

# STUDENT-PARENT HANDBOOK

## Blanchet Catholic School

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*By Courage & Faith*

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# Board of Directors

## Executive Committee

**Elizabeth Vargas Duncan** - Executive Director,  
Oregon Municipal Electric Utilities Association  
**Lowell Smith**, Vice-Chair - School Psychologist  
**John Willburn**, Treasurer – President, Pioneer  
Trust Bank

**Jennifer Paul**, Secretary – Attorney  
**Krishna Namburi** - CIO, Technology Department,  
City of Salem  
Emeritus Members - **Doug Weathers** - Hop Farmer

## Board Members:

**Bob Weber**, President  
**Scott Cantonwine Jr.** - Cascade Warehouse  
Company  
**Dr. John Coen** - Orthopedic Doctor/Surgeon  
**Ron Hittner** - Business Consultant  
**Amy Jefferis** – Portland Archdiocese  
**Mark Chong** – Vice Chair, Retired Management  
Consultant

**John Willburn** - Vice President, Pioneer Trust Bank  
**Loui Fromwiller** - Parent  
Blanchet Student Body President  
**Nicole Kennedy** – Parent  
**Steve Duch** - Contractor  
**Kevin L. Mannix** – Attorney

## Staff

President: **Bob Weber**  
President Emeritus: **Chuck Lee**  
Principal: **Robin Smith**  
High School Vice Principal: **Carlton Wise**  
Mid-high Vice Principal: **Corina Moore**  
Development Manager: **Toni Nanneman**  
Chief Financial Officer: **Kevin FitzPatrick**  
Athletic Director: **Tina Pearson**  
Facilities Director: **Ron Miller**

Registrar/Office Manager: **Chris Lieder**  
Admissions/Marketing Manager: **Megan Johnston**  
Campus Minister: **Danielle Wise**  
College Counselor: **Shayla Brown**  
Development Assistant/Asst. AD: **Jaclyn Becker**  
Development Assistant: **Eileen Virden**  
Receptionist: **Lorraine Anglemier**  
Maintenance: **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 Accreditation Commission, a division of Advanced Ed, and approved by the Archdiocese of Portland in Oregon.

# 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, working in partnership with parents and families to educate the entire child, 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 college preparatory curriculum;
- 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 participate in a broad spectrum of co-curricular activities/programs.

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.



## ***Assurance of Nondiscrimination in Admission***

Blanchet School is committed to providing equal employment opportunities for all persons in an environment which is free of discrimination based upon race, color, national origin, age, marital status, physical or mental disabilities, veteran status, on-the-job injuries, gender or any other status protected under applicable federal or state laws, unless it creates conflict with a bona fide occupational requirement reasonably necessary to the operation of the school. Many positions may require current and regular practice of the Catholic faith as a bona fide qualification for employment.

## **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

### ***Academic Expulsion***

A student may be academically expelled when they receive an UGPA (unweighted GPA) of 1.7 or below 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 1.7 UGPA (unweighted GPA) in the next semester may be academically expelled with no appeal available.

### ***Academic Integrity***

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 complete an assignment. Character is measured by values, not grades. If a student receives a 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 below.

- The first offense of academic dishonesty may result in three hours of detention.
- The second offense during a school year may result in a one-day school suspension.
- A third offense during a school year may result in a longer suspension and removal from co-curricular activities for the remainder of the school year.
- Any additional offenses may lead to further discipline, including possible expulsion.

## Academic Offerings

Blanchet Catholic School offers middle school and high school programs that are designed to meet state graduation requirement guidelines. Included in our academic program is a religious course of study that provides all students with a Catholic/Christian educational and formative foundation.

### Mid High Program

#### Grade 6:

Required Classes  
English  
Mathematics  
Music  
Physical Education  
Religion  
Science  
Social Studies

#### Grade 7 & 8:

Required Classes  
English  
Mathematics  
Physical Education  
Religion  
Science  
Social Studies

#### Grade 7 & 8 Elective Offerings

American Sign Lang. (8<sup>th</sup> Grade)  
Concert Band  
Concert Choir  
Computer Applications  
Drama  
Exploring Art  
Seminar for Success  
Spanish (8th grade only)  
Study Hall  
Weight Training

### High School Program

#### Grade 9:

Required Classes	Credits
English	1.0
Health I/PE	1.0
Mathematics	1.0
Physical Science*	1.0
Religion	1.0
World History	1.0
*Biology	1.0

#### Grade 10:

Required Classes	Credits
Biology	1.0
English	1.0
Mathematics	1.0
Religion	1.0
Social Studies:	
- American Gov.	0.5
- Economics	0.5

#### Grade 11:

Required Classes	Credits
Chemistry, Physics or	
Anatomy	1.0
English	1.0
Health II/PE	1.0
Mathematics	1.0
Religion	1.0
U.S. History	1.0

#### Grade 12:

Required Classes	Credits
English	1.0
Social Studies:	
- Global Issues	0.5
- Senior Seminar	0.5
Religion	1.0

## High School Electives

Elective	Credits		
American High Language I, II	1	Honors Human Anatomy & Physiology	1
AP Biology	1	Honors Pre-Calculus	1
AP English Lang. & Comp.	1	Intro to Engineering	1
AP English Lit. & Comp.	1	Leadership	0.5
AP Government	1	Lifetime Sports	0.5
AP Statistics	1	Marketing	0.5
AP US History	1	Office Skills	0.5
Art I, II	0.5	Orchestra	1
Band	1	Physical Education	0.5
Choir	1	Personal Fitness	0.5
Digital Media Production	0.5	Physics	1
Digital Photo Imaging I, II	0.5	Pottery I, II	0.5
Drama I, II	0.5	Psychology	0.5
Drama Tech	0.5	Robotics	0.5
Financial Algebra	1	Sociology	0.5
French I	1	Spanish I, II, III, IV	1
Honors Calculus	1	Speech & Presentation	0.5
Honors Chemistry	1	Study Hall	0.5
Honors English 9	1	Teacher Aide	0
Honors English 10	1	Weight Training	0.5

## *Academic Probation*

A student is placed on academic probation when he or she has less than a 1.7 UGPA for a semester grading period. A student who is on academic probation must earn at least a 1.7 UGPA 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 calculates progress grades for all students every six weeks. Progress Reports will be emailed out to parents. Grades and assignments are available online through RenWeb's Parent Portal. Additional tracking may be done for individual students as necessary.

## *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.

## ***Advanced Placement and Honor Classes (AP & H)***

A course designated by Blanchet Catholic School as "Honors" (H) requires that students commit to in-depth, intensive study of complex material, both in and out of class. An "Advanced Placement (AP)" designation after a course name indicates that the course meets the standard set by the College Board for advanced college placement, and that the students in the course are expected to take the AP test in that subject at the end of the school year. Depending on the performance on these tests and the discretion of the college or university, students may receive college credit or advanced placement. Students will be charged a fee to take AP examinations.

## ***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 and/or take a placement test 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.

### ***Make-Up Homework Due to Illness***

Homework and assignments are available online through RenWeb. Please check the teacher's web page for make-up work and projects.

### ***Schedule Changes***

Schedule changes must be made by the end of the second week of the semester. After that date, students are responsible for grade achieved at that time. The student's transcript will include the class, grade and WD (withdrawal). 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 finals 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 posted online at 5-6 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 weighted and un-weighted grade point average (GPA/UGPA).

All teachers must present their assessment method 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 weighted grade point average.

### ***Computation of Grade Point Average***

Blanchet Catholic School is based on a weighted 4.70 GPA system. Credits earned at Blanchet Catholic School and transfer credits from other 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.

Courses at Blanchet Catholic School will use one of the following grading scales, based on the level assigned to the course (Advanced Placement, Honors, or Standard).

