



## **Student/Parent Handbook 2022-2023**

**Principal: Dr. Sara Bruins**

**4275 SW 148<sup>th</sup> Ave  
Beaverton, OR 97078**

**Phone: 503-644-3745  
Fax: 503-646-4054**

**[www.valleycatholic.org](http://www.valleycatholic.org)**

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Students and parents/guardians are expected to read this publication and keep it throughout the year for reference. They are required to adhere to the values and mission of Valley Catholic School and comply with the entirety of the VCHS Handbook

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# **I. Mission, Philosophy, and Belief Statements**

## **1.1 Mission Statement**

Valley Catholic School, sharing in the mission of the Sisters of St. Mary of Oregon, fosters a faith-filled community of lifelong learners and compassionate leaders committed to living out Catholic values and following Jesus' example through prayer, service, and love.

## **1.2 Philosophy**

The philosophy of Catholic education is based on the concept that every person has supreme dignity, being created in the image and likeness of God and destined for eternal union with Him. The purpose of education at Valley Catholic is to develop the whole person, both as an individual and as a social being.

The specific objective of the school is to provide a safe learning environment in which the mind, body, and heart of students can develop into mature, responsible citizens with Catholic values.

Valley Catholic gives students the fundamental knowledge necessary for an intelligent participation in life and to foster self-initiated learning through personal insight and critical thinking. The school teaches students how to search for truth and to face life without bias or prejudice. To reach these goals each student is encouraged to develop right principles, well-trained critical faculties, and a high degree of personal integrity.

The school desires to serve the community by graduating young men and women who are equipped with the social, intellectual, moral, cultural, and physical skills necessary to assume a responsible role in life.

## **1.3 Belief Statements**

Students can:

- Nurture a personal relationship with God.
- Learn to respect themselves and others as valued gifts from God.
- Develop a moral and social conscience.
- Develop intellectual curiosity, creative expression, and critical thinking.
- Interact in a spirit of cooperation to develop active social responsibility and positive methods of communication.
- Contribute to and participate within a safe physical and emotional environment.
- Prepare for colleges and universities through the academic and college-counseling program.
- Become life-long learners and adapt to an evolving and increasingly technological global community.

## **Embracing Our Values**

**Live Valiantly  
Strive for Excellence  
Honor the Unique Gifts of Each Person  
Celebrate God and Life**

## **Valley Catholic School Motto**

**Excellence in Everything  
Opportunity for Everyone**

## II. Procedures, Guidelines and General Information

### Campus Safety

#### 2.1 Closed-Campus

Valley Catholic School has a closed campus. Once students arrive at school, they must remain on campus throughout the entire school day. Students are not allowed in the parking lots, or to go to their cars, during the school day without expressed permission from an administrator. Parents/guardians must provide permission in advance for students to leave campus for appointments. Students are provided ID cards that provide access to the building during operating hours. All parents and visitors are required to enter through the main entrance.

#### 2.2 Building Hours

The high school buildings are open from 7:30 a.m. to 3:45 p.m. on scheduled school days only. After 3:45 p.m. students are required to go to the athletic center to wait for their rides unless with a staff member.

#### 2.3 Student ID Cards

At the beginning of the school year students will be issued a Valley Catholic School identification card. The card will be used for access to the building, sports and activities, and to purchase lunch in the cafeteria. If a card is feared to be lost or stolen, the student must report the loss to the Dean of Students, who will deactivate the card and request a new ID card from the Information Technology (IT) department. Student can be issued a temporary card from IT until their new card arrives. A replacement fee of \$5 will be assessed to the student's School Café account.

#### 2.4 Accidents/Emergencies

If a student is seriously injured at school, efforts will be made to reach a parent/guardian or emergency contact. In an emergency situation, we will call the emergency number 911. First aid for minor injuries will be administered by a trained staff member.

#### 2.5 Emergency Closure

If Valley Catholic School needs to close due to hazardous weather conditions or other unforeseen circumstances, parents will be contacted via SchoolMessenger, an automated phone messaging system. Calls will be made to the phone numbers provided on your re-enrollment and/or registration form. Weather related closures will also be posted on the school's website and announced on most local radio and television stations. In the event of school closure for inclement weather, all scheduled school activities are also canceled.

If the number of school closure days becomes excessive, additional days may be added to the school year.

#### 2.6 Emergency Drills

In compliance with state regulations, we regularly conduct drills for fire, earthquake, lockouts, lockdowns, and other emergencies. Students are to follow designated procedures.

## **2.7 Automobiles and Parking**

All Drivers must operate vehicles safely and obey the school's posted driving and parking rules. Valley Catholic School reserves the right to revoke campus driving and parking privileges for anyone who is not demonstrating safe driving practices. Drivers who do not follow parking rules will be given a warning and may be towed if necessary.

Families must register every vehicle in the household that may be on campus. The registration and re-enrollment forms have a space for families to register their cars. It is expected for families to contact the main office if there are any changes (i.e. new car). Families will be provided tags to be hung from the mirror of any car parking on campus. While on campus, all cars must display the school-issued car tag.

Students are expected to park in either the athletic center lot #3, the gravel lot #4, the Elementary School lot #5, or on SW 148<sup>th</sup> west of the high school. Students are asked not to seek other spots until those lots are full. See the [Campus parking guidelines](#) for more information.

## **2.8 Visitors**

All visitors, including parents/guardians, must have necessary business to conduct at the school, report to the school office upon arrival, and obtain a visitor pass. Visitors who wish to go beyond the school office must have approval from school administration.

Students who attend other schools are not allowed to be guests of VCS students during the school day unless their visit has been pre-approved by VCS administration.

## **2.9 Volunteers/Called to Protect**

Volunteers are required to have a current background check on file, complete the Creating a Safe Environment (C.A.S.E) training, and review and acknowledge the Standards of Conduct. In subsequent years, volunteers will complete an annual review on-line. Additional information is available on the school's website in the Parent's Guide.

## **Attendance**

Students are expected to be punctual and present for all classes and assemblies unless excused by parents/guardians and the school's administration. An attendance record is maintained by the school, and is part of a student's permanent record. Calls or notes regarding a student's absence or tardiness do not necessarily excuse the absence or tardy. The school administration has sole discretion for determining the excused or unexcused status.

## **2.10 Excused Absence**

Oregon State Law (ORS 339.065) defines an excused absence as an absence "caused by the pupil's sickness, by the sickness of some member of the pupil's family, or by an emergency. The principal or teacher may also excuse absences for other reasons where satisfactory arrangements are made in advance of the absence."

It is the parent's/guardian's responsibility to call the office (503-520-4700) or email [vchsattendance@valleycatholic.org](mailto:vchsattendance@valleycatholic.org) by 9 a.m. each day the student is absent. This is in addition to any e-mails that may have been sent to teachers or other school staff. In the event that a parent/guardian does not contact the office, the student's absence is considered unexcused. If there is no parent/guardian contact within two days of the absence, the absence will remain unexcused.

## **2.11 Unexcused Absence**

All absences are considered unexcused until a parent/guardian notifies the office of the absence. Absences caused by students' work schedules, sleeping late in the morning, or missing the bus or a ride are considered unexcused. No make-up work or re-testing will be provided when absences are unexcused, and students could earn zero points for any academic work they missed.

