing out to leave.

Students wishing to invite a friend to be a guest at school must clear this with the admissions office two (2) days prior to bringing the guest. Parents of visiting students are welcome at school, but must report in at the reception desk. All others are in violation of Oregon's trespass law and appropriate action will be taken.

Blanchet Catholic School will hold a Preview Day program annually during which the public may visit.

Website

Visit www.blanchetcatholicschool.com! Blanchet's website is an excellent resource for school information. You can find an updated school calendar, daily announcements, printable forms and more. If you have internet access, we recommend that you check the website for answers to your questions. If you cannot find what you need, please call our school office at 503-391-2639. Suggestions for new features that should be added to the website should be directed to the Director of Development.

ATTENDANCE

Accumulated Absences

Once a student reaches 7 absences in one class, a notice will be mailed to the parents/guardian of the student. If a student reaches 12 absences in one semester, they will be notified that they will not be receiving credit for the course. A student may appeal for credit in the course by submitting a request to the Principal within 30 days of the end of the semester.

Appointments

We know there are times when dental, orthodontic, medical and other appointments must be scheduled during the school day, but we ask that such appointments be kept to a minimum.

Attendance/Athletic Eligibility

A student must be in attendance for at least four (4) full periods to be eligible for participation in sports, including practice, unless a student is on a school-sponsored field trip. Exceptions can be made only by the Principal.

Attendance Reporting Procedure

- When arriving at school after classes have begun for the day, a student must check in through the receptionist's office. When leaving campus during school hours, a student must check out through the receptionist's office before leaving campus. Parental permission must be given and verified by the receptionist. (Forgotten items or errands are not valid reasons for leaving campus.)
- When a student is tardy or absent, his/her parent should call the attendance office by 8:15 a.m.
- When returning to school after an absence, the student must present a written note to the receptionist. This note for the school's files must indicate the reason, date and time of the absence.

Excused Absence

An excused absence can include the following: pre-arranged absences approved by administration, illness, serious emergency, death in a family, funerals, unavoidable medical appointments and court time. The student must have a note from his/her parent or guardian. Such excuses are subject to the approval of the administrator. A note from a parent does not necessarily mean an absence is excused.

Field Trips

Field trips are an important part of the Blanchet Catholic School educational experience. All field trips will have a sound, educational purpose. The school will use student emergency cards for all medical and insurance information. Therefore, it is imperative that this information be kept current.

Late to School Policy

The faculty and administration at Blanchet Catholic School *expect* all students to be in their assigned classes on time, with all necessary materials, and ready to work so that instructional time can be maximized. Individual teachers will communicate their expectations to students at the beginning of each semester.

One full day after being late to school, a parental note to excuse the tardy must be presented. Parental notes do not automatically excuse tardies. It is the responsibility of the student to follow up with the excuse within the designated time frame. If a written excuse is not cleared in the office during this time, the tardy will be recorded as an unexcused tardy and the tardy procedure will be in effect as follows:

After the third unexcused 1st period tardy, the student will serve a one hour detention.

Pre-Arranged Absences

Requests for pre-arranged absences are handled by the administrative office (503-391-2639). Pre-arranged absences are excused absences and an administrator determines absence approval. This should be arranged at least ONE WEEK in advance of the anticipated absence. Generally, college visitations for seniors, a family trip, etc., would be acceptable. A note from parents or legal guardians regarding the expected absence is required. The student will be required to see his/her teachers individually in order to obtain assignments. Teachers may choose to comment as to the advisability of absence from their class.

The following guidelines will be used in approving or disapproving pre-arranged absence requests:

1. The student's attendance record prior to the pre-arranged request will be considered.
2. Except in cases of unforeseen emergency, students will be expected to follow the prescribed procedure for handling requests for pre-arranged absences.
3. Students will be expected to comply with any reasonable teacher expectations with respect to make-up responsibility. Teachers will make clear to students what work, because of its nature, cannot be made up, and the resulting impact on the student's class performance and grade.

Releasing Students During School Day

Students will be released only to a parent/guardian or individual authorized by parent/guardian. The parent/guardian's authorization should be in writing.

Unexcused Absence

Examples of unexcused absences include but are not limited to skipping school, ski days, beach days, concerts, staying home to do homework, job hunting, personal business, vehicle breakdown, or sleeping in. A student is considered absent/truant if he/she is not in class, misses more than 20 minutes of class time, or if he/she is off campus at *any* time during the school day without permission. UNEXCUSED ABSENCES WILL RESULT IN DISCIPLINARY ACTION. Faculty is not required to give credit for homework or tests missed due to unexcused absences. Special circumstances will be reviewed by the administration.

DISCIPLINE - STUDENT RIGHTS AND RESPONSIBILITIES

The purpose of discipline is to provide an atmosphere conducive to learning. Discipline is an aspect of moral guidance. Families are expected to honor and support the privacy and confidentiality of all individuals in regard to matters relating to disciplinary issues and actions.

The rights and responsibilities of students at Blanchet Catholic School include the following:

- The *right* to attend Blanchet Catholic School, and the *responsibility* to cooperate with the teachers in the learning process;
- The *right* to the faculty's care and concern as a person and a student, and the *responsibility* to care for and be concerned about the faculty and fellow students;
- The *right* to achieve personal fulfillment, and the *responsibility* to speak and act so that others may achieve personal fulfillment;
- The *right* to use the facilities of the school, and the *responsibility* to use them in such a way that they are suitable and in working order for others to use.

Conduct and Consequences

A student of Blanchet Catholic School is expected to demonstrate Christian and ethical behavior by making positive contributions to the school. He/she is expected to comply with school policies and be respectful of individual students, staff and faculty.

A Blanchet Catholic School student will exhibit:

- Respect for the safety of others.
- Respect for property.
- Respect for one another's dignity as a human being.
- Respect for civil law regarding the possession or use of weapons, tobacco, alcohol, drugs or illegal substances at school, in the vicinity of the school or at school functions.
- Respect for the work of others. Cheating and plagiarism are forms of academic dishonesty and are prohibited.

- Respect for the right of teacher and classes to be uninterrupted. A student is to be on time for class or other commitments.
- A willingness to cooperate with authority in a positive and responsible manner.
- A willingness to model religious tolerance and respect religious traditions and ceremonies.
- A willingness to present, by dress and behavior, a positive and appropriate image to the community.
- Compliance with the dress and appearance code.
- Use of civil and gracious language, both written and verbal, at all times.

As part of its contractual agreement of enrollment with any student family, Blanchet Catholic School reserves the right to take appropriate disciplinary action up to and including exclusion from the school if, in the view of the school, any student engages in misconduct outside of school which, in the judgment of the school, negatively affects the reputation of the school or which, in the judgment of the school, reflects a potential danger to the school community. The administration reserves the right to waive and/or deviate from any and all disciplinary regulations for just cause at their discretion.