Grade	AP	Honors	Standard/UGPA
<b>A</b>	4.70	4.30	4.00
<b>A-</b>	4.40	4.00	3.70
<b>B+</b>	4.00	3.60	3.30
<b>B</b>	3.70	3.30	3.00
<b>B-</b>	3.40	3.00	2.70
<b>C+</b>	3.00	2.60	2.30
<b>C</b>	2.70	2.30	2.00
<b>C-</b>	2.40	2.00	1.70
<b>D+</b>	2.00	1.60	1.30
<b>D</b>	1.70	1.30	1.00
<b>D-</b>	1.40	1.00	0.70
<b>F</b>	0.00	0.00	0.00

### ***Credits from Colleges***

All work taken at the college level for application to graduation requirements at Blanchet Catholic School must be approved, in advance and in writing, by the Principal. Credit earned at the college level must be graded A-F. College courses taken in order to apply credit toward high school graduation will be weighed in the following manner:

Three (3) quarter hours is equivalent to 0.5 credit.

Two (2) semester hours is equivalent to 0.5 credit.

## ***Credits from Other Schools***

Blanchet Catholic School recognizes credits earned at any secondary institution accredited with a regional association. However, the administration evaluates specific classes to determine their applicability toward satisfying Blanchet Catholic School's graduation requirements.

Credit earned at non-accredited secondary institutions will be evaluated on a course by course basis. Blanchet Catholic School is under no obligation to accept credits earned at non-accredited secondary institutions, foreign secondary institutions or in home study.

## ***Early Graduation***

The general expectation of Blanchet Catholic School is that students will make full use of the four-year academic program for college preparation and social maturation. Exceptions may be made on an individual basis due to special circumstances, and a student may be considered for early graduation, but only with a recommendation from the Principal and High School Vice Principal, and ratification by the Executive Committee of the Board of Directors.

## ***Assistance Towards Graduation***

Blanchet Catholic School strives to assist current students of all abilities progress toward graduation from Blanchet. In doing this, certain accommodations may be necessary. Blanchet administration and staff will work with such students and their families on a case-by-case basis.

## ***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.

## ***Credit Recovery***

Blanchet Catholic School allows courses to be taken for credit recovery and/or grade improvement. However, transcripts will reflect all grades for courses taken, and all grades will be calculated into a student's GPA. Students are responsible for submitting grades to the registrar.

## *Transcripts*

Transcripts are the official legal document representing a student's academic history and achievement. All courses and grades will be recorded without alteration.

## *Valedictorian/Senior Awards*

Process for the selection of Blanchet Catholic School Valedictorian and Salutatorian:

1. The top ten students as determined by unweighted GPA will be eligible for consideration.
2. A transfer student must be enrolled by the beginning of his/her junior year to be eligible.
3. A committee comprised of the administration, the counselor and a teacher will evaluate students' 7<sup>th</sup> semester records based on:
  - a. Weighted GPA
  - b. Course rigor as defined by completing 12 semester credits of Honors/AP courses
  - c. Citizenship
4. The top ranked student as determined by the committee will be recognized as the Valedictorian and the second ranked student will be recognized as the Salutatorian. Tie may result and will be honored.
5. BCS will recognize students in the Graduation program who have achieved Summa cum laude (unweighted GPA 4.0) and Magna cum laude (3.8 – 3.9).

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 26 credits for high school graduation. Blanchet Catholic High School requirements include four credits of religion and two additional credits in the same foreign language. All students in grades 9- 11 are required to complete 10 hours of community service outside the classroom, in addition to a class service experience, for each year they attend Blanchet Catholic High School. Seniors are required to complete 20 hours through their senior service project.

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

<u>Subject</u>	<u>Credits</u>
Religion	4.0 (a)
English	4.0
Math	3.0 (b)
Social Studies	4.0 (c)
Science	3.0 (d)



Foreign Language	2.0 (e)
Health	1.0
Applied, Fine & Performing Arts	1.0
Physical Education	1.0 (f)
Electives	3.0 (g)
Total Credits	26.0 (h)

- (a) Students 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 credits of religion credit.
- (b) Students must complete three credits of math from Algebra I and beyond.
- (c) Includes World History (1.0 credit), United States History (1.0), Government (0.5), Economics (0.5), Global Issues (0.5) and Senior Seminar (0.5).
- (d) Must include at least two credits of lab science.
- (e) This must be two credits of the same foreign language.
- (f) Students who play a varsity high school sport may apply for 0.5 PE credit waiver of this requirement.
- (g) Courses in excess of the requirement in a subject will count towards the elective requirement.
- (h) High school courses taken by eighth graders at Blanchet Catholic School may be considered by the administration in fulfilling high school graduation requirements. Students can appeal for the credit.

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*

Through the school's student information system, RenWeb, Blanchet Catholic School provides a directory of enrolled student's information including parent names, address, telephone number, and parent email. The directory is only accessible through the parent portal in RenWeb for current enrolled families. Parents and students have to right to block the release of such information through their online parent permission preferences.

Blanchet Catholic School may, without parent's consent, release directory information including student's name, participation in officially recognized activities and sports, and weight and height of members of athletic teams.

### *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.

## ***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.

Unless otherwise ordered by the court, an order of sole custody to one parent shall not deprive the other parent of the following authority: To receive and inspect school records and to consult with school staff concerning the child's welfare and education, to the same extent as the custodial parent may inspect and receive such records and consult with such staff [ORS 107.154(1)].

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 makes recommendations 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 should be picked up within 30 minutes after school is dismissed. Students should wait for their ride in the main lobby.

### ***Student ID 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. This card allows students access to the building during school hours and accesses Mealtime, the lunch program. The cost is included in the school comprehensive fee. Lost ID cards should be reported to the school immediately. Replacement cards will be issued through the main office. There will be a \$10 replacement fee.

## ***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. The speed limit on campus is 10 MPH.

## ***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.

## ***Calculator Use***

The Math Department at Blanchet Catholic School has established the following guidelines for calculator use in math courses. Calculators may not be used in Pre-Algebra or Algebra I without permission. Calculators may be used in Geometry and higher level math courses. Since graphing calculators are highly recommended for Algebra II and Honors Algebra II, Geometry students may want to purchase a graphing calculator to become familiar with the operations. The TI83, TI83 Plus, TI84, TI84 Plus, or TI84 Silver Edition are approved for use in Algebra II. The TI Nspire series are not permitted for use at Blanchet Catholic School because the series has the capability of factoring, solving higher degree equations, and solving equations using mathematic formulas programmed into the calculator. These topics are a major part of the course content in Algebra II and higher math courses which students are expected to learn. Using the TI Nspire calculator will hinder the development of necessary problem solving skills and higher level thinking skills that are needed for success in college level math courses.

## ***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 damage of books, desks or other school property. No student will be admitted to the next academic year until all fines are cleared.

## ***Campus Ministry***

At the heart of the mission of Blanchet Catholic School is a community commitment to create a culture that embodies Gospel values. Our goal is to allow these values to permeate not only the religion classroom, but each sport and activity, each classroom discipline, and throughout our hallways. Specific spiritual experiences designed to enhance Christian communion and Catholic sacraments include liturgies, prayer services, retreats, community service, classroom Christian service experiences, an all-school Christian service day and our BUDDIES program.

## **Liturgies and Prayer Services**

"In all thy ways acknowledge him, and he shall direct thy paths," (Proverbs 3:6). Celebrating the Mass as a school community and gathering together in prayer on a regular basis provides a foundation for Blanchet Catholic School. Liturgies and prayer services remind us that God is always present in our daily lives. On designated days throughout the year, the entire school community gathers to celebrate the Eucharist. To enhance involvement and connection, our school liturgies are prepared by various classes, athletic teams, and clubs. Members of the community and families are welcome to any of the school liturgies. Eucharistic Adoration and reconciliation are also offered.

## **Retreat Program**

"Thou hast made us for thyself, O Lord, and our heart is restless until it finds its rest in thee," (Augustine of Hippo; The Confessions of Saint Augustine). Blanchet Catholic School offers a variety of retreat experiences with the primary goal of fostering connections. Spiritual intimacy, self-reflection, and strong class friendships are elements of the retreats that inspire students to grow in courage and faith. The connections and inspirations developed on retreats benefit the community as a whole. One-day retreat experiences are provided for middle and high school students. The overnight Junior Encounter is the most anticipated of these annual retreats.