## **2.12 Appointments / Early Dismissals**

Students having an emergency appointment or becoming ill at school must obtain permission from a parent/guardian and sign out with the school secretary before leaving the building. Students having scheduled medical or dental appointments during school hours will be excused pending verification of the appointment. Verification may be in the form of a parent call or email to the school office in the morning before school begins. Students without prior parent approval must supply evidence of the appointment such as a doctor's note or appointment card. Failure to provide acceptable verification will result in an unexcused absence.

Students with scheduled appointments will be given an early dismissal slip for their teacher. Students will not be dismissed from class until the time designated on the early dismissal form unless the student is paged to the front office. Students are expected to check out at the front office prior to leaving the building.

## **2.13 Pre-Arranged Absences**

If students are aware they will be absent from school, they will complete a pre-arranged absence form. The forms can be obtained at the front office and require students to get signatures from all of their teachers and the Dean of Students.

Meeting with teachers individually about make-up work is the responsibility of the student. Teachers will make clear to students what work can be made up and when it is due; they will also identify the work that cannot be made up and the effect of this missed work on the student's performance and grade. Teachers may choose to comment on the advisability of absence from their class. Please note school policy on excessive absences below.

Absences for travel during school time are strongly discouraged. Travel during school time may greatly reduce academic success. Students should not automatically assume that make-up work will be provided ahead of time. Make-up work and tests will be considered on an individual basis. In many cases, academic experiences that occur within the class may not be able to be reproduced – including class discussions, group projects, etc.

## **2.14 Excessive Absence**

Students with more than ten unexcused absences from any class during a semester must petition for credit in that course. Students missing more than ten class days may be moved to a pass/fail option after consultation with the teacher and the Dean of Academics.

Extended excused absences for medical reasons will be addressed on a case by case basis. They will be based on the medical professional's recommendations and the school's ability to meet those recommendations.

## **2.15 Tardiness**

Students are expected to be in class when the bell rings. Any student not in class at this time will be considered tardy. Students who are tardy at the beginning of the day must check in at the main office and obtain an admission slip prior to going to their classroom. If a student is tardy to class it will be reported to the office. Students delayed by a staff member must obtain a note explaining the delay to receive an excused tardy.

While any unexcused tardy may be grounds for disciplinary action, it is typical that students will earn an after school detention after their third unexcused tardy.

## **2.16 Late Work**

Each teacher includes the late work policy for their class in the course syllabus that is distributed at the beginning of each semester.

Following an excused absence, students are responsible for seeing each teacher the day they return to make arrangements for make-up work.

- Any work assigned prior to the absence is due the day the student returns.
- If a student is absent on the day a long-term or final project is due, the student is responsible for making sure that the teacher receives the long-term or final project on the day it is due.
- Any exceptions to this are at the sole discretion of the teacher.

## **2.17 Field Trip Permission**

The Field Trip Permission Form must be completed by a parent/guardian. The original copy of the form will be kept on file in the school office. An emailed or faxed copy of the completed form may also be accepted. The form authorizes your student to participate in field trips that occur during the typical school day.

Telephone calls or emails will not be accepted as authorization for field trips. Field trips outside of the typical school day, may require trip specific authorization. Authorization forms will be distributed and collected near the time of the event.

# **Procedures**

## **2.18 Change of Address, E-mail, or Phone Number**

Please notify the school secretary of any changes to your address, e-mail address, or phone number as soon as possible. Maintaining accurate school records, mailing lists, and communication with parents/guardians in an emergency are essential.

## **2.19 Technology in the Classroom**

### **1:1 MacBook Program**

The Valley Catholic 1:1 MacBook program provides students access to Apple, Google, and other digital resources and applications both on and off campus. The 1:1 MacBook program is combined with the school's traditional classroom instruction to provide students with a well-rounded learning experience.

Each student receives a MacBook Air Laptop, cord, charger, and case. Devices and accessories are property of Valley Catholic High School. At the end of each year (freshman – junior)

MacBooks and cases will be collected and then redistributed at the beginning of the next year. At

the end of senior year MacBooks will be collected and any outstanding charges due to damage will be issued at that time, prior to graduation.

Cords and chargers, for logistical purposes, will not be collected at the end of each year. Students should retain possession of those for their time at VCHS.

### **Damaged or lost devices**

Devices and accessories are the property of Valley Catholic. Repairs are done through the school's service program. If a device is damaged (e.g. cracked screen), VCHS will charge \$100 for the first repair, \$300 for the second repair and \$500 for any repairs after that. No charge will be issued if damages are caused by a factory defect. Repair costs are cumulative over the student's time at VCHS.

Lost or stolen devices will be addressed on a case-by-case basis with the possibility of families required to pay for full replacement of the device.

### **Parents as partners**

Parents are important partners in building a safe and healthy educational experience for students. VCHS encourages parents to:

- Talk with their children about appropriate internet, social media, and device usage
- Review the school technology use expectations with their children
- Set healthy boundaries for their children

### **Cell phones and Electronic Devices**

The use of cell phones and other electronic devices, in general, are often a distraction to, and can be a trivialization of, academic and student life. The use of cell phones, or other electronic devices, such as ear buds, therefore, is not allowed during the school day (including Break, Lunch, and Passing Time) unless the student has received expressed permission from a staff member. Students should turn their phones off and place them in their locker or backpack until the end of the day.

Cell phones and other electronic devices may be brought to school and used before the student's first class or after school. Students using devices without permission will have them confiscated until the end of the day. If a device is confiscated, the student may pick up the device at the end of the day from the Dean of Students. Typically, a second violation will result in disciplinary action.

## **2.20 Food**

Food and drinks are not permitted in the auditorium. They may be allowed in the classroom if permission is granted by the teacher. Students may bring lunch from home or purchase food from the VCHS cafeteria. Families will add funds to the student's account, and students will purchase food with their student ID. Vending machines are available for student use before and after school as well as during break and lunch.

## **2.21 Library**

The library is a space for collaboration, research, and study where ideas and academic work are meant to be shared and improved upon. Libraries promote and encourage a wide range of students, projects, study habits, and methods. Individuals, small groups, and classes are welcome. Students are expected to use the library responsibly, respect the rights of other users, check out materials properly, and return them on time. All library fines must be paid prior to the end of the academic year. There is no food allowed in the Library. Library hours are 7:45 a.m. to 3:45 p.m.



## 2.22 Lockers

Each student will be assigned a locker. Students cannot change lockers without permission. Lockers are the property of Valley Catholic School. Students are expected to treat their lockers with the same care and respect as all other school property.

- Lockers should be kept clean, neat, and locked.
- Students should not publicize their lock combinations.
- Valuables should be kept at home, with the student, or locked inside the lockers.
- To safeguard the well-being of all students and staff, VCS reserves the right to inspect any locker at any time, to remove contraband and any inappropriate or noxious items.
- The school is not responsible for any loss, theft, or damage to books or other personal property.
- Students are expected to clean out their locker (inside and out) as part of the end of the year checkout process.