Discipline Review Board

The Discipline Review Board consists of three members including an administrator, a faculty member and a representative appointed by the Executive Committee of the Board of Directors. The Discipline Review Board makes recommendations to the Principal on disciplinary questions, such as petitions to overturn suspension, expulsion, or other behavioral sanctions imposed by the administration.

Inappropriate Signs of Affection by Students

It is our policy that students will not show signs of affection for one another at school and school-sponsored activities that exceeds what is in good taste. Holding hands, hugging, kissing, and sitting on each other's laps are not considered appropriate behavior at school.

Lunch Room Conduct/Litter

Students are expected to respect the lunchroom areas and keep the areas clean. Every student and faculty/staff member has a responsibility for the cleanliness of the campus. A clean environment is healthier, safer and more pleasant for everyone at Blanchet Catholic School. If a student litters on the campus, disciplinary procedures may follow.

Physical Restraint

There are times when physical restraint may be necessary. Oregon law does permit a teacher, administrator, school employee or school volunteer to use reasonable physical force on a student – to the extent the individual reasonably believes it is necessary - to maintain order in the school or classroom, school event, whether on school property or not.

School Lockdown

If a situation arises in which students and teachers should lock themselves in classrooms, the following code phrase will be announced over the intercom system, "We are in a lockdown." Drapes/blinds should be closed and no one will be permitted to enter or leave. Upon hearing that phrase, teachers will immediately secure the room. The lockdown will continue until the school receives an "all clear" signal from emergency personnel. Phone communication will be restricted to emergency personnel. In the case of a lockdown, please do not call the school or the personal cell phones of students.

Vandalism

Vandalism is the willful destruction of property. It includes writing on walls and desks as well as breaking windows, furniture or equipment. All of these acts are violations of the school rules and subject to disciplinary action. Students who violate this regulation will be asked to make financial restitution for the damage. Since vandalism is also a violation of the civil law, law enforcement officials may be involved.

Weapons or Look-Alikes

No student shall knowingly, intentionally, or recklessly go onto the school premises (including all campus parking areas and vehicles parked in campus parking areas) with a firearm, explosive weapon, knife, or facsimile, or any other dangerous or illegal instrument. Any student violating this policy faces indefinite suspension and/or expulsion and law enforcement officials may be involved.

DISCIPLINARY PROCEDURES

Minor Infractions

These are defined as infractions that do not require the student to be excluded from the class or the activity but may disrupt the learning process in the classroom. These may include but are not limited to: inappropriate dress or appearance, talking in class at inappropriate times, bringing food or drink into inappropriate areas, littering, running or roughhousing, uncovered books, yelling or otherwise disturbing school atmosphere and tardies. Administration holds the right to assign various disciplinary action(s).

Consequences

- 1-3 minor infraction reports within 20 school calendar days Warning by administration
- 4-5 minor infraction reports within 20 school calendar days 1 detention
- 6-7 minor infraction reports within 20 school calendar days 2 detentions
- 8 or more minor infraction reports within 20 school calendar days After school work detail and/
or suspension
- 10 or more minor infraction reports within the semester may result in a detention.
- Any minor infractions during the last three weeks of the semester may result in an automatic detention.

Severe Infractions

These are defined as infractions that are of such severity that they may require the student to be excluded from the class or activity immediately. These activities include but are not limited to the following:

- Severe disruption, not allowing the class to function - teacher is prevented from teaching and the students are prevented from learning; the teaching process is severely disrupted; student learning process is disrupted.
- Defiance/disrespect of a teacher/staff member
- Profane/inappropriate language (including written material)
- Verbal or physical abuse of others (teachers, students, staff members, etc.)
- Cheating or plagiarism (see cheating policy)
- Theft or vandalism
- Unexcused absences and truancy
- Possession or use of drugs, alcohol, tobacco or other related paraphernalia
- Violation of Harassment Policy

Any major violation of the school rules must be referred to the administration. The severity of misconduct will determine the appropriate disciplinary action taken by the administration. Behavior contracts may preclude the regular disciplinary plan.

After School Detention

After school detention begins 10 minutes after the last scheduled class period on designated days of the school year and runs from 3:20 p.m. to 4:10 p.m.

Once a student has misbehaved to the point of earning a detention referral, the staff member must fill out a referral form and turn it into the office. The office will assign the date the detention will be served and return the form to the student. It is the student's responsibility to take the referral home for parents to read and sign. The student must return the signed referral to the office. If a student arrives for detention without the signed referral, the student will serve a second detention for the next detention day and the parents will be contacted by phone.

Students are to report to detention promptly. Proctors are not to allow students to arrive late for detention. The door will close ten minutes after the dismissal bell. If a student is late for detention, he or she will serve an additional detention for the next two detention days and another referral will be sent home. Students may be required to complete odd jobs or write sentences/essays as part of their detention. Students are not allowed to talk, study, or sleep during detention. The detention proctor will mark down the time the student arrives and when the detention has been served. Students who talk or misbehave during detention will be sent out and be referred to administration for further disciplinary action.

Expulsion

Expulsion is the permanent exclusion of a student from school and is considered a most serious matter. Full credit

will be given for all work accomplished by the student up to the date of expulsion. Ordinarily, there are various situations that may lead to expulsion of a student from school. These may include, but are not limited to, the following offenses:

- Acts which endanger the moral, academic or physical well being of the student body.
- Prolonged and open disregard for school authority.
- Illegal acts as defined by law.

Regardless of whether or not criminal charges are brought, disciplinary action may be taken.

Right to Appeal Expulsion

After a student is expelled, the student and parents may appeal the decision to the Discipline Review Board. The appeal must be made to the Principal in writing within five days. For the Discipline Review Board to meet there must be evidence that:

- The process used to dismiss the student was incorrectly followed.
- Unfairness was shown toward the student.
- The expulsion decision could be affected by new evidence.

Parents and students may request faculty, counselors or legal counsel to attend the appeal hearing. The Principal's decision after hearing the Discipline Review Board's recommendation is final.

Probation

Probation is defined as:

- A possible consequence of discipline infractions and/or attendance-related matters.
- A status of conditional enrollment for a specific period of time with a view toward remedy of problems, attitudes, or for time required for disciplinary action.

Students on probation who commit any discipline infraction may be suspended and may be expelled from Blanchet Catholic School. Probation extensions are possible at the discretion of the Principal. Students on disciplinary probation are evaluated at the end of the probationary period and appropriate follow-up recommendations for action are made: removal from probation, expulsion.

Saturday School

Students who have violated policies on a consistent basis may be required to take part in Saturday School at Blanchet Catholic School. Saturday School allows students to serve penance outside of the regular school day without missing additional classroom time.