## **Christian Service/Community Service Hours**

"Preach the Gospel at all times, and when necessary use words." (Francis of Assisi) Blanchet Catholic School seeks to provide students with the opportunity to apply classroom lessons of compassion and knowledge into real-life situations. Our goal is to create an internal awareness and appreciation for diverse life circumstances. Through a variety of service experiences, Blanchet students have the chance to grow in courage and faith. To graduate with a Blanchet Catholic School diploma, high school students must complete the service requirements listed below. In addition to the hours outside of the classroom, students are expected to participate in a class service experience. Each grade level has a particular theme, and class experiences will be in the area of their particular topic. The themes are:

- 6<sup>th</sup> Grade: Family Focused
- 7<sup>th</sup> Grade: Environment
- 8<sup>th</sup> Grade: Human Dignity
- Freshmen: At-Risk Youth
- Sophomores: Elderly
- Juniors: Poverty
- Seniors: Development of their own unique service project.

## **Mid-high Students:**

All Middle School students are required to complete 5 hours of service outside of the school day each year. Middle school students' themed service hours 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 log and reflection paper.

## **High School Students:**

Students in grades 9-11 must complete at least 10 hours of service a year in addition to a class and school service experience. 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 reflection

determined by the teacher. The service hours and reflection paper will determine if the student receives a pass or fail for the service component of their transcript.

Students in grade 12 will be responsible for completing a service project. Students may choose to complete their project by themselves or in groups of no more than three students. The senior service project is a requirement for all seniors who wish to graduate from Blanchet Catholic School. Additional information regarding the service program will be distributed through the religion classes in the fall.

## **BUDDIES Program**

Blanchet BUDDIES (Building Unity Despite Differences in Every Student) assists students, faculty, and staff to intentionally build a more unified community of faith and people of courage. Reflecting our school motto “By Courage and Faith,” Blanchet BUDDIES promotes tolerance and encourages students and staff to embrace diversity. BUDDIES communities meet once a month to discuss various topics including: appreciating differences; integrity; compassion; and creating a positive environment. Meeting topics are also intertwined with school-wide activities that promote awareness of the needs of society.

- BUDDIES Mission Statement: We strive to be a school that welcomes all, embraces each, and supports everyone. We hope that all who enter our doors — students, staff, parents, and visitors — will find themselves better for having been here. We hope not to be just a school, but a way of life. Many times people are in conflict with one another because they have simply forgotten the threads that connect us. We hope that the BUDDIES Program serves as a reminder of our connections so that we can promote peace and acceptance throughout our entire community.
- BUDDIES Covenant: I am part of a collective effort working toward a common vision and mission at Blanchet Catholic School. My individual and unique contribution is valuable. My ability to be accepting and not judge others based on their differences is imperative. I will continually dedicate myself, through courage and faith, to fulfill my role to better society, to lead with inspiration, to bring hope, and to serve.

## ***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/other items are delivered to school, the item must be delivered to the receptionist and students are notified at an appropriate time to retrieve them. We would like to ask for your cooperation following these rules when sending “surprises” to our building.

## ***Cell Phones, Laptop Computers & Electronic Technology***

Students are not allowed to use cell phones during school hours without permission. Students may not use laptop computers and other forms of electronic technology during school hours without permission. Any student seen using a cell phone or other forms of electronic technology may have it confiscated and turned in to the office. The administration will hold the item for one school day on the first offense, three school days on the second offense and not returned on the third offense without a parent conference. In addition, a detention may 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 arrives on school property, 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 date, time, and permission of the check-out. This note is to be delivered to the receptionist/attendance office as soon as the student arrives on campus. The attendance office will issue a destination slip to the student. The student will give the destination slip to the appropriate class period teacher and the student will be released to the receptionist/attendance to sign out.

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. In the enrollment process, parents/guardians indicated to whom their student may be released in case of an emergency. The school will be using RenWeb ParentAlert to notify parents of the closure. 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 as "Salem Catholic Schools." The school will also send an automated phone message and email to parents. School opening may be delayed due to the weather. During school closure due to inclement weather, practices and extracurricular activities will also be cancelled. If the weather event occurs during the school day - cancellations will be announced.

## ***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 will 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.

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 any student engages in misconduct inside or outside of school which, in the judgment of the school, is contrary to the mission of the school and negatively affects the reputation of the school or reflects a potential danger to the school community.

## ***Emergency Contact/Authorized Pickup Information***

The emergency contact and authorized student pickup information are crucial pieces of information that the school uses to contact parents, guardians, or relatives in the case of emergencies. Parents must make sure the information is kept current and accurate. This information is gathered in the enrollment process.

## ***Food, Laser Pointers, Cards, Skateboards, Etc.***

Gum, food, or drinks, other than water, are not allowed in the classroom. Laser pointers and 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 through Mealttime. There is a 4.9% transaction fee for making deposits through Mealttime. (Example: On a \$25 transaction, the fee is \$1.22.) A minimum deposit of \$25 is required, and can be divided between several students' accounts. Deposits can take up to 24 hours to be applied. Students may also bring money (cash or a check made out to Blanchet) to the Receptionist's office and fill out the Lunch Deposit envelope. If deposits are dropped off by 9:30 AM, they will be available for break and lunch that day. Do not bring any money to the register at the lunch counter. **Students are not allowed to have lunch delivered to the school.** Mid high students dine together in the mid high commons and high school students dine in the student center. Students will use their Student ID card to access their lunch account.

## ***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 each Friday to school families who have signed up for this service. The e-newsletter contains a weekly calendar and news about upcoming events.



If families would like to be added to the email newsletter list, they should send an email to the Development Manager. Blanchet families will also receive copies of the school's Cavalier Magazine in the mail. Families should frequently check the Blanchet website, [www.blanchetcatholicschool.com](http://www.blanchetcatholicschool.com), for the most up-to-date news. The website includes forms to download and a school calendar.

### ***Campus Searches***

Lockers, desks, bags and personal property 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.

### ***Soliciting Funds from Students***

Any solicitation of funds from students on school grounds must have prior authorization of the administration.

### ***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.

### ***Sunday Activities***

Blanchet Catholic School is closed on Sunday, and no regularly scheduled activities are held unless special permission is granted by the President.

### ***Visitors***

Visitors are welcome to arrange a tour of 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. All others are in violation of Oregon's trespass law and appropriate action will be taken. Blanchet Catholic School will hold an Open House annually during which the public may visit.

### ***Website***

Blanchet's website is [www.blanchetcatholicschool.com](http://www.blanchetcatholicschool.com) and is an excellent resource for school information; however it also serves as an informational platform for new families to learn about Blanchet. For current parents, the most important information accessible from the front page of our website includes:

**Parents** - a link in upper right hand corner and to a page with access to short cuts for parents.

**Calendar** - the calendar posted to the website includes only items that are viewable to the public. See the calendar in ParentsWeb for a complete school calendar.

**Spotlight** - provides links for current events and activities.

ParentsWeb is an application in Blanchet's student information system, RenWeb, and includes a complete school calendar, daily announcements, homework assignments, printable forms and more. Parents will also be issued an ID where they will be able to log in and check student's academic progress and attendance. ParentsWeb is the first place parents should look for school information.

## **Attendance**

### ***Accumulated Absences***

If a student reaches 12 absences in one semester, credit may be withheld. A student may appeal for credit in the course by submitting a request to the Principal within 15 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/Co-Curricular Eligibility***

Students must attend a minimum of six (6) full periods to be eligible for participating in school activities, including practice, unless a student is on a school-sponsored field trip. Exceptions may be made by the Principal.

### ***Attendance Reporting Procedure***

1. 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/guardian permission must be given and verified by the receptionist. (Forgotten items or errands are not valid reasons for leaving campus.)
2. When a student is tardy or absent, his/her parent/guardian should call the attendance office by 8:15 a.m.
3. 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 may include the following: pre-arranged absences approved by administration, illness, and serious emergency, death in a family, funerals, unavoidable medical appointments and court time. A parent or guardian must notify the school in writing of the student's absence. Such excuses are subject to the approval of the administrator. Notification by a parent/guardian does not necessarily mean an absence is excused.

### ***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.

### ***Field Trips***

Field trips are an important part of the Blanchet Catholic School educational experience. All field trips will have an educational purpose. The school will use student emergency information 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.