All student items must be stored in a locker or kept with the student at all times. Items may not be left in common areas such as hallways, cafeteria or classrooms without permission.

Lockers are available in the gym for use during physical education classes, athletic practices, and athletic contests.

- Only school-authorized locks may be used on gym lockers.
- Locks can be obtained from the Physical Education Department.
- Replacing lost locks are the responsibility of the students.
- Gym lockers are subject to the same rules as student lockers.

## 2.23 Lost and Found

The Lost and Found is located either outside of the main office, in the trunk outside of Room 101 or in the athletic center by the Athletic Director's office. Unclaimed articles are donated to local charities at the end of each month. Students finding lost articles are asked to take them to the school office. Any found items with a name will be returned to the student.

## 2.24 Medication

Valley Catholic School will not provide any medication. Medication may be administered by school personnel with written consent and direction from a parent/guardian. The parent/guardian must complete a medication authorization form. The written request must include the specific dose of medicine and the specific time it should be given. Forms are available in the school office.

2.24.1 Prescription medications require a direct order signed by a licensed physician.

2.24.2 Medication taken by a student for more than one day must be brought to the school office.

2.24.3 Medications will be stored and locked in a designated location where students have no access to it.

2.24.4 All medications, including over-the-counter medications, must be in the original container or prescription bottle.

2.24.5 The medicines administered are documented by the staff member giving the medication.

Students may possess and self-administer prescribed emergency medications i.e., EpiPen and a metered dose inhaler for the relief of asthma or to prevent the onset of symptoms prior to physical exercise if the following documents are on file in the school office.

2.24.6 Written approvals from the student's parent/guardian to possess and self-administer these medications.

2.24.7 Authorization To Give Medication At School Form

## **2.25 Student Allergies**

Valley Catholic School will create an Individualized Action Plan (IAP) for any student with known allergies as prescribed by Oregon State Law and Archdiocesan Policy. It is the parents'/guardians' responsibility to notify the school of their child's allergic reaction by completing an Individualized Action Plan that is approved by the child's physician. The student's IAP may require that certain safety protocols are implemented, notification of school staff, and storage for physician-prescribed treatments. Valley Catholic School will review the IAP recommendations, notify parents if any elements of the plan cannot be accommodated, and then keep the IAP on file in the school office.

Designated staff members receive training on how to safely administer physician-prescribed epinephrine using an EpiPen. It is the family's responsibility to provide the EpiPen for use at school according to the doctor's prescription.

Following state law, the school also keeps its own non-prescription EpiPens available for use by any student who goes into anaphylactic shock while at school, regardless of whether a past severe allergic reaction has been documented. If needed, the EpiPen will be administered by trained personnel, and the student will be transported to the hospital by ambulance as a precaution. The School will attempt to contact the parents/guardians immediately, but will not delay transportation to the hospital if parents/guardians cannot be reached.

## **2.26 Immunizations and Insurance**

All students are required to be immunized following current Oregon State Law. It is highly recommended that all students have health insurance.

## **2.27 Signs**

All signs and posters must be approved by an administrator or club advisor.

- Sign content and placement is restricted.
- Plastic tape is never permitted on walls, windows, or any other surface.
- Signs not meeting these requirements will be removed without notice.

## 2.28 Student Information Disclosure

### **School Directory:**

Each year we publish a PreK-12 School Directory. It includes: parents names, student names and grade levels, e-mail addresses (one per parent), home addresses, and home phone numbers. We use the information you provide on your re-enrollment/registration form. If you do not want to be included in the directory or if you do not want all of this information published, you need to complete the [Directory Opt-Out Form](#). It is located on the Valley Catholic School Web site at [www.valleycatholic.org](http://www.valleycatholic.org) in the Parents' Guide. Copies are also available in the school office.

### **Media:**

Photos and videos are created and shared by Valley Catholic School for educational purposes, community outreach, and the annual Gala. They provide information about Valley Catholic and celebrate our programs, our events, and the accomplishments of our students, faculty, and staff.

Photos and videos may be featured in Valley Catholic communication materials including school yearbooks, class photos, admissions and other brochures, booklets, posters, newspapers, postcards, ads, and magazines. They may also be included on the school Website and social media, which are open public forums.

It is the responsibility of the parent or guardian to notify Valley Catholic School if you do not want your student(s) to be included in school communication materials by completing the [Media Opt-Out Form](#) located on the Valley Catholic School Website at [www.valleycatholic.org](http://www.valleycatholic.org). It is in the Parents' Guide. Copies are also available in the school office.

### **III. Campus Ministry**

Campus Ministry plays an integral role in the life of the Valley Catholic student. Students at Valley Catholic are here to grow in body, mind and spirit over their four years of high school. The Campus Ministry department facilitates three types of activities to bring students closer to one another and to encounter God's grace: school liturgies, retreats, and service learning. The Campus Ministry department is focused on making the ministry of Jesus available to everyone, regardless of a student's faith tradition.

#### **3.1 Chapel**

The Chapel is located on the second floor near the front stairs in the high school. The chapel is open every day as a space for quiet prayer or contemplation. All students are welcome to use the chapel.

#### **3.2 Liturgies**

Valley Catholic students gather monthly as a community of faith to celebrate liturgies. Celebrating the Eucharist allows Valley Catholic students to gather together to break bread, to pray, and to be sent forth into the community to live out the ministry of Jesus. Students play an important role in our liturgies—serving as lectors, musicians, and extraordinary ministers of Holy Communion. In addition to school liturgies, we gather for an annual Lenten penance service and the Sisters of St. Mary of Oregon heritage prayer service.

#### **3.3 Retreats**

Valley Catholic students participate in an annual retreat as a chance to grow spiritually and to come together as a class community. The Freshman and Sophomore retreats are in the Fall, while the Junior and Senior retreats are in the Spring. The Freshman Retreat introduces students to the spiritual and community components of Valley Catholic. The Sophomore Retreat is a day of service in our local community. Students go with a teacher and student leaders to a variety of service placements, which allows students to apply the ministry of Jesus into their community. Sophomores return to school in the afternoon to reflect on what they learned in their service experience. The Junior Encounter is a three day, student-led retreat. This retreat helps students encounter the love of God and the love of their families and classmates in a profound way. Finally, the Senior retreat is a day long retreat which allows students to reflect on their time at Valley Catholic, discuss their feelings in this time of transition, and reflect on their hopes and dreams for college and beyond.

#### **3.4 Service Learning**

Valley Catholic students live out the ministry of Jesus by serving their local community. Students are required to complete ten hours of service per school year to receive a "Satisfactory" on their academic transcript. Failure to complete the required service hours results in an "Unsatisfactory" on a student's academic transcript. Having a "satisfactory" is necessary for being a "student in good standing" and being eligible for certain positions and awards at school. Students who complete 100 hour of service in a school year are honored with a green cord that they receive during the Class Day awards ceremony. Juniors will be required to perform at least 5 hours of community service with one outside organization during the semester they take the Catholic Social Teaching course (this counts towards the 10 hour total). Students will have an opportunity to reflect on the service work and its connection to Catholic Social Teaching as part of a final project.