Saturday School will take place when needed throughout the school year. While at Saturday School, students will be working in and around the school in a variety of areas. They will be given a set amount of time to serve and a day to serve it on. Blanchet Catholic School personnel will supervise students in Saturday School. The decision to place a student into Saturday School is made by the administration.

Suspension

The administration may suspend a student for any severe infraction, accumulation of minor infractions and/or any attendance infraction (see Attendance). In order to be readmitted to school, the student and his/her parents may be required to meet with the administration and other involved persons. Suspended students are not allowed to participate in school activities.

Types of Suspension

Out-of-School.....	Student is not allowed to attend school.
In-School.....	Student will report to school and the administrator will make special arrangements/schedule.
Short-term.....	1 to 5 days.
Long-term.....	Student is suspended for the remainder of the semester and/or year.

GANG ACTIVITY OR ASSOCIATION

For the purpose of this policy, a gang is a group of three or more people who:

- Interact together to the exclusion of others;
- Claim a territory or area;
- Have a name;
- Have rivals/enemies, and
- Exhibit antisocial behavior-often associated with crime or a threat to the school community or the community at large.

The type of dress, apparel, behavior or manner, or grooming displayed, reflected or participated in by the student shall not:

- Lead administrators and/or teachers to believe that such behavior, apparel, activities, acts, or other attributes are gang-related or would disrupt or interfere with the school environment or activity and/or educational objectives;
- Present a physical safety hazard to self, students, staff members or other employees;
- Create an atmosphere in which the well-being of a student, staff member or other person is hindered by undue pressure, behavior, intimidation, overt gesture or threat of violence; or
- Imply gang membership or affiliation by written communication, marks, drawing, painting, design, emblem, or use of particular colors upon any school or personal property or on one's person.

If a student's dress/appearance is in violation of this regulation or policy, the student should be referred to the administrator. The student will then be reminded of the policy, asked to make appropriate corrections and parents and/or guardians will be contacted. If a student refuses to abide by the policy or repeatedly violates the policy (more than one infraction), he/she faces suspension and/or other more serious disciplinary action.

HARASSMENT

It is the policy of Blanchet Catholic School not to tolerate any verbal or physical conduct by any faculty, staff or student which harasses, disrupts, or interferes with another's work performance or which creates an intimidating, offensive or hostile environment within the Blanchet Catholic School community. Sexual harassment or any type of harassment on the bases of color, disability, race, religion, gender, national origin or sexual orientation will not be condoned, permitted or tolerated, whether intentional or unintentional. The most common types of harassment are:

Sexual Harassment: Sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:

- Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment;
- Submission to or rejection of such conduct by an individual is used as the basis for any decisions; or
- The conduct has the purpose or effect of unreasonably interfering with an individual's performance of duties or creates an intimidating, hostile, or offensive environment.

Sex-based Harassment: A behavior that denigrates, ridicules, and/or is verbally or physically abusive to an employee/student because of his/her gender or sexual orientation.

Racial Harassment: A behavior that denigrates, ridicules, and/or verbally or physically abuses an employee/student because of his/her race.

Harassment Based on National Origin: A behavior that denigrates, ridicules, and/or is verbally or physically abusive to an employee/student because of his/her national origin.

Bullying: The process of intimidating or mistreating someone weaker or in a more vulnerable situation. This can come in many forms, including but not limited to physical, emotional, or verbal harassment, and will not be tolerated.

Students or faculty guilty of harassment will face severe disciplinary action.

ILLEGAL SUBSTANCES

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

Policy for Alcohol and Other Drugs

Blanchet Catholic School recognizes its responsibility to establish discipline policies and procedures in relation to student use of alcohol and other drug use, as well as to support alternatives for students and their families - e.g., staff training and community activities related to alcohol/drug education awareness.

A student shall not knowingly possess (i.e., including but not limited to having in purse, wallet, locker, desk, vehicle, etc.), buy, sell, use, transmit, apply or be under the influence of any illegal drug or those substances which may be harmful if inhaled or otherwise ingested into the body. This also includes look-alike substances that are being passed as illegal substances.

This rule is in effect during any school-sponsored activity, event or program, on or off the school grounds, on the school bus or at the school bus stop, or in transit to or from school.

Procedure for Violation of Alcohol and Drug Policy

Witnessed Use, Possession or Under the Influence

Faculty/staff member immediately obtains the name of the student and accompanies him/her to the office. If possible, the faculty/staff member confiscates the chemical or evidence substantiating its use. If the condition of the student or other circumstances makes it inadvisable to bring the student to the office, the faculty/staff member may confiscate the chemical and/or obtain the name of the student; the faculty/staff member will report details to the administrator.

The Administration takes immediate action:

- Places the student on suspension and notifies the parents of the incident.
- Schedules a conference with the parent(s) to discuss options.

A student may be re-admitted to school if he/she agrees to follow the school guidelines which may include:

- Attending the first reinstatement conference with parent(s) and administration at which the administration will outline the school policy governing chemical use.
- Participating in a professional assessment interview with parent(s) and assessment agency. Failure to participate in the professional assessment could result in student's expulsion from school. In addition to participating in this assessment, the student will be required to adhere to the recommendation set forth by the assessment agency.

Following a professional assessment interview, the assessing agency prepares a recommendation pertaining to the student. This is shared with the student, his/her parent(s), the administrator and the counselor listed on the consent form.

At the second reinstatement conference, which may be attended by a counselor, student and parent(s), the administration will outline the school policy governing chemical use and inform the student that he/she must fulfill the terms of the professional assessment.

Additional requirements may include a behavioral contract, community service hours, and random drug testing in the future.

Transmission, Sale, Trade, Barter

Faculty/staff member who has observed the violation obtains the name of the student and accompanies him/her to the office. If possible, the faculty/staff member confiscates the chemical or evidence substantiating its sale, trade and/or barter.

The Administration takes immediate action:

- Recommends immediate expulsion of the student.
- Notifies the parent(s) of the expulsion and outlines rights of appeal of student.
- Notifies counselor of expulsion, including circumstances of transmission and name of teacher witnessing transmission or sale.
- Contacts appropriate legal authorities regarding the situation if warranted.

If the appeal is granted and the student rejoins the school, all of the conditions under section, *Witness Use, Possession or Under the Influence* apply.

Smoking, Chewing Tobacco

The possession or use of tobacco is prohibited at school, within a three block radius of campus, and at any school function.

- First violation..... Suspension (2-day)
- Second violation..... 5-day suspension, plus 12 hours of community service (in addition to the 20 hours required per year), attend two 4-hour sessions on tobacco, nicotine and addiction (notification of time and location will be provided to student and his/her family) and parent contact.
- Third violation..... Long-term suspension, possible expulsion.