Students must present a parent/guardian note to excuse a tardy within one day of that tardy. Parent/guardian 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 tardy, the student will serve a 50-minute detention.**

### ***Pre-Arranged Absences***

Requests for pre-arranged absences are handled by the administrative office (503-391-2639) and the forms are available from the attendance/reception office. 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.

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 the parent/guardian as listed in RenWeb Emergency Contact and Authorized Pickup list. See the Emergency Contact and Authorized Pickup section above. Students must sign out at the reception/attendance office.

## **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. 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 inside or 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.

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***

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.

## ***Discipline Review Board***

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

## ***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 and school-sponsored activities.

## ***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 permits 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 or emergency situation, please do not call the school or the personal cell phones of students. Blanchet will make every effort to keep parents informed as quickly as possible.

## ***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***

### ***Athletic Ejection Policy***

Blanchet students, parents, coaches and faculty should always strive to place the school and its community in a positive light when engaged in athletic contests. Any player or coach ejected from an athletic contest at

Blanchet Catholic School will result in the coach or player paying 100% of the OSAA ejection fines as well as serving the applicable game suspension time given. In addition, the player and coach or coach alone if it is a coach who was ejected, must appear within three school days before the Blanchet Administrative Council. The purpose of the appearance will be to have the coach and/or player explain the situation and give remedies to prevent any future occurrences. Based on the severity of the incident, additional consequences may be enforced as determined by the Blanchet Administrative Council.

## ***Behavior 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, chewing gum, running or roughhousing, off-task behavior, yelling or otherwise disturbing school atmosphere and tardies. Administration holds the right to assign various disciplinary action(s).

## ***Consequences***

- |   |                                   |
|---|-----------------------------------|
| • 1-3 minor infractions within a grading period   | <i>Warning</i>                    |
| • 4-5 minor infractions within a grading period   | <i>1 detention</i>                |
| • 6-7 minor infractions within a grading period   | <i>2 detentions</i>               |
| • 8 or more minor infractions within a grading period   | <i>May result in a suspension</i> |
| • 10 or more minor infractions 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 Academic Integrity)
- Theft or vandalism
- Unexcused absences, tardies and truancy
- Possession or use of drugs, alcohol, tobacco or other related paraphernalia
- Violation of the Anti-Harassment and Anti-Bullying Policy
- Conduct that is identified as a severe infraction as defined in this Handbook
- Inappropriate use of technology

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 Administration. Administration 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 detention proctor or an administrator. If a student arrives for detention without the signed referral, the student may 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 may 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. 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 wellbeing of the student body;
- Prolonged and open disregard for school authority; or
- Illegal acts as defined by law.

Regardless of whether or not criminal charges are brought, disciplinary action may be taken. Students who have been expelled from Blanchet are not allowed on school property without administrative approval.

## ***Right to Appeal Expulsion***

After a student is expelled, the student and parents may appeal the decision to the Discipline Review Board. The Discipline Review Board consists of three members including the Principal or his/her designee, a faculty member appointed by the Principal, and a representative appointed by the Executive Committee of the Board of Directors. 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; or
- 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 Discipline Review Board makes recommendations to the President on disciplinary questions, such as

petitions to overturn suspension, expulsion, or other behavioral sanctions imposed by the administration. The decision of the President 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 have discipline issues will face additional consequences, including suspension and possible expulsion 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.

## ***Suspension***

The administration may suspend a student for any severe infraction, accumulation of behavior 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 ineligible for any and all co-curricular participation on the following basis: for each day of suspension the suspended student is ineligible to participate in co-curricular activities for one week.

## **Types of Suspension**

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

## **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.

## Anti-Harassment & Anti-Bullying Policy

Blanchet Catholic School is committed to providing an environment where students can study, participate in school-sponsored activities and work in an environment that is free of hazing, harassment, intimidation, discrimination, bullying, and menacing. This includes, but is not limited to, any behavior that harasses, disrupts, or interferes with another's work performance or which creates an intimidating, offensive or hostile environment within the Blanchet community. Sexual harassment or any type of harassment on the basis of a protected class will not be condoned, permitted or tolerated, whether intentional or unintentional.

### 1. Definitions:

- Hazing: Any act that recklessly or intentionally endangers the mental health, physical health or safety of a student for the purpose of initiation or as a condition or precondition of attaining membership in, or affiliation with, any activity or grade level attainment.
- Harassment, Intimidation or Bullying: Any act that substantially interferes with a student's educational benefits, opportunities or performance, that takes place on, or immediately adjacent to, school grounds, at any school-sponsored activity, on school-provided transportation or at any school bus stop. Harassment, intimidation and bullying may be based on, but not limited to, the protected class status of a person, and have the effect of:
  - Physically harming a student or damaging a student's property;
  - Knowingly placing a student in reasonable fear of physical harm to the student or damage to the student's property; or,
  - Creating a hostile educational environment, including interfering with the psychological well-being of a student.
- Sexual Harassment: Sexual advances, requests for sexual favors, and other verbal, written, or physical conduct of a sexual nature that unreasonably interferes with a person's education and/or a person's participation in school activities, or that creates an intimidating, hostile or offensive school-related environment.
- Cyberbullying: Use of any electronic communication device to harass, intimidate or bully. Communication of this form which occurs off school grounds but disrupts or

prevents a safe and positive educational or working environment may also be considered cyberbullying.

- e. Menacing: Any act which is intended to place a student in reasonable fear of imminent serious physical injury.
  - f. Discrimination: Incidents of hazing, harassment, intimidation, bullying, cyberbullying, and menacing may be based on, but not be limited to, the protected class status of a person.
  - g. Protected Class: A group of persons distinguished, or perceived to be distinguished, by race, color, religion, sex, national origin, sexual orientation, marital status, genetic information, age, pregnancy, gender identity, familial status, source of income or disability.
2. Policy:
- a. Acts of hazing, harassment, sexual harassment, intimidation, bullying, cyberbullying and menacing will not be tolerated by student to student, staff to student, or student to staff.
  - b. Students are expected to behave in such a way that promotes a positive education environment.
  - c. All Blanchet Catholic School employees shall immediately report incidents to the Principal.
  - d. Any person including students, parents and staff who have witnessed or have reliable information about an incident is encouraged to make a grievance report, including an anonymous report, directly to the Principal, and/or by using the Grievance Form provided in this Handbook or on the school website.
  - e. The school principal shall receive and investigate reports immediately and otherwise in accordance with the Reporting Grievances Policy.
  - f. Students whose behavior is found to be in violation of this policy will be subject to disciplinary actions as specified by the Disciplinary Procedures Policy.
  - g. Reprisal or retaliation against any person acting in good faith in the complaint or reporting process is a violation of this policy.
  - h. A student found to have falsely accused another as a means of reprisal, retaliation, or as a means of hazing, harassment, intimidation, bullying, cyberbullying or menacing, shall be subject to disciplinary actions in accordance with the Disciplinary Procedures Policy.
  - i. Information related to the prevention of, and the appropriate response to, acts of hazing, harassment, sexual harassment, intimidation, bullying, cyberbullying and menacing will be incorporated into training programs for students and school employees.

## ***Reporting Grievances***

To maintain a safe school environment, everyone has a role and responsibility in reporting any form of harassment or bullying to the appropriate staff member, teacher, administrator or Principal. Harassment or bullying can be reported directly to the Principal or otherwise by using the Grievance Form attached to this Handbook and located on our school website to describe concerns.

In addition, the Grievance Form provides students and parents with an outlet to report concerns of a serious nature or severe infractions, as further defined in this Handbook. The Grievance Form should not be used to report other concerns about grades, general comments and/or questions related to students. As an initial step, the Principal and the grievant, if the form is not anonymously provided, shall meet to attempt to resolve the grievance. The date of the meeting shall be within fourteen (14) days from receipt by the Principal of the grievance. The Principal shall give a written decision to the grievant within ten (10) calendar days of the meeting.

If the grievant is dissatisfied with the Principal's response the grievant may pursue the matter by submitting the grievance to the President of Blanchet Catholic School within ten (10) calendar days from the mailing (postmark) of the Principal's decision, or within ten (10) calendar days from the date the Principal's decision was due, if none was made. The President shall have ten (10) calendar days after the meeting occurs in which to render a decision in writing and mail said decision to the grievant and the Principal.