## **IV. Student Behavior**

### **4.1 Expectations and Responsibilities**

The Valley Catholic School community is expected to support and follow Valley Catholic School's mission, philosophy, guidelines, procedures, policies, and rules outlined in the VCHS Handbook.

If any parent/guardian or student refuses to follow the guidelines, procedures, policies and rules of the school, they place the student's admission or attendance at Valley Catholic School in jeopardy and the student is subject to expulsion or revocation of admission within the sole discretion of the school. The high standards adhered to by our school apply to after school hours as well.

In signing the Financial Commitment Agreement and the student Emergency Form, parents/guardians acknowledge that they are in agreement with the above statements, they will demonstrate a spirit of cooperation, and uphold the guidelines, procedures, policies and rules outlined in the school handbook.

In support of the school's mission and philosophy VCHS students are expected to abide by the values and rules outlined in this handbook and below:

- Exhibit Catholic values and support the mission and philosophy of Valley Catholic School.
- Treat adults, other students, and visitors with courtesy and respect.
- Always be respectful towards the property of others.
- Maintain the cleanliness of the building and surrounding SSMO campus.
- Behave appropriately in class.
- Comply with all classroom guidelines.
- Be open to growth.
- Accept responsibility for your actions.
- Strive for honest and ethical behavior in all pursuits.
- Promote the safety and well-being of others.
- Do not send, forward, post or text inappropriate images or comments intended to hurt or embarrass another person including anything of a sexual nature.

### **4.2 Consequences for Non-Compliance**

Examples of violations of school rules are listed in two groups according to the seriousness of the offense. Because not all infractions or examples can be included, additions and modifications to these lists may be made at the discretion of the administration at any time. The school reserves the right to suspend any student who is under investigation by public officials for a criminal act.

The Dean of Students administers most of the school's discipline, including suspension. Expulsion, however, is at the discretion of the principal after consultation with the Dean of Students and the President of Valley Catholic School.

Dismissal from Valley Catholic School is final and not subject to appeal.

### 4.3 Consequences for Major Infractions

The consequence for a major infraction, on or off campus, may be immediate suspension with possible recommendation for dismissal. The examples listed below are merely examples; the list is not intended to be exhaustive—the school reserves the right to suspend or dismiss a student who has committed any infraction deemed by the principal serious enough to warrant suspension or expulsion.

#### Examples of Infractions That Might Be Major

- Assault, fighting, intimidation, threat, or any form of harassment
- Insubordination—an open act of defiance or disrespect toward a staff member
- Consumption, possession, sale or supply of alcohol, marijuana, vaping materials, or other illegal drugs or dangerous substances
- Abusive language or action toward a staff member
- Theft of school or personal property
- Harassment, bullying, cyber stalking, cyber bullying
- Vandalism or abuse of school or personal property
- Setting fires, setting false alarms, bomb threats, possession of explosives, weapons or other potentially dangerous materials
- Repeated behavioral referrals or detentions
- Truancy
- Leaving school premises without permission
- Dishonesty or unethical behavior in writing, speech, or actions
- Dangerous driving
- Inappropriate use of the Internet, cell phones, personal tablets, laptops, smart watches, or other electronic devices used on and off campus that affect the climate and the culture of the school. Examples include—but are not limited to—bullying, threatening, belittling, spreading destructive rumors, planning illegal activities, and writing or posting inappropriate sexual or racial material.

### 4.4 Consequences for Minor Infractions

The consequence for a minor infraction may include, confiscation of contraband items, detentions, parent conferences, probation, or suspension from school activities or classes. Repeated violations will result in more serious disciplinary action, including suspension or expulsion.

#### Examples of Infractions That Might Be Minor

- Disruption or non-compliance at school or a school activity
- Use of profanity
- Inappropriate behavior on campus, including inappropriate driving or parking
- Improper display of affection (No Public Displays of Affection (PDA))
- Unexcused absences from class or school activities
- Tardiness to class
- Inappropriate attire
- Food or gum violations including failure to clean-up during lunch.
- Cell-phone violations
- Rough, physical or any other unsafe behavior

## 4.5 Disciplinary Sanctions

### Assessment

As a condition of attendance, the school may request that a student have a professional psychological or substance abuse evaluation made at the expense of the parents. The student may be placed on suspension until the results of the evaluation have been provided to the school administration.

### Detention

Detentions are an after-school period of an hour or more. Typically, students will work with a teacher or the Dean of Students after school from 3:15 – 4:00 pm on a campus beautification project. Examples include washing and cleaning buses, cleaning desks and tables, or sweeping and cleaning bleachers.

### Probation

Probation is an agreement between the student and the school administration. Its purpose is to affect change in a student's behavior. Since student problems vary, probation agreements will also vary in duration, time, and details. All probation agreements will specify what behavior must change and the consequences if it does not change.

### Suspension

In-school suspension is a period during which a student is under administrative supervision at school and removed from regular school activities. Out of school suspension is a period during which a student must remain off campus and away from all school-sponsored activities.S

Parents/Guardians will be notified immediately of the suspension, and if needed an in-person conference between the parents and the administrators will be arranged. Suspended students are required to complete all class work assigned during their suspension and are subject, at each teacher's discretion, to academic penalties for missed class participation.

### Expulsion

Valley Catholic School reserves the right to dismiss any student whose behavior or potential future behavior is so detrimental that continued attendance would not be in the best interest of the student and/or Valley Catholic School.

Expelled students will not be allowed back on the Valley Catholic campus at any time for any reason and will not be allowed to attend any function that is the sole activity or event of Valley Catholic whether on Valley Catholic's campus or elsewhere without prior approval of an administrator.

## 4.6 Drug and Alcohol Policy

Consumption, possession, sale or supply of alcohol, marijuana, tobacco, vaping products, or any other illegal or dangerous substances on or about the school premises or at any school-sponsored activity, on or off campus, is strictly prohibited and will result in disciplinary action, up to and including expulsion. Possession of essential oil inhalers, vaping devices, or electronic cigarettes (i.e. Monq or JUUL) by students will be seen as suspicion of being under the influence of an illegal substance.

#### **4.7 Search and Seizure**

Valley Catholic School administration may search students and their personal property at any time. This includes but is not limited to backpacks, bags, cars, and lockers. Cell phones may be confiscated but will not be searched unless there is a concern for the safety of the students or staff. School-issued iPads are school property and may be searched at any time without prior notice.

Personal property deemed detrimental to the safety and welfare of the students or staff may be seized if the school administration believes that an illegal act or violation of school rules has been committed, is being committed, or is about to be committed.

#### **4.8 Child-Abuse Reporting; Freedom from Harassment; Bullying Policy; Non-Discrimination**

Oregon Revised Statute 419B.101, states that "Any public or private official having reasonable cause to believe that any child with whom the official comes in contact has suffered abuse, or that any person with whom the official comes in contact has abused a child, shall report or cause a report to be made." All school employees are considered "public or private officials," and will report child abuse as required by law.