BLANCHET CATHOLIC SCHOOL DRESS CODE

Acceptable Dress and Appearance:

As outlined in Blanchet Catholic School’s policies, rules and regulations, students are to dress and groom themselves in a manner that is modest, clean, and appropriate to a Catholic school academic environment.

Purpose of the Code: The purpose of the code is to provide a standard of behavior regarding neatness, cleanliness, and appropriateness, which is primarily the responsibility of the student and parent(s). In addition, the code is meant to foster self discipline and help develop an educational climate that is consistent with the mission of Blanchet Catholic School.

Dress/Appearance Code:

Students are expected to adhere to the full dress code during school hours. This means arriving at first period already in code and remaining in code throughout the rest of the school day.

Tops:

- Students must wear collared shirts. The shirts may be any color or pattern.
- All shirts/blouses must be tucked in during school hours. To help accomplish this, it is imperative that students buy and wear shirts that are long enough to tuck in and are designed to be tucked in. No skin or underwear is to be showing at the waist when sitting or standing. In addition, the neckline is to be no lower than 2” from the top of the collarbone (approximately three fingers from the top of the collarbone).
- Sweatshirts, sweaters, and fleece vests may be worn. These tops may be of any color or design but must be worn as they were intended to be worn (they may not be tied around the waist or hung over the shoulders).
- Students who choose to wear a sweatshirt, sweater, or fleece vest must still wear a collared shirt (that is tucked in) underneath the sweatshirt, sweater, or fleece vest at all times.
- Turtleneck shirts may be worn, but they must be tucked in at all times. Turtleneck sweaters are acceptable and must be long enough to tuck in. However turtleneck sweaters do not have to be tucked in or accompanied by a collared shirt. Mock turtlenecks are not allowed.

Pants/Shorts/Skirts:

- Pants must be clean, hemmed, fitted, and worn on the hips. Excessively long, excessively loose, or excessively tight pants (leather, nylon, etc.) are not acceptable.
- Denim pants, denim skirts, or denim shorts are not acceptable. Overalls, athletic sweats and warm-up suits are also not acceptable.
- Shorts must be worn with the bottom of the hem no more than 3” above the knee.
- Skirts must be worn with the bottom of the hem no higher than 1” above the top of the knee. This includes

the top of slits on skirts.

Miscellaneous:

- Only girls may wear earrings. No other visible piercing is allowed.
- Hair (including sideburns) must be clean, neatly combed and must not interfere with eyesight. Hair must be a natural color. Fad hairstyles and colors are contrary to the spirit of this dress/grooming code and therefore inappropriate. Hair for boys must not extend below the collar. Sideburns must not extend below the earlobe.
- Students must wear shoes every day. No open-toed or backless shoes are allowed.
- Undergarments and/or skin are not to be exposed at any time whether sitting, standing, stooping, bending, etc. Cleavage should not show at any time, whether sitting, standing, stooping or bending, etc.

Unacceptable Dress and Appearance:

- Open-toed or backless shoes
- Combat boots, camouflage, trench coats, or military fatigues
- Tie-dye material
- Hats and caps may not be worn in the building during school hours
- No tattoos may be visible
- Athletic sweat pants or shorts
- Lycra, leather or Spandex clothing
- Garments intended for wear as undergarments
- Excessively loose or excessively tight clothing
- Sleeveless shirts
- Tank tops, sheer blouses, and strapless attire
- Dirty or torn clothing
- Extremes in makeup, jewelry, and clothing
- Gang symbols
- Clothing that contains sexually suggestive comments, racial remarks, profanity or advertisement of alcohol, or other inappropriate designs.
- Facial hair is unacceptable.
-

**FINAL AUTHORITY FOR THE INTERPRETATION OF DRESS/APPEARANCE GUIDELINES
WILL BE LEFT TO THE ADMINISTRATION.**

Dress Down Days:

Non-uniform days will be on dates determined by the administration. On these days, students may wear jeans and non-collared shirts, and shirts do not have to be tucked in. However, all policies with regards to school appropriate attire and modesty will apply, and students are still restricted by the items listed under Unacceptable Dress and Appearance (see above). It is the student's responsibility to adhere to the guidelines that will be announced prior to such a day.

Dress guidelines in relation to modesty will be enforced before and after school at all events on or off campus (athletic contests, dances, fine arts productions, etc.) relating to Blanchet Catholic School.

Students who are at school and wearing clothes that do not adhere to the dress code will be removed from class until they are properly attired. Parents may be asked to bring appropriate clothes to school for their child to be placed back into class. This absence from class will be considered unexcused, and the student will not be able to receive credit for the material they miss.

In addition, violators of the code will be issued detentions. Students who have continued problems following the code will face additional punishments, including loss of dress down privileges, Saturday school, and/or suspension.

T-Shirt Tuesdays:

Students will be issued a school t-shirt at the start of the school year. School t-shirts may be worn with acceptable dress down attire on days designated on the school website calendar as T-Shirt Tuesdays. Blanchet t-shirts are not to be modified, written on, or traded with other grade levels

DANCE POLICY AND DRESS CODE

This policy emerges from our shared mission in promoting the Catholic Christian values that recognize the dignity and self-worth of all people. Within this setting, dances are viewed as an opportunity for students to socialize in a supervised and safe environment. Student behavior and manner of dress should reflect this guiding principle.

Dance Rules: All school rules are enforced during school dances, whether on or off campus. All students and guests in attendance must provide student ID upon request from school personnel or chaperones. In the event of any violation of these rules or any other behavior deemed inappropriate, the administration will be notified. In the event of any violation of these rules or any other behavior deemed inappropriate by guests, the administration of the guest's school will be notified.

Blanchet Catholic students may bring one guest to a dance, and a completed Guest Pass (for high school dances only) must be to Blanchet Catholic School administration by 3:00 p.m. two days prior to the dance. This includes acquiring the administrative information from your guest's school. Guests must enter with and leave when the host student leaves.

- Freshman, sophomore, and junior students may invite guests who are in high school (not younger than freshmen and not over age 19).
- Senior students may invite guests who are college age (not over 20). Senior students must have prior permission from the administration to bring a college-age guest by submitting the guest pass directly to the administration. Guests may be asked to present photo ID confirming birth date at admittance.

Dances typically run three hours, doors will close halfway through the dance. No one will be admitted after the halfway point without prior permission from the administration. Doors remain closed until the end of the dance. Blanchet Catholic students are responsible for the behavior of their guests, and guests may be required to leave the event for misbehavior or violations of Blanchet Catholic rules, regulations, and policies.

Large jackets, purses, and backpacks may be inspected by school personnel or chaperones before admittance to the dance. Blanchet Catholic is not responsible for any confiscated items. Students are encouraged to leave purses and backpacks at home as the school cannot monitor them during the dance. Students bring valuables at their own risk.