If the grievant is dissatisfied with the decision of the President, the grievant may pursue the matter further by submitting the grievance to the Executive Committee of Blanchet Catholic School Board of Directors ("*the Board*") to attempt to resolve the grievance within ten (10) calendar days from the mailing (postmark) of the President's decision, or within ten (10) calendar days from the date when the President's decision was due, if none was made. If the grievant submits the grievance to the Board, copies of the original grievance, additional notes of the President and Principal and the written decision of the President and Principal shall be provided to the chairperson of the Board. The Board shall then meet with the grievant, the President and Principal at the discretion of the Board with at least seven (7) days written notice to the grievant, President and or Principal. The Board shall have ten (10) calendar days after the meeting occurs in which to render a decision in writing and mail said decision to the grievant, President and Principal.

If the grievance involves the President or Principal, the above outlined procedure can be followed without the step(s) involving the individual at issue.

The above outlined grievance procedure is not meant to hinder or supplant any investigation that is required as a result of a report of a violation of the Anti-harassment and Anti-bullying Policy or other severe infractions. Blanchet Catholic School, in its sole discretion, may escalate the time frames outlined above as needed.

Grievance Forms may be submitted anonymously; however, those who make a report should not fear retaliation or mistreatment for airing their good faith concerns. Blanchet Catholic School prohibits any form of retaliation against anyone for filing a grievance under this policy or for assisting in an investigation. If you ever feel that you have been retaliated against in any way for filing a complaint under this policy or for assisting in an investigation, please report your concerns immediately to the Principal.

## **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***

The use or possession of tobacco, illegal drugs, alcohol, inhalants or other similar or controlled substances on school premises or at school sponsored activities is prohibited and is grounds for disciplinary action up to and including expulsion.

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, in transit to or from school, or in any circumstance where conduct prohibited by this rule causes significant harm to the reputation of Blanchet Catholic School or its mission.

## ***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 the situation

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 modesty, 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:***

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.

Students who come to school in unacceptable attire will be asked to do one of the following before they are permitted to return to class:

- Change the inappropriate article of clothing with something acceptable that student may have at school.
- Wear an acceptable article of clothing provided by Blanchet staff and return it at the end of the school day (skirts, collared shirts and sweatshirts).
- Contact parents and ask them to bring appropriate clothes to school.

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, and/or suspension. This procedure is not meant to demean or embarrass students. Our goal is to optimize in-class instruction time and save parents from driving to school to bring acceptable clothing.

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:**

- Boys must wear collared shirts. While girls do not have to wear collared shirts, they may not wear t-shirts or otherwise inappropriate tops. The shirts may be any color or pattern. Turtleneck shirts may be worn.
- All shirts/blouses must be appropriately tailored for school wear and sufficiently long enough so that no skin or underwear is 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 remove the sweatshirt, sweater, or fleece vest must still wear an appropriate shirt underneath the sweatshirt, sweater, or fleece vest at all times.

### **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 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 are not allowed. Hair for boys must not extend below the collar. Sideburns must not extend below the earlobe.
- Students must wear shoes appropriate for school.

- 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 and/or backless shoes or slippers
- High heeled shoes taller than 3 inches
- Combat boots, camouflage, trench coats, or military fatigues
- 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:***

Dress down and Blanchet spirit wear dress days will be on dates determined by the administration. On these days, students may wear jeans and non-collared shirts. 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. It is the student's responsibility to adhere to the guidelines that will be announced prior to such a day.

### ***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.

### **Mid-High Dance Rules:**

Mid-high dances, sponsored by the mid-high student council, will be "after-school socials" and will be held from 3:30-5:30 p.m. Most will be held on designated Fridays but may be held on other days if there is no school the following day. Only Blanchet mid-high students, grades 6-8, may attend. Attire for the dances is the same as the dress code for that school day. Snacks and drinks are provided at no additional charge. Parents are welcome to chaperone. Inappropriate behavior will result in not being allowed to attend dances. All dances will be held in the mid-high commons. Students not attending the dance who

are waiting for transportation must be in the front lobby. Students who attend the dance are only allowed to leave with a designated parent or guardian. "Late pick-ups" by parents may result in the student not being allowed to attend the next dance.

## **High School Dance Rules:**

All school rules are enforced during school dances, whether on or off campus. All students and guests in attendance may be asked to 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 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 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.



## ***High School Dance 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 not ripped. 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.

### **High School Casual Dances**

~Incorporate the dress code of the dress down day.

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 4 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 4 inches above the knee. Athletic shorts are not allowed.

### **High School Semi-Formal Dances**

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 4 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.

### **High School Formal Dances**

Appropriate ladies' attire includes semi-formal and formal outfits. Skirt lengths must stay no more than 4 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 without permission.

- Chaperones' instructions must be obeyed immediately.
- Students absent from school the day of the dance may not attend without permission from an administrator.
- 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 an Authorization for Medication Administered by School Personnel Form on file. The form is available on the website.

### **Prescription Medications:**

- An Authorization for Medication Administration by School Personnel Form must be completed and on file at the school.
- 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.
- 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.

An Authorization for Medication Administered by School Personnel Form be completed and on file in the school. The form is available on the website. Written parent permission is required to dispense non-prescription medication and should 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 (prescription medication only) will need to be on file in the school office and the Self Medication Authorization form must be on file in the school.

### ***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 restrictive 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 restrictive disease/condition. Students and/or staff members will be allowed back into Blanchet after they have received a medical clearance.

### ***Immunizations***

All students, grades six through twelve, are required to be immunized according to current Oregon State law before they will be admitted to school. A certificate of immunization status must be provided when the student is enrolled. Students who are not immunized or have filed a waiver will be excluded.

### ***Pregnancy Policy***

Blanchet Catholic School supports the position of the Catholic Church that abstinence is the proper choice regarding premarital sex, and that all decisions in regard to pregnancy must respect the sanctity of life and the avoidance of abortion. Blanchet Catholic School emphasizes the need to make positive moral choices, including decisions regarding sexual conduct.

In conducting counseling in regard to a student who has become pregnant or who is responsible for a pregnancy, the school will encourage and support the student in a course of action, which includes completion of the pregnancy and avoidance of abortion. The school will make reasonable efforts to assist the student in meeting the student's educational goals. The school will work with the student and the student's family in determining the appropriate setting for further education, including a whole range of options from continuing to attend Blanchet to home schooling. The student's right to privacy shall be safeguarded as much as possible.

### **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.

### ***Athletic Fee***

An activity fee is charged for students participating in athletics.

\$125 – first sport (\$175 for high school football)

\$75 - second sport

There is a cap of two sport per student and activities per family. So a student who plays three sports is only required to pay for the fee for the first two sports.

### ***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 an Administrator.

### ***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.

### ***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 administration meet the qualifications to become a club, then a club will be formed. Other organizations may be formed in accordance with Oregon Schools Activities Association guidelines.

### ***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 that include elections for class representatives.

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 (High School Only)***

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 engaged in co-curricular programs must maintain a 1.7 UGPA and no more than one failing grade at designated grading periods to remain eligible for participation. Please check the school calendar for those dates of determination. 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.

### **Off-Site Athletics Transportation Policy**

Blanchet does its best to provide transportation to as many events as possible. However, with the number of sports we offer at the high school and mid-high levels it is not possible to have transportation to all events. In order to offer certain off-site athletic programs it is necessary for parents to provide transportation plans for their students when the school is unable to do so. Typical examples of this are golf and tennis which hold practices off-site. In order for students to participate on these teams they and their parents will need to arrange their own transportation to practices. Transportation is provided for golf and tennis when it comes to tournaments/matches. It is Blanchet’s policy that students who wish to ride with or drive other students to athletic practices must submit an Athletics Transportation Form with parent signatures in order to gain permission from a Blanchet Catholic School administrator.

## 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	7:10 a.m.	
St. Edward's	7:20 a.m.	
St. Joseph's	7:05 a.m.	[Stops at the Chemeketa Street side of the church.]
St. Vincent's	7:25 a.m.	