At Valley Catholic School, we believe that every person has supreme dignity, being created in the image and likeness of God and destined for eternal union with Him. The school insists that everyone be treated with dignity and courtesy and that the school be free of harassment, which it defines as unwelcome actions or words that threaten, violate, or intimidate others. Harassment may include, but is not limited to, verbal or practical jokes, unwelcome touching, offensive remarks or put-downs, and displays of offensive materials. Harassment may also include words or conduct directed toward another person because of race, color, religion or national origin. It also includes the intentional attempt to cause another person to fear physical injury. For additional information, please see Valley Catholic School's Anti-Bullying Policy located in the Appendix on page 33.

Valley Catholic School is committed to taking reasonable steps to prevent harassment from occurring and will take immediate and appropriate action when the administration knows it has occurred. Any student who feels they have been harassed or bullied by anyone, students or adults associated with the school, should immediately notify the principal, school counselor, dean of students, or any other school staff member.

Examples of behavior that may be considered sexual harassment include; making sexually suggestive remarks, gestures, jokes or remarks about someone's appearance, using derogatory sexual terms for people, touching in a deliberate and unwelcome manner, displaying sexual illustrations, describing or asking about personal sexual experiences, hazing, performing pranks, or intimidating a person because of his or her gender.

Valley Catholic School is committed to providing an educational environment free from all forms of discrimination and harassment. We do not discriminate on the basis of race, color, national or ethnic origin, sexual orientation, or any other status protected under applicable federal or state laws in the administration of our educational policies, admissions policies, scholarships, financial aid programs, athletic programs or other school-administered programs.

All complaints of discrimination or harassment should be reported to an appropriate staff member. They will be investigated promptly and as confidentially as circumstances permit.



## 4.9 Student Dress and Appearance

The foundation of Valley Catholic High School's dress code lies in maximizing students' focus on learning. Students are representatives of the Sisters of St. Mary of Oregon and VCHS and are expected to dress in manner that is modest and reflective of our Catholic school environment.

Parents and students have primary responsibility for students' personal appearance in consideration of the dress code. Students in violation of the dress code will be informed that they are out of dress code. They may be asked to change their clothes or parents/guardians may be notified and asked to provide appropriate clothing. Repeated disregard of the dress code will result in disciplinary action.

**The dress code applies to all school days and activities, including finals, PSAT tests, and Class Day. The following guidelines are used to determine appropriate dress:**

- Students may not wear sweatpants or athletic shorts on Mass days.
- Shorts should be neat, tasteful, hemmed and no more than two inches above the knee.
- Skirts, shorts, and dresses can be no shorter than two inches above the knee.
- Halter tops, tube tops, tank tops, and camisoles are not permitted.
- All shirts and blouses must have sleeves and a modest neckline.
- Underware, boxers, bras or any other undergarment must not be visible.
- Students' hair must be clean, neatly groomed, and not interfere with eyesight.
- No extreme cuts, styles, colors, or designs cut into the hair are allowed. \*
- No extreme make-up, jewelry or accessories may be worn.\*
- Mustaches and beards may be worn if neat and trimmed.
- Footwear must be worn for all classes, including P.E.
- Visible piercings are acceptable only in the ear lobes.
- Students may not wear sunglasses in the school building.
- No hats of any type, including sweatbands, bandanas, or visors.
- Specifically noted as inappropriate are garments, even if brand-new, with holes or in disrepair, tattered clothing, visible underwear, spandex or running shorts, beachwear (such as cutoffs & swimwear), underwear t-shirts, gang-related symbols or clothing, and clothing advertising sex, alcohol, tobacco, drugs, gangs, violence, profanity, or cult groups.\*

All rules regarding accessories and inappropriate messages on garments apply to extra-curricular events on and off campus.

**\*The interpretation of "extreme" and "appropriate" is the school's.**

## V. Academic Information

Valley Catholic High School offers a well-rounded college preparatory curriculum. To allow students to take full advantage of this curriculum, the following academic guidelines have been established:

### 5.1 Academic Integrity

All Valley Catholic students are expected to ‘live valiantly’ and strive for excellence in everything they do, especially their academic work. A crucial hallmark of all academic communities is the foundation of academic integrity. This means being the author of your own work all the time, never doing work for another person, and always giving proper credit to outside sources when used. Cheating comes in many forms -- copying from others, using illicit aids in tests and quizzes, and plagiarism, including failing to document outside sources -- all of which are forms of dishonesty and theft. Students are expected to learn from and take pride in doing their own work. Attempting to pass off the work of another as your own damages intellectual growth and personal integrity.

**Potential Violations:** Students caught engaging in any academically dishonest act will be reported for violating the academic integrity policy. Although it is impossible to list every possible type of violation, the following is a list of those most commonly seen:

- Using any type of aid forbidden by your instructor while taking an assessment or completing an assignment
- Copying from the work of another person, including homework, essays, quizzes, and tests
- Allowing another person to complete your assignment, partially or fully
- Allowing another person to copy your work and claim it as his or her own
- Completing an assignment, partially or fully, for another person
- Plagiarizing or copying part of another person’s work or outside source and submitting it as your own work
- Submitting the work of another as your own
- Failing to properly cite and/or document outside sources
- Misrepresenting any aspect of your written work to your teacher
- Submitting part or all of an assignment in more than one class without receiving prior permission

**Procedure Following a Violation of the Academic Integrity Policy:** Academic violations will be addressed in this way:

- The teacher will discuss with the student the work in question.
- If the student has violated the policy, the teacher will notify the dean of academics, who will in turn talk with the student.
- Parents/Guardians will be notified of the violation.
- The student and his or her parents/guardians may be required to meet in person with the dean of academics.
- In the case of a repeat offence, the college counselor and Dean of Students will be notified of the violation.

**Possible Consequences:** Any violation will result in a zero with no chance of recovering those lost points. Additional consequences may be applied, depending on the severity of the violation. A repeat offence will automatically incur one or more of the following consequences, which will be determined during a meeting with the student, his or her parents, the dean of academics, the college counselor or principal, and possibly the teacher or teachers involved:

- Assigned reflective writing and/or research
- In-school suspension
- Failure of the course for the semester
- Expulsion from Valley Catholic High School

## **5.2 Academic Assistance**

Academic Assistance will be required of any student whose GPA falls below a 1.7 during any of the school's grading periods. In consequence, the student will be required to participate in weekly mandatory meetings with any faculty member in whose classes the student is earning a D+ or lower **until satisfactory progress has been made.** The student is solely responsible for arranging the weekly meetings with the teacher and for keeping the appointments. These meetings may be held during lunch or before or after school. If the student is enrolled in a zero period class, meetings may not be scheduled during this time. Each week the Dean of Academics will contact the student to ensure that help is being sought and progress is being made.

## **5.3 Academic Probation**

Students with a GPA below 1.7 for a semester will be placed on academic probation. If the GPA rises above 1.7 for the next semester, the student will be taken off probation. If the GPA does not rise above 1.7 for the next semester, the student may be asked to leave Valley Catholic. Students in this situation may appeal to the principal to ask that an exception be made.

A student on Academic Probation will be required to seek weekly mandatory meetings.