The possession/use of controlled substances, tobacco, or alcohol is not permitted. For serious violations (violence, weapons, possession/use of controlled substances), the Salem police will contact parents and have them pick up their students. The Salem Police Department also has the option of arresting offending students. This policy applies to Blanchet Catholic students and their guests.

All dance styles must comply with standards of Christian morality, standards that include modesty and safety. Chaperones in attendance will be the final judges of the appropriateness of dance style. Chaperones will confront any student behavior or dancing deemed inappropriate. Inappropriate dancing includes, but is not limited to, the following: slam dancing, any dancing that has sexual innuendo such as freaking or booty dancing, or otherwise inappropriate or dangerous dancing.

Dress Code

For the duration of the dance, students will be expected to be in compliance with the standards of dress code stated below.

Students are expected to be clean and neat in their personal appearance, observing standards of modesty, moderation, and good taste. Any interpretation, judgment and final authority in these matters lies with the administrator in charge. Clothing should be clean, hemmed and unripped. No transparent material is permitted. Clothing displaying any offensive or sexually-suggestive language, or anything related to tobacco products, alcohol, or other illegal drugs will not be permitted.

Casual Dances

Any young lady who attends a *casual dance* at Blanchet Catholic must wear clothes that meet the following guidelines: girls may not wear blouses, dresses, and tops that are tube tops, halter tops, or tops that are low cut, off the shoulder, show midriff or sides, or are backless. "Backless" is defined as shirts or dresses that show skin or are sheer

below the bra area. Strapless and spaghetti-strap shirts may be worn insofar as they do not reveal cleavage and are of appropriate length. Shorts length must stay no more than 3 inches above the knee. Skirt lengths must stay no more than 3 inches above the knee (including the top of the skirt slit). Overly tight pants or spandex pants or shorts may not be worn as outer garments.

Any young man who attends a *casual dance* at Blanchet Catholic must wear clothes that meet the following guidelines: Shirts must be either tucked into the pants or extend below the waistline. Pants and shorts must be secured around the waist. Shorts length must stay no more than 3 inches above the knee. Athletic shorts are not allowed.

Semi-Formal Dances (High School Only)

Attire should be something a student can wear for other dressy occasions. Appropriate ladies' attire includes party-style outfits. Skirt lengths must stay no more than 3 inches above the knee (including the top of the skirt slit). The top may **not** be low cut in the front, may **not** show bare midriff or sides, and must **not** be backless. "Backless" is defined as shirts or dresses that show skin or are sheer below the bra area. Strapless and spaghetti-strap shirts are allowed, insofar as they do not reveal cleavage and are of appropriate length.

Appropriate gentlemen's attire includes a dress shirt and tie, a suit, or sport coat with dress slacks and dress shoes.

Formal Dances (High School Only)

Appropriate ladies' attire includes semi-formal and formal outfits. Skirt lengths must stay no more than 3 inches above the knee (including the top of the skirt slit). The top may **not** be low cut in the front, may **not** show bare midriff or sides, and must **not** be backless. "Backless" is defined as shirts or dresses that show skin or are sheer below the bra area. Strapless and spaghetti-strap dresses are allowed, insofar as they do not reveal cleavage and are of appropriate length. Appropriate gentlemen's attire includes suits and tuxedos with dress shoes (no athletic shoes).

In addition to the policies mentioned, the following regulations are also in effect:

- Students may leave the dance at any time, but they are not allowed to return.
- No one should leave the dance to go to a car for any reason.
- Chaperones' instructions must be obeyed immediately.
- Students absent from school the day of the dance may not attend.
- Students violating these rules will have their parents phoned and will be asked to leave the dance without a refund.

Students who are in violation of school policies will also be subject to school disciplinary procedures up to and/or including parent conference, detention, suspension from school or future school events, or possible expulsion.

MEDICAL

Administering Medication

Parents/guardians are encouraged to administer medication to their student before and/or after school hours. Prescription and non-prescription medications may be given at school only by trained staff, and will be dispensed out of the receptionist's office. Medication will not be administered unless accompanied by written parental/guardian consent and appropriate instructions (see specific criteria listed below).

Prescription Medications:

- Prescription medication will be administered at school only if its prescribed frequency requires it to be given during school hours. The school may not give the student medication not normally dispensed during school hours because the dose was missed at home.
- A written request, with signed permission and instructions, from the student's parent that includes name of student, name of medication, dosage and frequency of administration is required.
- Written instructions from a physician for administration of the prescription to the student is required. A prescription label meets this requirement if it includes the student's name, name of medication, route of administration, dosage and frequency of administration.
- Verbal requests to change medication amounts, frequency, or administration times cannot be accepted. Any changes in instructions (e.g., dosage or frequency) must be per a physician's written order. Parental

instructions alone will not suffice. Medications cannot be dispensed at alternate times to accommodate early releases from school and/or classes. They may be given within the 30-minute “window” before or after the prescribed time.

- Prescription medication must always be brought to school and remain in the original pharmacy container.
- Prescription medication is kept in a locked cabinet in the reception office. The reception office closes at 4 p.m. Medications are not available after 4 p.m.

Non-Prescription Medication: Limited to eyes, nose and cough drops, cough suppressants, analgesics, decongestants, antihistamines, topical antibiotics, anti-inflammatories and antacids that do not require written or oral instructions from a physician.

Parent permission only is required to dispense non-prescription medication. Written parent/guardian permission needs to include the following information:

- Student name
- Name of medication
- Dosage (per manufacturer’s recommendations)
- Route and frequency of administration
- Other special instructions (e.g., purpose for medication – symptom specific)
- Signature of parent/guardian
- Medication must be commercially prepared, non-alcohol based, and remain in original container or packaging. Manufacturer’s recommended dosage schedule must be included.
- Blanchet Catholic School will only administer medications according to the manufacturer’s recommendations.

Student Self-Medication: If a student has a medical condition which necessitates he/she carry medication, both a signed parental permission form and a signed statement by the physician will need to be on file in the school office.

Communicable Diseases

Many communicable diseases or conditions are easily transmitted from one individual to another in a school environment. One of the most common school restrictable diseases is head lice (pediculosis). Any student or staff person may be excluded by administration if they are suspected of having or being exposed to a school restrictable disease/condition. Students and/or staff members will be allowed back into Blanchet after they have received a medical clearance.

HIV/AIDS

Blanchet Catholic School shall be required to follow the Archdiocesan guidelines and procedures with regard to HIV-infected students. It is expected that HIV-infected students (grades 7-12) will be able to attend school without restriction. All students are required to have AIDS education.

Students who have withdrawn from another school setting solely because of the presence of AIDS/ARC in an employee or another student will not be admitted.