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

Queen of Peace	3:40 p.m.	
St. Edward's	4:00 p.m.	
St. Joseph's	3:50 p.m.	[Stops at the Chemeketa Street side of the church.]
St. Vincent's	3:40 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 6 through 12. This parent would be allowed a 2% discount on the 6th grade tuition amount; a 4% discount on the 7th grade tuition amount; a 6% discount on the 8th grade tuition amount; an 8% discount for the 9th grade tuition amount; and a 10% discount for the 10th through 12th grade tuition amounts.

### *Tuition and Fees — Non-Payment*

When a family's tuition account is delinquent, a late fee may be assessed. A tuition balance that is unpaid is delinquent if the family has not made prior satisfactory arrangement with the school to address the unpaid balance. The administration will contact the family to request that the account be made current. A student will not be allowed to take semester finals if the student's 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 final exams are taken.

Seniors and 8th grade students 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 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 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 assistance forms by a third party grant management service;
- The consideration of input by members of the Tuition Assistance Committee;
- The amount of monies budgeted by the school for tuition assistance.

An applicant must currently have an un-weighted grade point average (UGPA) equal to or greater than 1.7, or its equivalent, at Blanchet Catholic School or the applicant's former school, to be eligible for tuition assistance.

Students awarded tuition assistance must maintain an UGPA of 1.7 or greater to continue to be eligible 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 two 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.

Families that are awarded tuition assistance but determine that they are unable to send their child to Blanchet Catholic School for financial reasons may receive a refund of their application and/or comprehensive fees.

## ***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. Parents agree to participate in the annual auction (donate goods or cash totaling \$50), the annual appeal (any size contribution counts as participation) and the

student raffle (sell a total of ten tickets per student). Blanchet Catholic School clubs and athletic teams are not permitted to fundraise. For additional information regarding how you can support the school, contact the President or Development Manager.

## ***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.

If entry is during:	tuition charge:	If withdrawal is during:	tuition refund:
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 may 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 may 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.

## **TECHNOLOGY POLICY**

### ***General Usage Policies***

As a Catholic college preparatory school, Blanchet Catholic School recognizes technology is an important enhancement to its rigorous academic curriculum. The school's objective is to provide the most appropriate tools available to support higher level learning and instruction in and out of the classroom. All Blanchet community members are expected to contribute to a stable and productive computing environment using good and ethical judgment at all times. The rules and guidelines that govern the use of Blanchet's technology and network resources are outlined below.

For purposes of this policy, the term "technology" or "network" includes, but is not limited to: hardware (computers, printers, document and other cameras, projectors, interactive boards, network, iPads, and all related materials), software and internet-based programs (Blanchet's website, internet-based classroom, and any other school-owned or school-based internet programs).

### ***Network Etiquette and Responsible Use***

#### **1. Respect and protect self and others:**

- Do not share personal passwords with others. If a student suspects that his/her password has been discovered, that student must immediately report this concern to a faculty member.
- Use only assigned accounts, computers, and access rights. Do not access or use other people's accounts, computers or folders, nor borrow computers or computer accessories without express permission from the owner.
- Do not view, use, hack, or copy passwords, data, or networks to which they are not authorized;
- Do not distribute private information about others or themselves;
- Do not harass or bully others;
- Do not used in a disrespectful way towards teachers by "multitasking" during class (emailing, chatting, doing homework, etc.);
- Do not take a photo or record through video or audio any student, faculty, or staff without their knowledge and consent;
- Do not express profanity and vulgarities in any online source, including Blanchet's website, Blanchet's online classroom, or other internet sites;

- Do not use in a way that endangers the student's safety or the safety of students or staff members.

## **2. Respect and protect the integrity, availability, and security of all electronic resources:**

- Recognize that the school's information technology resources, including e-mail and Internet access, are provided for educational purposes;
- Observe all network security practices;
- Report security risks or violations to a teacher or administrator;
- Do not use in a way that would disrupt the use of the network by others;
- Do not use to destroy, damage or attempt to damage data, network, or other resources belonging to the school or other students.

## **3. Respect and protect the intellectual property of others:**

- Do not infringe copyrights (including illegal copies of music, games, software, or movies);
- Do not plagiarize, steal or borrow intellectual work;
- The network may not be used to break copyright law by using unlicensed software or pirating audio or visual materials. Accessing "pirated" materials is not only a violation of this policy, it may also be a criminal act punishable by law.

## **4. Respect and practice the principles of community on- and off- campus.**

- Communicate only in ways that are truthful and respectful of others;
- Report threatening or discomfoting materials to a teacher;
- Do not intentionally access, transmit, copy, or create material that violates the school's code of conduct (including messages that are pornographic, threatening, rude, fraudulent, discriminatory, or harassing);
- Do not intentionally access, transmit, copy, or create material that is illegal (including obscenity, stolen materials, or illegal copies of copyrighted works);
- Do not access or store inappropriate materials;
- Do not use the technology resources to further other acts that are criminal or violate the school's code of conduct;
- Do not send spam, chain letters, or other mass (3 or more recipients) unsolicited mailings or surveys that have not been approved by faculty or staff;
- Do not buy, sell, advertise, or otherwise conduct business using technical resources unless approved by a teacher or administrator.

## **Additional Guidelines**

- The network will be used for educational purposes first and foremost and should be handled with care and consideration. Playing games, online chatting, using Airdrop and watching entertainment videos are *not* allowed during the school day unless associated with a class and permission from a teacher is explicitly given.
- The network is to be used to store school-related files only. The network may not be used to store or download music, videos, game files or personal photos.
- Students should not attempt to bypass the technological blocks that have been placed on computers to filter content that the school has classified as objectionable. Teachers may request to unblock a website if the website is appropriate and relevant to school activities.
- The Blanchet community should use printers only for school-related materials.

- Students should back up their work often. Do not use technology as an excuse. If the student's computer fails at home, students should do their work on paper or in some other way. *The use of a cloud account for back up is required (i.e., iCloud or Google Drive).*
- Likewise, students should take responsibility for regularly checking their teachers' course pages or websites to stay updated on information that has been shared by the school or their teachers.
- All files on the student server are deleted at the end of each school year.

## ***Social Media***

Social media is defined as any electronic tool that allows for social, interactive, and connective learning allowing for but not limited to: video and photo sharing, social networking, blogs, wikis, podcasting, instant messaging, texting, web conferencing, or any other technology that allows for direct or indirect interaction between two or more parties. When using social media, students are expected to observe and follow all policies.

Students, coaches, parents, faculty and staff, etc., are prohibited from creating any website, Facebook page or other social media using the name Blanchet, Blanchet Catholic School, etc. All Blanchet named social media is managed by Blanchet Development and Marketing departments. If you have questions about this, please contact the Marketing or Development offices.

To maintain the professional relationship between students and faculty/staff members, the following policies will be followed when using social media to interact with students:

- Faculty, staff, and coaches are prohibited from “friending, following, accepting”, etc. all current students via social media.
- If public social network or internet-based classrooms are used for classroom activities or club/programs, they will be monitored by the adult sponsoring the site. Monitoring will include, but not be limited to, the use of appropriate language and visual images, absence of cyber bullying and adherence to academic purpose and U.E. copyright laws.

## Bring Your Own Device

Under the Bring Your Own Device program, students in grades 9-12 are encouraged to bring their own computing device to school each day for instructional purposes. To the extent that a student is unable to bring their own computer device, Blanchet will issue such device to the student. BYOD is defined as a tablet, laptop, or personal iPad. The device needs to meet the minimum following criteria:

### What devices to bring to school?

Students can bring device that meet the following required specifications.



This will allow students to

- connect to the school WiFi
- provide access to software and applications
- allow students access to a personal devices they can take home

## Device Specifications



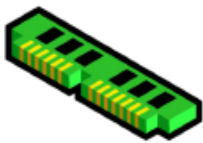
### Wireless connectivity

- Devices must support 5Ghz dual band, 802.11 a/b/g/n wireless



### Form Factor

- Device must have a minimum 10 inch screen size and a keyboard; attached or in a case.



### Memory

- Device must have a minimum of 64 GB storage and 4 GB RAM



### Battery Life

- Device must last all day. 6 hours with out charging.

### Applications

Internet Browsing software  
Word processing and note taking  
Ex Word, Pages, G Doc

## ***School Issued Devices***

For purposes of this policy, BYOD also refers to school-issued devices for instructional use.