## **5.4 College and Career Guidance**

Valley Catholic provides personal and college-counseling services to all students. College counseling formally begins in the student's junior year. All juniors are required to attend the College Information Night. All seniors are required to attend the College Application and Scholarship Night. Parents are welcome to contact the counseling office with any questions or concerns.

## **5.5 Credits from Other Schools**

Valley Catholic High School recognizes credits earned by students before they enrolled at Valley Catholic from any secondary institution accredited with a regional association. The administration reserves the right to evaluate classes to determine their applicability toward satisfying graduation requirements.

Summer courses, on-line courses, or other courses taken anywhere other than Valley Catholic during a student's time at Valley Catholic may, if approved by the Dean of Academics and Department Chair, advance the student to a Valley Catholic course of higher level but will not earn credit at Valley Catholic or appear on its transcript. Such courses will, therefore, not satisfy any graduation requirement. For example, all students must successfully complete three years of high-school mathematics—that is, math through Algebra II—to graduate from Valley Catholic. A student who has taken Algebra I and Geometry at Valley Catholic and then Algebra II in a summer class would still need to take another year of math, probably Pre-Calculus—if the Math Department Chair approved—at Valley Catholic in order to satisfy the three-year requirement. Three years means three years at Valley Catholic. Certain courses, such as U.S. History, must be taken at Valley Catholic.

The only exception to this policy is the recognition of approved credit-recovery classes. Credit may be accepted from such a class only when a student has earned lower than a C- in a Valley Catholic course. The credit-recovery class must be approved by the Department Chair and the Dean of Academics BEFORE the student enrolls in the class.

Valley Catholic High School is under no obligation to accept credits earned at non-accredited secondary institutions, in foreign secondary institutions, or in home study.

## **5.6 Impossibility of Early Graduation**

In order to graduate from Valley Catholic, students must attend school at Valley Catholic until the end of their senior year. They may not graduate from Valley Catholic if they leave before the end of their senior year and finish their class work, whether at a college or another high school, nor may they graduate if they leave Valley Catholic before the end of their senior year even if they have taken enough courses at Valley Catholic to fulfill its graduation requirements. A Valley Catholic education is more than an accumulation of credits; it requires both a body of classes and membership in the school's daily life until the end of the senior year.

## **5.7 Adding and Dropping Classes**

Students have ten class days from the beginning of each semester to add a class.

There are two periods in which a class may be dropped:

- A class dropped within ten class days from the beginning of a semester will not appear on a transcript.
- A class dropped after the tenth day from the beginning of a semester but before the end of the twentieth day will appear on a transcript as a WP if the student were passing the class at the time of the drop or a WF if the student were failing the class. Neither a WP nor a WF affects the GPA, and neither earns any credit.

After 20 days students may **not** drop classes until the end of the semester.

Students wishing to drop a class, whether in the first ten days or the second ten days, need written parental/guardian permission and the approval of the teacher and the Dean of Academics.

## **5.8 Special Accommodations, Educational Learning Plans (ELP)**

Special accommodations will be granted to any student with a current diagnosed learning difference, cognitive impairment, or health issue as determined by a psychologist, psychiatrist, or medical doctor. Diagnosed learning differences, cognitive impairments, and health issues are considered current if the original diagnosis or the most recent reevaluation was completed within 26 months of the request for the special accommodation. Special accommodations are noted on an Educational Learning Plan (ELP) and are customized to each individual student based upon the diagnosed difference, cognitive impairment, or health issue. No accommodations are granted without a current diagnosis and an ELP. All Educational Learning Plans are granted at the discretion of the administration and subject to review at any time during the student's enrollment.

## **5.9 Independent Study**

Independent study is not offered at Valley Catholic.

## **5.10 Eligibility for Extra-Curricular Activities**

In order to be eligible for Valley Catholic extracurricular activities students must have a minimum GPA of 1.7 (C-) *and* be passing all their classes. Eligibility will be determined at the end of each quarter. Should a student not meet the requirements, the period of ineligibility is for the next quarter. Students who do not meet the minimum requirements at the end of a second semester will be ineligible until the end of first quarter of the next year unless they recover credit during the summer. All credit recovery must be approved by the Department Chair and the Dean of Academics.

In addition, the Administration reserves the right to designate a student ineligible at any point during the course of the year. This timely action both helps students improve their performance and return to activities more quickly: students made ineligible mid-quarter are often able to avoid quarter-long ineligibility.

### 5.11 International Students

International students attending Valley Catholic High School for credit must be fully conversational in the English language. Reading, speaking, and writing skills must be verified through the Test of English as a Foreign Language (TOEFL) or the Secondary Language English Proficiency (SLEP) test.

If not living with their parents, international students must live with a designated legally guardian.

### 5.12 Grading

Report cards are issued four times per year. Students' work is evaluated and marked according to the following scale:

A	4.0	Exceptional/Superior
A-	3.7	
B+	3.3	
B	3.0	Above Average
B-	2.7	
C+	2.3	
C	2.0	Average
C-	1.7	
D+	1.3	
D	1.0	Below Average
D-	0.7	
F	0.0	Failure
P	Pass ("P" is not used in calculating GPA, but full credit is granted.)	
I	Incomplete (The teacher will set a date by which work must be completed; after this date an Incomplete will become an F.)	
WP	Passing at the time of withdrawal, no credit	
WF	Failing at the time of withdrawal, no credit	
Valley Catholic High School does not give the grade of A+.		

### **5.13 Graduation Requirements**

In order to graduate from Valley Catholic High School, students must complete a minimum of 24 Carnegie units (credits); two semesters usually equal one credit. Most students, however, accumulate far more than 24.

Those 24 credits must include:

- 4 in English
- 4 in Religion++
- 3.5 in Social Studies
- 3 in Mathematics\*+
- 3 in Science\*\*
- 2 in the same World Language#
- 1 in Fine Arts
- 1 in P.E.
- 1 in Health
- 1 in Electives
- .5 in Computer Science

++Students must take one full Religion credit each year they attend Valley Catholic.

\*The Oregon State College System, as well as Valley Catholic School, requires a student to have 2 years of math beyond Algebra I.

+ Students who receive lower than a C- for the second semester of Algebra I will be required to retake the course or take a challenge test covering the material before admittance to Algebra II. Students who receive lower than a C- for the second semester of Algebra II will be required to retake the course or take a challenge test covering the material before admittance to Pre-Calculus.

\*\*Freshman must take Biology; sophomores must take Conceptual or Honors Chemistry; and juniors must take Conceptual Physics or AP Physics I. In very unusual circumstances, a request for a change from this progression may be considered by the teacher, science-department head, and Dean of Academics.

# Students who receive lower than a C- in first-year World language will be required to retake the first-year course before admittance to the second-year course.

In addition, the requirements described above in “Impossibility of Early Graduation” must be met.

### **5.14 Parent/Guardian Teacher Conferences**

Parent/Guardian/Teacher conferences are scheduled in the fall. At that time, parents meet with their student's teachers. Parents/Guardians are encouraged to contact individual teachers or the Dean of Academics at any time. The school sets up parent-teacher conferences on an individual basis when needed.