Pregnancy Policy

When Blanchet Catholic School becomes aware of the pregnancy of a student, or the impending fatherhood of a student, the counseling department will schedule a conference with the student, the student’s parent(s)/guardian(s), school counselor, and a representative of the school administration. In the exercise of its sole discretion, the school will determine an appropriate course of action while embracing a compassionate attitude toward any student who becomes pregnant or who is responsible for a pregnancy.

ACTIVITIES

Student activities are vital and necessary in a school. They encourage positive behavior, teach leadership and responsibility, and provide wholesome channels for adolescent energies.

Parents should encourage students to become involved in the clubs and activities at Blanchet Catholic School. The commitment of time and energy, and sometimes inconvenience on the part of families, is offset by the large measure of positive growth experienced by the individual participating.

Activity Fee

An activity fee is charged for students participating in athletics and/or high school drama.

- \$100 - first sport/activity (\$150 for high school football)
- \$50 - second sport/activity
- Two activity student cap, four activity family cap

Assemblies

Assemblies are designed to be part of the educational experience. Students who are interested in proposing an assembly may present their proposal to the Student Council or a Vice-Principal.

Athletics, Co-Curricular Programs, Activities and Events

The mission of Blanchet Catholic School supports the belief that participation and other co-curricular programs and activities enhance the development of the student and their entire learning experience. Many opportunities are available for a student to participate in co-curricular events.

Community Service

Blanchet Catholic School seeks to provide students with the opportunity to grow beyond the classroom through serving others. To graduate with a Blanchet Catholic School diploma, high school students must complete 20 hours of service per year and middle school students must complete 10 hours per year. Each grade level has a particular “theme” and at least half of the service hours need to be in the area of their particular topic. The “themes” are as follows:

- 7th Grade: Environment
- 8th Grade: Pro-Life
- Freshmen: At Risk Children
- Sophomores: Elderly
- Juniors: Poverty
- Seniors: Development of their own unique Service Project

7th & 8th Grade Students:

All 7th & 8th grade students are required to complete 10 hours of service each year. The service completed by middle school students will take place during school hours under the direction of middle school religion teachers. In addition to the service hours, middle school students will be required to complete a reflection paper about their service experience.

High School Students:

All high school students are required to complete 20 hours of community service for each year they attend Blanchet. The hours are to be completed outside of school hours and must not result in monetary benefit for the student.

Students in grades 9-11 must complete at least 10 hours a year in the theme for their grade level. The remaining hours can be completed in other themes. Students are responsible for tracking their hours in a service log throughout the year. When the student has completed their hours for the year, they will turn in their log and a 2-3 page reflection paper to complete their service for the year. Students cannot turn in their log until all the hours have been completed for the year. All service logs and reflection papers are due by May 1. The service hours and reflection paper will count for 10% of the student’s second semester religion grade.

Students in grade 12 will be responsible for completing a service project. This project must involve at least 20 hours of service by the senior. Each senior will be provided an adult advisor to assist them with their project. Students may choose to complete their project by themselves or in groups of no more than three students. All projects must be completed by April 15. The projects will be presented to the rest of the senior class and a panel of faculty/staff members before the end of April. The senior service project is a requirement for all seniors who wish to graduate from Blanchet.

Additional information regarding the service program will be distributed through the religion classes in the fall. The form for the service log and reflection paper can be found on our website.

High School Clubs

At Blanchet Catholic School, clubs will be established to meet the needs of the high school students. When a sufficient number of students with a similar interest petition the student government and meet the qualifications to become a club, then a club will be formed. As we develop as a school, other organizations such as rally, drill team, etc. will be formed in accordance with Oregon Schools Activities Association guidelines.

Parent Group

The *Fine Arts Parents Group* meets on the second Tuesday of each month at 6:30 p.m. in the Art Room. Their purpose is to advocate for and support the visual arts, music and drama programs at Blanchet. All interested parents are encouraged to attend meetings and become involved.

Spectator Code of Conduct

The positive, enthusiastic support and involvement of spectators in the lives of students at Blanchet Catholic School is one of the main reasons why co-curricular activities are effective. Spectator behavior and language toward officials, coaches/directors, athletes, participants, and other visitors must be exemplary at all times, consistent with an adult perspective about teenagers, and reflective of Christian values.

To be part of creating a successful, positive situation for students at Blanchet, spectators at all events must:

- Make only positive, encouraging comments to students, coaches/directors, officials, and visitors.
- Control their emotions.
- Remember that making mistakes is part of the learning process; criticism may be counter-productive.
- Thank coaches/directors, officials, and others who help.
- Keep winning in perspective and help others do the same.
- Applaud good plays and good effort by your own team, as well as those of your opponent.
- Focus on fun and participation, rather than winning and losing.
- Encourage athletes to play by the rules.
- Exhibit good sportsmanship and a desire to strive for success.

Spectators who can adhere to these guidelines will be a tremendous support to extracurricular programs.

In the judgment of the administrator, spectators who are not able to live up to this code of conduct will face consequences, including removal from the event and possible suspension from future events.

Student Government

Blanchet offers student government opportunities at the mid-high and high school level. The programs are run by the respective vice-principals and include elections for all positions.

Student government goals are:

- To represent the student body of Blanchet Catholic School in the establishment of activities, policies, and any area of concern of a general nature to Blanchet Catholic School students.
- To organize and carry out activities at Blanchet Catholic School.
- To develop a positive relationship between Blanchet Catholic School and its community.
- To act as a liaison between administration, the faculty and the student body.

STUDENT ATHLETICS

OSAA Eligibility

To be eligible by OSAA standards, a student must have passed at least five classes the previous semester and currently be enrolled in at least five classes. In addition, a student must be “on track to graduate.” In order to remain “on track to graduate,” a Blanchet student must have earned at least 4.0 credits prior to the start of their sophomore year, at least 9.5 credits prior to the start of their junior year, and at least 16 credits prior to the start of their senior year.