## ***Personal Devices***

For the purpose of this handbook, a personal electronic device includes all the computing devices described previously to the extent not designed as BYOD and include: personal computer, digital media storage device, handheld video game device, camera, any “smart” device including a watch or wearable, or any other device that Blanchet Catholic School staff deems a “personal electronic device.” All personal electronic devices not designated as BYOD are to be OFF and OUT OF SIGHT during instructional time. Personal devices ARE NOT to be used or accessed in any way during instructional time or during school-sponsored activities held during school hours. Blanchet staff members may confiscate any device they suspect is being used in an inappropriate manner, time, or place. Exceptions to this policy may only come from Blanchet staff in the form of explicit verbal permission.

## ***Violations***

This policy is provided to make all users aware of the responsibilities associated with efficient, ethical, and lawful use of technology resources. If a person violates any aspect of this technology policy, privileges may be terminated, access to the school technology resources may be denied, and appropriate disciplinary action shall be applied.

Violations may result in disciplinary action up to and including suspension and/or expulsion for students. When applicable, law enforcement agencies may be involved. The following progressive discipline is a guideline. However, Blanchet reserves the absolute right to skip any of the disciplinary steps below and go directly to more severe discipline. Blanchet reserves the sole and exclusive right to interpret the facts arising in any given situation and the circumstances under which disciplinary action may be necessary.

### **1<sup>st</sup> Offense**

Verbal/written warning: Device will be held by the teacher or administrator and returned at the end of the school day.

### **2<sup>nd</sup> Offense**

Referral and after-school detention: Device will be confiscated and turned in to an administrator until the start of the next school day. Parent/guardian is notified.

### **3<sup>rd</sup> Offense**

Required parent/guardian conference: The student may lose the use of the device and/or use of any electronic devices (BYOD, personal, or school issued) on campus for a period of time determined by Blanchet Catholic School. Teachers will be notified when a student is subject to loss of use of the devices and faculty are not required to grant academic credit for incomplete assignments. Other disciplinary measures may follow in accordance with the disciplinary procedures set forth in this handbook.

## ***Supervision and Monitoring***

Blanchet Catholic School reserves the right to impose consequences for inappropriate behavior that takes place on or off campus and outside school hours. Although social networking and texting is done at home or off campus, it can have an impact on the school community. Thus, inappropriate use of technology (for example, on a home computer) may subject the student to consequences. Inappropriate use includes, but is not limited to, harassment, use of school name, remarks directed to or about teachers or other students, offensive

communication, and safety threats. The school will monitor the use of technology resources to help ensure that users are secure and in conformity with the school's policy. Administrators reserve the right to examine, use, or disclose any data found on the networks in order to further the health, safety, discipline, or security of any student or other person or to protect property. They may also use the information in disciplinary actions, and will furnish evidence of criminal activities to law enforcement.

While Blanchet does not actively pursue or routinely view personal networking sites or student cell phones, when objectionable or disrespectful materials is brought to the attention of an administrator, the school reserves the right to address the content and conduct if it creates a hostile or disrespectful environment. The school encourages parents to routinely view and monitor their child's technology usage to ensure that information and content shared does not place any student at risk.

Access to the Blanchet wireless network will be restricted to Blanchet community devices. It may also be restricted entirely or at certain times due to technology, bandwidth limitations, or for specific events. *The use of personal devices as a "hot spot" for owner and others to bypass the school network is prohibited while on the premises.*

## ***Legal Issues***

Network Resources refers to all aspects of Blanchet's owned equipment or any device connected to the school's network, including computers, tablets, printers, scanners and other peripherals, email, internet services, servers, network files and folders and all other technology-related equipment and services. This technology policy applies to any use of Blanchet's network resources whether this access occurs while on or off campus. Regardless of the specific wording of this technology policy, network users are expected to use network resources in the spirit of cooperation and in accordance with all school policies.

Blanchet owns and operates the equipment and software that make up the network resources. Any illegal use of network resources is prohibited. All content created, sent, accessed or downloaded using any part of Blanchet's network resources is subject to the rules stated in this policy as well as within the student-parent handbook. Blanchet may monitor the network while students are using it, and students should never assume that anything they do on Blanchet's network is private.

## ***Disclaimer***

Currently Blanchet utilizes an internet filtering system. Providing a filter generally can significantly reduce access to offensive and pornographic materials. While Blanchet's intent is to make internet access available for educational goals and objectives, account holders may have the ability to access other materials. Therefore, the school expects users to act responsibly in their searches and to immediately disengage from any materials that are inappropriate and to report the situation to the faculty member or administrator in charge of the activity.

If the student is *aware* of any conduct that may constitute harassment as defined under Harassment in this policy handbook, the student shall report it immediately to any faculty member or school administrator. A student is "aware" of conduct when the student is a victim or, has observed, or has heard about potential harassment.

# Help Directory

503-391-2639 / [info@blanchetcatholicschool.com](mailto: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>Questions About...</u>	<u>Contact</u>
High School Activities and Clubs	Carlton Wise, HS Vice Principal
Mid-High Activities and Clubs	Corina Moore, MH Vice Principal
Admissions	Megan Johnston (503-485-4491)
Athletics	Tina Pearson, Athletic Director (503-485-4490)
Attendance	Lorraine Anglemier, Receptionist
College Counseling	Shayla Brown, Counselor
Curriculum Concerns	Robin Smith, Principal
Discipline, Dress Code:	Robin Smith, Principal
Donations	Bob Weber, President
Fees	Kevin FitzPatrick, CFO
Fundraisers/Events	Toni Nanneman, Development Manager
Immunizations	Lorraine Anglemier, Receptionist
Policies, Procedures, Rules	Bob Weber, President
Progress Reports, Report Cards, Transcripts	Chris Lieder, Office Manager
Publications	Toni Nanneman, Development Manager
Records	Chris Lieder, Registrar
Religious Questions	Danielle Wise, Campus Minister
Schedule Changes	Carlton Wise, High School Vice Principal
Tuition	Kevin FitzPatrick, CFO
Volunteer Help	Toni Nanneman, Development Manager
Website	Megan Johnston, Admissions & Marketing Manager