### **5.15 Progress Reports**

The Valley Catholic School grading system offers on-line parent/student access to students' grades. Parents and students are given password codes at the beginning of the first year. We encourage parents to discuss academic progress with their children, but caution them not to be overly concerned with individual grades on specific assignments.

In some cases, weekly progress reports may be appropriate. This can be requested by contacting the Dean of Academics.

### **5.16 Testing**

Semester exams are given twice a year. Students must be in their examination rooms before the bell rings. Late students may be admitted only at the discretion of the test proctor.

In October, sophomores take the Preliminary ACT (PLAN), and juniors the Preliminary SAT (PSAT). Both are practice college-admission tests. ACT's and SAT's are given at various high schools in the area. Students should consult with the college counselor to select and register for appropriate tests.

Advanced Placement (AP) Examinations are offered in May for those students enrolled in AP classes and wishing to receive college credit and/or advanced placement when entering college. A fee is charged for these national exams. It is students' responsibility to learn what credit and advanced placement the colleges they are considering attending award for taking AP examinations.

### **5.17 Teacher Assistants**

Junior and senior students may serve as teacher or lab assistants. TA's will be assigned with the approval of the Dean of Academics. Teacher assistants will be graded on a Pass/Fail basis with no credit received. Only Lab Assistants receive 0.5 credit per semester.

### **5.18 Valedictorian/Salutatorian Eligibility**

Valedictorian and Salutatorian are determined on cumulative high school GPA through a student's seventh semester. If two or more students are tied for Valedictorian, Co-Valedictorians will be named, and there will be no Salutatorian. If there is a single Valedictorian and two or more students are tied for Salutatorian, Co-Salutatorians will be named. In the event that there are multiple Valedictorians and/ or Salutatorians only two student representatives will give an address. Each student will submit their speech to a faculty committee. The committee will make the selection. In order to be eligible as Valedictorian or Salutatorian, students must have attended Valley Catholic for their entire sophomore, junior, and senior years.

### **5.19 Student Withdrawal Procedures**

Parents/guardians of students transferring to another school or withdrawing from VCS must complete a Withdrawal Procedure Form and submit it to the school office prior to their last day.

## VI. Student Support Services

### 6.1 College Counseling

A college counselor serves Valley Catholic students three days each week. All high-school students and their parents are invited to seek assistance, but priority is given to the current senior class.

Although freshmen and sophomores occasionally participate in college planning activities, the official curriculum begins in a student's junior year. Through a series of required information nights and individual appointments, students will receive the information to narrow down their list of prospective colleges by the fall of their senior year. During the senior year, students choose and apply for colleges with the assistance of the college counselor.

### 6.2 Personal Counseling

Valley Catholic's Counseling department aims to uphold the mission of Valley Catholic School by working with students, at their developmental level, to assist them in creating a faith-filled community, and becoming lifelong learners and compassionate leaders. The counseling department respects and honors the unique gifts of each person, and strives for excellence in creating an inclusive school environment that ensures each student the opportunity to achieve his or her highest potential. The counselor supports and respects all students' academic, personal, social, emotional, physical, and future growth, while challenging students to take responsibility by providing them with tools for self-management and self-advocacy. The counseling department provides a variety of services in order to carry out this mission including but not limited to: one on one counseling and group counseling. In addition, the counselor demonstrates an understanding of the American School Counselor Association National Model of school counseling, attends professional learning opportunities and upholds ethical and professional standards as outlined in the American School Counselor Association and all applicable professional associations.

- Social Emotional Counseling
- Academic Assistance (Educational Learning Plans)
- Referrals to Outside Resources

Students involved in disciplinary action may be required to see the personal counselor. The counselor may make referrals to appropriate outside treatment resources. In some circumstances parents/guardians and students will be required to sign a release to allow an outside program or agent to confer with the school regarding findings and recommendations as a condition of the student's continuing to attend Valley Catholic.

### 6.3 Scholarships and Financial Aid

Each year Valley Catholic School sets aside funds for financial aid. If you are interested in applying for financial aid, you need to complete a Financial Aid Application. We use an outside company, FACTS, to evaluate financial need and make recommendations to our Financial Aid Committee. Our committee reviews the recommendations and makes the final decisions. The [FACTS Financial Aid Application](#) is on the Valley Catholic School Web site at [www.valleycatholic.org](http://www.valleycatholic.org) under the admissions menu.

Financial Aid is based on need. If you miss the application deadline, and need financial aid you can still apply for second-round consideration.

Valley Catholic also offers a variety of one-year merit scholarships. Scholarships will be awarded on the criteria listed on the application forms, which are available in the school office during the month



of January for the next school year. Scholarships are awarded yearly to returning VCS students who meet the specified criteria.

## **6.4 Registration for Classes**

New students and parents/guardians arrange for an appointment with the Academic Dean to select and schedule appropriate courses. In the spring, returning students meet with teachers to review their academic program and choose courses. Students can make changes in their schedule by arrangement with the Academic Dean.

Valley Catholic has seven (7) class periods per day with an optional "0" period, during which time the music classes are held, before the regular school day begins.

## **6.5 Teacher Availability**

A parent/guardian wishing to speak with a teacher may call the school office and leave a message or send the teacher an e-mail. Parent/Teacher conferences are scheduled in the Fall. Any additional conferences should be set-up with the individual teacher.

## **6.6 Protocol for Addressing Concerns**

Academic and extracurricular concerns come up now and then in every school. It is easy and natural for parents—and those who work here—to skip steps and therefore fail to solve problems or at least to complicate and delay their solution. We, therefore, ask you to follow this order when addressing concerns:

If you have an academic concern, please talk with the teacher first. If you feel the problem is still unsolved, please make an appointment with the department chair and the teacher—if the teacher is not included, the discussion begins again from scratch. If the problem needs more attention yet, please make an appointment with Academic Dean Brenna Brown, the department chair, and the teacher. This protocol may sound involved, but it's really the quickest and surest way to address concerns, far better than skipping steps.

If you have a behavior or school safety concerns, please contact Dean of Students, Krista Gram.

If you have an extracurricular concern, please begin with the coach or director. (If a coach is not a head coach, please include the head coach in the next meeting.) If the problem remains unsolved, please make an appointment with Athletic Director Patrick Chapman and Principal Sara Bruins if the issue is athletic or Fine Arts Chairwoman Ginnie Paterson and Principal Sara Bruins if it concerns the fine-arts program.

If the issue is not resolved at the Principal level, then the President of Valley Catholic School, John Matcovich, should be contacted. If no satisfactory resolution has been reached then the issue should be referred to the Valley Catholic School Board of Directors. By writing this, we certainly don't mean to sound as if our administrators are remote or unapproachable. We are always willing to help—that's our job—but when we're consulted before the people closest to the concern are—when, that is, the logical order is not followed—matters usually become tangled.

We here at the school will try to remember this order, too. We won't jump into matters prematurely and uninformed but, rather, ask you to talk first with people more directly related to the matter.

## **VII. Extra-Curricular Activities**

### **7.1 Athletics**

Under the team name of Valiants, Valley Catholic High School student-athletes compete in the OSAA 4A Cowapa Conference. Valley Catholic High School athletes are among the most visible representatives of the school, thereby assuming added responsibilities in citizenship (both on and off the field), sportsmanship, attitude, and appearance.