Blanchet Catholic School Eligibility

Students and athletes at Blanchet Catholic School must maintain a balance between academics and activities. Therefore, a student who wishes to participate in extra-curricular activities must maintain a C– average at the following grading periods: October 30, December 4, January 22, April 1, May 7. Before turning out for a sport,

students are required to:

- Fill out a sports packet that includes an athletic participation form and the eligibility report form.
- Have a physical exam every two (2) years, every year for football.
- Have insurance through a family plan or one through Blanchet Catholic School.
- Pay athletic participation fee. (Refer to page 30 - Activity Fee)

Mid High School Program

Fall Sports

Football
Soccer
Volleyball, 6th & 7th
Volleyball, 8th

Winter Sports

Basketball, Girls, 6th & 7th
Basketball, Girls, 8th
Basketball, Boys, 6th & 7th
Basketball, Boys, 8th

Spring Sports

Baseball
Softball
Track and Field

League Affiliation

Tri-River Junior High Conference
Canyon Interscholastic League

High School Program

Fall Sports

Football
Cross Country
Volleyball
Soccer, Girls & Boys

Winter Sports

Basketball, Girls & Boys
Swimming

Spring Sports

Track, Girls & Boys
Tennis, Girls & Boys
Golf, Girls & Boys
Softball
Baseball

League Affiliation

Level 2A Tri-River Conference

TRANSPORTATION

Blanchet Catholic School is able to offer bus transportation in the morning and afternoon for our students. Buses will pick up students in the parking lots of the four Salem Catholic churches at approximately the following times:

Queen of Peace	7:28 a.m.	
St. Edward's	7:39 a.m.	
St. Joseph's	7:25 a.m.	[Stops at the Chemeketa Street side of the church.]
St. Vincent's	7:29 a.m.	

Buses will also deliver students back to the parish lots after school at approximately the following times:

Queen of Peace	3:45 p.m.	
St. Edward's	3:54 p.m.	
St. Joseph's	3:40 p.m.	[Stops at the Chemeketa Street side of the church.]
St. Vincent's	3:43 p.m.	

TUITION

Advance Block Purchase of Tuition Program

This program is designed to allow parents and other interested persons to pre-pay tuition for children who may attend Blanchet Catholic School. The pre-payment program allows the parent to "lock in" tuition at the current tuition rate, plus an additional discount. This program applies only to block payments of tuition for one or more years, made at one time. The first year covered by the block payment must be at least one year in the future. Block purchases may not cover school years more than 12 years in the future. This block payment plan allows the child to receive the benefit of a guarantee that tuition is covered for a given year. It does not cover registration fees or other fees. No more than ten slots at any given grade level are available in any given year for block purchase of tuition. The block purchase of tuition does not guarantee admission of the child to the school. The child is given a sign-up preference, as already being registered to attend the school, but regular registration fees must still be paid by the established deadlines, and the child must meet school admission standards.

A discount of the pre-paid tuition shall be allowed, as follows: 2% discount for each 12 months paid in advance.

This is allowed up to a maximum 10% discount. For example, a parent of a child who is presently in fifth grade may pre-pay tuition for grades 7 through 12. This parent would be allowed a 2% discount on the 7th grade tuition amount; a 4% discount on the 8th grade tuition amount; a 6% discount on the 9th grade tuition amount; an 8% discount for the 10th grade tuition amount; and a 10% discount for the 11th and 12th grade tuition amounts.

Delinquent Tuition

A tuition balance which is unpaid is delinquent if the family has not made prior satisfactory arrangements with the school to address the unpaid balance. A student will not be allowed to take semester finals if the tuition is not current, unless other satisfactory payment arrangements have been made with the school. In this situation, a student will receive a grade of Incomplete until the tuition issue is resolved and the exam is taken. Second semester report cards may be held in the main office for students whose families are in arrears with tuition.

Tuition Assistance

Tuition assistance is available (by parent/guardian application) through the business office. Tuition assistance forms are available upon request and must be submitted directly to FACTS, with the applicable processing fee, by the deadline set annually by the administration. The tuition assistance process is fair and confidential.

The President awards tuition assistance. The Tuition Assistance Committee makes a recommendation to the President regarding the amount granted to each applicant based on three factors:

- The results of the processing of the tuition aid forms by FACTS;
- The consideration of input by members of the Tuition Assistance Committee;
- The amount of monies budgeted by the school for tuition assistance.

Generally, students admitted after the deadlines are not eligible to receive tuition assistance unless there are extenuating circumstances.

Families who have applied for tuition assistance but disagree with the amount of assistance granted will have three avenues of recourse:

- Inform the School's Tuition Assistance Committee, in writing, of any extraordinary factors that would affect their ability to pay; or/
- Work off part of their tuition by completing tasks for which the school would otherwise contract out.

In reviewing requests for modification to allocated tuition assistance, it is appropriate for the Tuition Assistance Committee to take into consideration a parent's and/or student's support of the school and personal dedication. Blanchet Catholic School will make every reasonable effort to find ways to extend tuition assistance to those who need it.

Fundraising

Blanchet tuition does not cover the full cost of education. The school depends on fundraisers to meet this gap and provide funds for special projects. As part of the Enrollment Agreement, parents agree to participate in the annual auction (donate goods or cash totaling \$100), the annual appeal (any size contribution counts as participation) and the student raffle (sell a total of ten tickets). For additional information regarding how you can support the school, contact the President or Director of Development.

Online Tuition and Fees

Tuition and fees may be paid online with the use of Visa or Mastercard.

Tuition and Fees - Graduating Students

Seniors and 8th grade students who still owe tuition, fines, or fees, or who have not returned athletic or other equipment will be allowed to participate in any graduation ceremonies, but will not receive their diploma until the accounts have been satisfied.

Tuition – Charge/Refund

When a student enrolls or withdraws from Blanchet Catholic School, the tuition charge/liability will be determined by applying the appropriate percentage of annual tuition, determined by the Blanchet Board of Directors.

<u>If entry is during:</u>	<u>tuition charge:</u>	<u>If withdrawal is during:</u>	<u>tuition refund:</u>
July, August, September	100%	July	100%
October	93%	August	90%
November	83%	September	80%
December	73%	October	70%
January	62%	November	60%
February	52%	December	50%
March, April, May	41%	January	40%
		February	30%
		March, April, May	0%

Tuition Payment Policy

When a family is in arrears with their tuition payment, a late fee is assessed and a letter will be sent asking them to bring their account current. Payments made to accounts in arrears will be applied first toward late fees and the balance will be applied toward tuition.

When a family is 60 days late, the account is considered seriously delinquent, and subject to student suspension. A collection letter will be sent requesting payment in full or presentation of information showing a hardship situation. The business manager will review this information and a determination will be made regarding hardship.

If it is determined that a hardship case exists, the family's tuition account may be adjusted accordingly. If no hardship information is presented or if no hardship case is determined to exist, the family will be given notice that the account is to be brought current within the next 10 days. If the family disagrees with this decision, the family may file a written request for review by the Executive Committee, which shall promptly decide the matter.

If the family fails to bring the account current at the end of the 10 days or within seven days after the Executive Committee decides the matter, the family will be notified of the student's suspension. If the account is not current by the date of suspension, the student will be prevented from attending Blanchet Catholic School classes and activities. Suspension will remain in effect until the tuition for the current year is fully paid. If the suspension lasts for more than fourteen (14) days, the child is permanently excluded from Blanchet Catholic School.

If the family desires to apply for re-admission for the next academic year, tuition must be paid in full in advance and all arrearages must be paid. All references to "days" are to calendar days.