# Bell Schedules

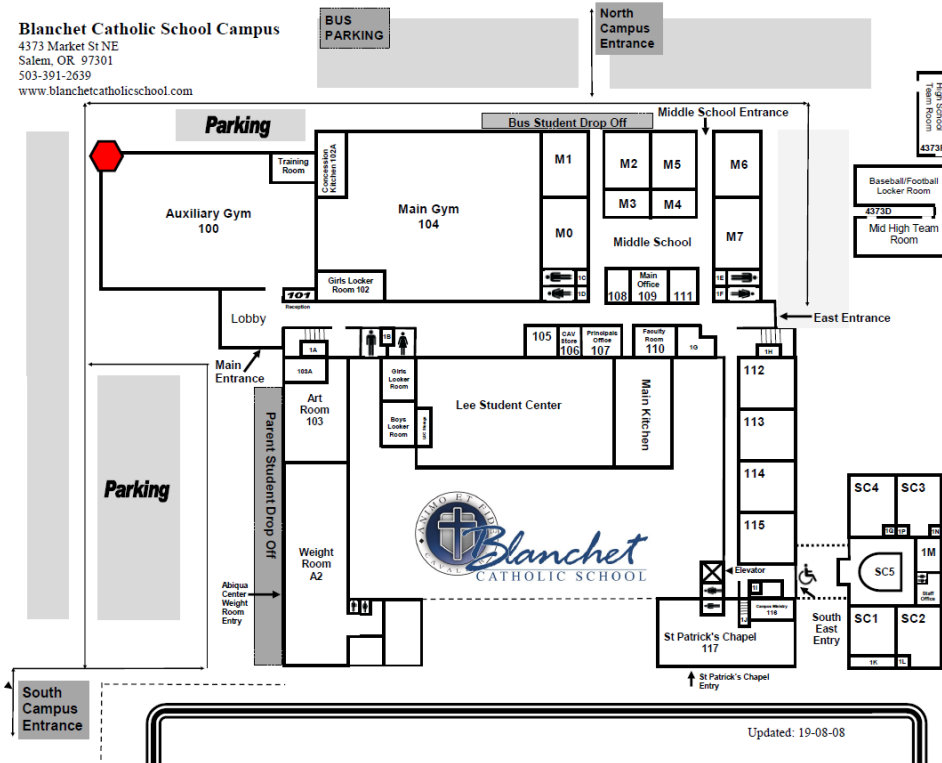
Regular Schedule				Late Morning Mass Schedule				Mid-Morning Mass Schedule			
EB	7:45 a.m.	8:30 a.m.	45 min	EB	7:45 a.m.	8:30 a.m.	45 min	EB	7:45 a.m.	8:30 a.m.	45 min
1	8:35 a.m.	9:22 a.m.	47 min	1	8:35 a.m.	9:15 a.m.	40 min	1	8:35 a.m.	9:15 a.m.	40 min
2	9:27 a.m.	10:14 a.m.	47 min	2	9:20 a.m.	9:55 a.m.	35 min	2	9:20 a.m.	9:55 a.m.	35 min
B	10:14 a.m.	10:24 a.m.	10 min	B	9:55 a.m.	10:05 a.m.	10 min	M	9:55 a.m.	11:00 a.m.	65 min
3	10:24 a.m.	11:11 a.m.	47 min	3	10:05 a.m.	10:40 a.m.	35 min	B	11:00 a.m.	11:10 a.m.	10 min
4	11:16 a.m.	12:03 p.m.	47 min	4	10:45 a.m.	11:20 a.m.	35 min	3	11:10 a.m.	11:45 a.m.	35 min
L	12:03 p.m.	12:33 p.m.	30 min	M	11:20 a.m.	12:25 p.m.	65 min	4	11:50 a.m.	12:25 p.m.	35 min
5	12:38 p.m.	1:25 p.m.	47 min	L	12:25 p.m.	12:55 p.m.	30 min	L	12:25 p.m.	12:55 p.m.	30 min
6	1:30 p.m.	2:17 p.m.	47 min	5	1:00 p.m.	1:40 p.m.	40 min	5	1:00 p.m.	1:40 p.m.	40 min
7	2:22 p.m.	3:10 p.m.	48 min	6	1:45 p.m.	2:25 p.m.	40 min	6	1:45 p.m.	2:25 p.m.	40 min
				7	2:30 p.m.	3:10 p.m.	40 min	7	2:30 p.m.	3:10 p.m.	40 min
Tuesday Time Schedule				Buddies Schedule				Short Afternoon Assembly			
EB	7:45 a.m.	8:30 a.m.	45 min	EB	7:45 a.m.	8:30 a.m.	45 min	EB	7:45 a.m.	8:30 a.m.	45 min
TT	8:35 a.m.	9:05 a.m.	30 min	1	8:35 a.m.	9:18 a.m.	43 min	1	8:35 a.m.	9:18 a.m.	43 min
1	9:10 a.m.	9:52 a.m.	42 min	2	9:23 a.m.	10:06 a.m.	43 min	2	9:23 a.m.	10:05 a.m.	42 min
2	9:57 a.m.	10:39 a.m.	42 min	B	10:06 a.m.	10:16 a.m.	10 min	B	10:05 a.m.	10:15 a.m.	10 min
B	10:39 a.m.	10:49 a.m.	10 min	3	10:16 a.m.	10:59 a.m.	43 min	3	10:15 a.m.	10:57 a.m.	42 min
3	10:49 a.m.	11:31 a.m.	42 min	4	11:04 a.m.	11:47 p.m.	43 min	4	11:02 a.m.	11:44 a.m.	42 min
4	11:36 a.m.	12:18 p.m.	42 min	B	11:47 a.m.	12:16 p.m.	29 min	5	11:49 a.m.	12:31 p.m.	42 min
L	12:18 p.m.	12:48 p.m.	30 min	L	12:16 p.m.	12:46 p.m.	30 min	L	12:31 p.m.	1:01 p.m.	30 min
5	12:53 p.m.	1:35 p.m.	42 min	5	12:51 p.m.	1:34 p.m.	43 min	6	1:06 p.m.	1:48 p.m.	42 min
6	1:40 p.m.	2:22 p.m.	42 min	6	1:39 p.m.	2:22 p.m.	43 min	7	1:53 p.m.	2:35 p.m.	42 min
7	2:27 p.m.	3:10 p.m.	43 min	7	2:27 p.m.	3:10 p.m.	43 min	A	2:40 p.m.	3:10 p.m.	30 min
Prayer Service Schedule				Half Day Schedule				Afternoon Assembly Schedule			
EB	7:45 a.m.	8:30 a.m.	45 min	EB	7:45 a.m.	8:30 a.m.	45 min	EB	7:45 a.m.	8:30 a.m.	45 min
1	8:35 a.m.	9:18 a.m.	43 min	1	8:35 a.m.	9:00 a.m.	25 min	1	8:35 a.m.	9:15 a.m.	40 min
2	9:23 a.m.	10:06 a.m.	43 min	2	9:05 a.m.	9:30 a.m.	25 min	2	9:20 a.m.	10:00 a.m.	40 min
B	10:06 a.m.	10:16 a.m.	10 min	3	9:35 a.m.	10:00 a.m.	25 min	B	10:00 a.m.	10:10 a.m.	10 min
3	10:16 a.m.	10:59 a.m.	43 min	4	10:05 a.m.	10:30 a.m.	25 min	3	10:10 a.m.	10:50 a.m.	40 min
4	11:04 a.m.	11:47 p.m.	43 min	B	10:30 a.m.	10:40 a.m.	25 min	4	10:55 a.m.	11:35 a.m.	40 min
PS	11:47 a.m.	12:16 p.m.	29 min	5	10:40 a.m.	11:05 a.m.	25 min	5	11:40 a.m.	12:20 p.m.	40 min
L	12:16 p.m.	12:46 p.m.	30 min	6	11:10 a.m.	11:35 a.m.	25 min	L	12:20 p.m.	12:50 p.m.	30 min
5	12:51 p.m.	1:34 p.m.	43 min	7	11:40 a.m.	12:05 p.m.	25 min	6	12:55 p.m.	1:35 p.m.	40 min
6	1:39 p.m.	2:22 p.m.	43 min					7	1:40 p.m.	2:20 p.m.	40 min
7	2:27 p.m.	3:10 p.m.	43 min	Late Start Schedule				A	2:25 p.m.	3:10 p.m.	45 min
				1	10:05 a.m.	10:40 a.m.	35 min				
				2	10:45 a.m.	11:20 a.m.	35 min				
				3	11:25 a.m.	12:00 p.m.	35 min				
				L	12:00 a.m.	12:30 p.m.	30 min				
				4	12:35 p.m.	1:10 p.m.	35 min				
				5	1:15 p.m.	1:50 p.m.	35 min				
				6	1:55 p.m.	2:30 p.m.	35 min				
				7	2:35 p.m.	3:10 p.m.	35 min				



# Blanchet Campus Map

## Blanchet Catholic School Campus

4373 Market St NE  
Salem, OR 97301  
503-391-2639  
www.blanchetcatholicschool.com



Updated: 19-08-08

## Second Floor



# Grievance Form

Name: \_\_\_\_\_

Contact Info: Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Date of incident: \_\_\_\_\_

This Grievance Form is to be used by parents and students to report serious concerns of harassment, bullying or other severe infractions, as defined in the Student-Parent Handbook. This Grievance Form should not be used to report other concerns related to student grades, general comments and/or questions. This Grievance Form may be provided anonymously; however, an anonymous report will inhibit Blanchet Catholic School's ability to investigate the matter. A grievant should not fear retaliation from making a report, and should report any incident of retaliation immediately to the Principal. To initiate the grievance procedure, please explain your concern below. Providing specific and detailed information will assist Blanchet Catholic School in investigating and addressing your concern.

*Please feel free to attach additional pages.*

**1) Describe your concern in as much detail as possible. Please be specific (including any relevant dates and times).**

**2) Describe your efforts (if any) to resolve this matter informally.**

**3) What do you feel Blanchet Catholic School should do to resolve this concern?**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_\_ **OFFICE USE ONLY** \_\_\_\_\_

Received by: Name: \_\_\_\_\_

Title: \_\_\_\_\_ Date: \_\_\_\_\_

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