Tuition Rates for Home School Students

Home school students wishing to participate in classes at Blanchet Catholic School will be charged a set rate per semester class. Students enrolled in four or more classes will be considered full-time students and will be charged accordingly.

HELP DIRECTORY

503-391-2639 / info@blanchetcatholicschool.com

The following is provided to help parents and students quickly determine whom to call concerning specific questions, problems or good news. **PLEASE, DO CALL.** We want to hear from both students and parents.

<u>Question</u>	<u>Contact</u>
Activities and Clubs: High School Middle School	Carlton Wise, Vice Principal Marsha Lyons, Vice Principal
Admissions	Cathy McClaughry (503-485-4491)
Athletics	Ron Miller, Athletic Director (503-485-4490)
Attendance	Jean Mattison, Receptionist
Counseling College Personal	Nancy Parks Jim Prinslow
Curriculum Concerns	Robert Weber, Principal
Discipline, Dress Code: High School Middle School	Carlton Wise, Vice Principal Marsha Lyons, Vice Principal
Donations	Charles E. Lee, President
Fees	Mary Hollinger, Business Manager
Fundraisers/Events	Brandy O'Bannon, Director of Development
Policies, Procedures, Rules	Charles E. Lee, President Robert Weber, Principal
Progress Reports, Report Cards, Transcripts	Joan Estes, Office Manager
Publications	Brandy O'Bannon, Director of Development
Records (Health)	Jean Mattison, Receptionist
Religious Questions	Danielle Wise, Campus Minister Robert Weber, Principal
Schedule Changes	Robert Weber, Principal
Tuition	Mary Hollinger, Business Manager
Volunteer Help	Brandy O'Bannon, Director of Development
Website	Brandy O'Bannon, Director of Development

Common Bell Schedules

Regular Schedule

1	8:15-9:05 am
2	9:10-10:00 am
Break	10:00-10:10 am
3	10:10-11:00 am
4	11:05-11:55 am
Lunch	11:55-12:25 pm
5	12:30-1:20 pm
6	1:25-2:15 pm
7	2:20-3:10 pm

Tuesday Schedule

Activity	8:15-8:45 am
1	8:50-9:35 am
2	9:40-10:25 am
Break	10:25-10:35 am
3	10:35-11:20 am
4	11:25-12:10 pm
Lunch	12:10-12:40 pm
5	12:45-1:30 pm
6	1:35-2:20 pm
7	2:25-3:10 pm

Mid-Morning Mass Schedule

1	8:15-8:57 am
2	9:02-9:44 am
Mass	9:44-10:51 am
Break	10:51-11:01 am
3	11:01-11:41 am
4	11:46-12:26 am
Lunch	12:26-12:56 pm
5	1:01-1:41 pm
6	1:46-2:26 pm
7	2:31-3:10 pm

Half Day Schedule

1	8:15-8:41 am
2	8:46-9:12 am
3	9:17-9:43 am
4	9:48-10:14 am
Break	10:14-10:24 am
5	10:24-10:50 am
6	10:55-11:21 am
7	11:26-11:52 am

Late Start Schedule

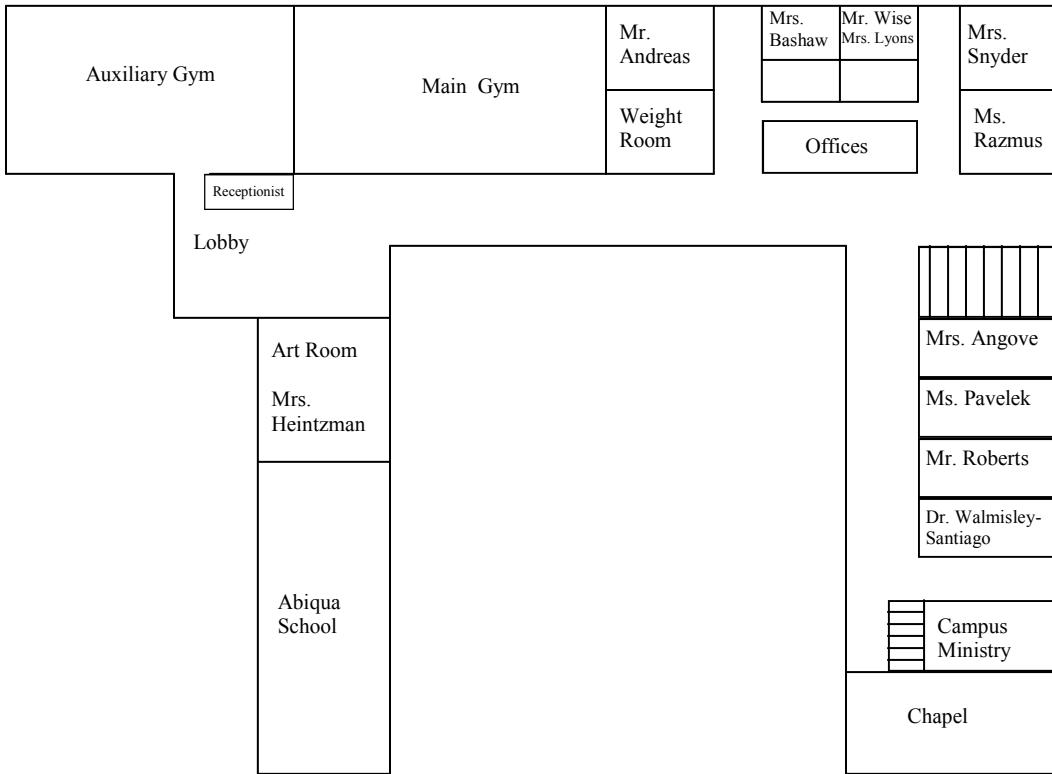
1	10:15 am-10:48 am
2	10:53 am-11:26 am
3	11:31 am-12:04 pm
Lunch	12:04 pm-12:34 pm
4	12:39 pm-1:13 pm
5	1:18 pm-1:52 pm
6	1:57 pm-2:31 pm
7	2:36 pm-3:10 pm

Afternoon Assembly Schedule

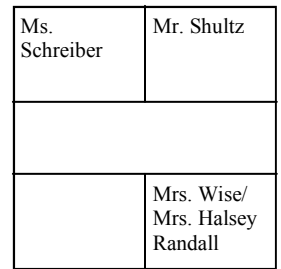
1	8:15-8:57 am
2	9:02-9:44 am
Break	9:44-9:54 am
3	9:54-10:36 am
4	10:41-11:23 am
5	11:28-12:10 pm
Lunch	12:10-12:40 pm
6	12:45-1:27 pm
7	1:32-2:14 pm
Activity	2:19-3:10 pm

Blanchet Catholic School

FIRST FLOOR



SCIENCE WING



SECOND FLOOR