### **Competitive Sports**

Valley Catholic High School offers the following OSAA-sponsored sports (OSAA is an acronym for Oregon Scholastic Activities Association): cross country, volleyball, football soccer, basketball, swimming, dance, baseball, softball, track and field, golf, and tennis.

### **7.2 Students Representing the School**

Valley Catholic encourages advisors and coaches of school activities to establish high standards in behavior, dress, and grooming for students representing our school in public. Advisors and coaches may require dress and grooming standards beyond those required for class. Students will be notified of the standards, and any student not in compliance may be denied participation.

### **7.3 Assemblies**

Students are required to attend all assemblies and to participate in them with courtesy, respect, and attention.

### **7.4 Clubs and Organizations**

Student clubs—some annuals, some perennials—are formed at the beginning of every school year. Students wishing to form clubs first meet with the Student Activities Director and then offer proposals at the annual Club Fair. All clubs must be approved by the Student Activities Director, are subject to rules and regulations, and must have faculty sponsors.

### **7.5 Dances**

School dances are for Valley Catholic students and invited guests only. Valley Catholic students may invite no more than three guests and must arrange the completion of guest passes. Guests may not be over twenty years old. Good behavior will be required of all: any student, from Valley Catholic or another school, may be required to leave a dance if, in the opinion of the school staff member in charge, his or her behavior is unseemly or disorderly.

Students leaving a dance for any reason must leave campus immediately and may not return. Students may not go to cars during dances. Valley Catholic's Winter Semi-Formal and Spring Junior/Senior Prom are more formal dances.

### **7.6 Student Council**

Valley Catholic's Student Council seeks to promote school activities, to unify the students to uphold school standards, and to advance the welfare of the school. It particularly develops student responsibility, initiative, and leadership. The Student Council is composed of student body officers, class officers, and senators from each homeroom. The Student Council is responsible for allocating funds for club activities. The legislative and executive powers which it holds are granted by the principal.

## **VIII. Co-Curricular Fine Arts**

In keeping with its philosophy to develop the whole person, Valley Catholic High School provides students opportunities to enrich their artistic talents in a variety of co-curricular activities in addition to its Fine Arts classes.

### **8.1 Drama**

The Drama Department presents two productions each year: a fall play and winter musical. Emphasis is not only on performance but also student involvement in stage management, technical roles, and design.

### **8.2 Music**

In addition to its curricular music classes, Valley Catholic often offers pep band, string ensemble, varsity singers, and liturgy band.

These musical groups help with school liturgies, perform at concerts, community events, graduation, and other functions throughout the year as well as compete in district festivals. Musical groups perform on tour every two years.

A musician of Valley Catholic High School is a highly visible representative of the school, thereby assuming added responsibilities in citizenship, attitude and appearance. By becoming members of a musical group, musicians obligate themselves to follow whatever additional policies may be developed by their faculty advisor.

## IX. Publications, Website, and Social Media

### 9.1 Miriam

Valley Catholic's yearbook, the *Miriam*, is published annually with a supplement highlighting spring activities and events. Yearbooks are distributed to students toward the end of the school year.

### 9.2 E-Mail

Parents will be kept informed on school events and special announcements through parent e-mail addresses. Please contact the office if you need to change your email address.

### 9.3 VCS Website and Social Media

Stay connected to Valley Catholic School through our website, social media, email alerts and newsletters. The school website at [www.valleycatholic.org](http://www.valleycatholic.org) features a special section dedicated to High School news, photos and events.

“Like” our **Facebook** page to get the latest school photos, updates and other happenings around campus that aren’t always on our school website: [facebook.com/valleycatholicschool](https://facebook.com/valleycatholicschool).

Our **YouTube** site grows every year. We have produced over 1000 professional videos about Valley Catholic School, the Sisters of St. Mary of Oregon and Maryville. Visit us. Better yet: become a subscriber: [youtube.com/ValleyCatholicSchool](https://youtube.com/ValleyCatholicSchool).

Be sure to follow us on **Twitter**, especially if you follow Valiant sports. We have two Twitter handles: [@ValleyCatholic](https://twitter.com/ValleyCatholic) (school) and [@vcvaliants](https://twitter.com/vcvaliants) (high school athletics).

Our **Flickr** and **Instagram** collections of contain hundreds of dynamic photo albums from Valley Catholic School, Maryville, the Sisters, and the SSMO Foundation:  
[flickr.com/photos/valleycatholic/albums](https://flickr.com/photos/valleycatholic/albums)  
[instagram.com/valleycatholicschool/](https://instagram.com/valleycatholicschool/)

Published each Friday during the school year, the *Valley Catholic View* – known as the **VC View** – shares news, upcoming events, and letters from our Valley Catholic School President.

Subscribe to our **news alerts**: Subscribers to news alerts receive an email immediately notifying them that a news story or athletic update has been added to the website. The alerts can be customized—you choose what type of alerts you’d like to receive. Click “Alerts” at the top right of any page of [valleycatholic.org](http://valleycatholic.org).

Subscribe to our **calendar alerts**: Calendar subscribers receive alerts for upcoming events or calendar changes in categories that they have selected. Click “Alerts” at the top right of any page of [valleycatholic.org](http://valleycatholic.org). Or, when you’re in the calendar, just click on “Alerts.”

## X. Technology Use Guidelines

### 10.1 Valley Catholic School Technology Acceptable Use Agreement

Valley Catholic School encourages student and staff use of the computer network for word processing, computer coursework, browsing the Internet, and electronic mail. Valley Catholic School's electronic tools are to be used for educational and/or business purposes only. We recognize the need to use technology ethically and effectively and consider the use of the computer network a privilege, not a right. Student and staff users are personally responsible for their actions in accessing and using the schools' computer resources. Network administrators may review communications and electronic files to maintain system integrity and ensure the appropriate use of the system. Those who do not abide by the Acceptable Use Agreement will be denied computer access and will be subject to disciplinary action.

Users are given Google accounts (which includes an email address) and students are additionally given managed Apple accounts and allocated an amount of cloud storage space for documents. Users are expected to remain within this allocated space, deleting materials that may take up excessive storage space.

Valley Catholic School makes no warranties of any kind, whether expressed or implied, for the electronic services it provides. We are not responsible for any damages users suffer, including loss of data resulting from delays, non-deliveries, or service interruptions caused by negligence, errors, or omissions. All documents stored on the Valley Catholic School's computer network become the property of Valley Catholic School. Users obtain information via the Internet at their own risk. We specifically deny any responsibility for the accuracy, quality, or nature of the information obtained through the Internet.

#### **Activities warranting disciplinary action include but are not limited to the following:**

- Providing strangers with personal information of any kind (including that of others)
- Using passwords other than those assigned to you (Do NOT share your password.)
- Transmitting offensive or harassing media (staff, student, or Internet community)
- Disrupting others when they are using the computers or network
- Copying another student's or staff member's work or intruding into another user's files
- Plagiarizing and/or violating copyright laws and transmitting material in violation of U.S. or state regulations
- Broadcasting messages on the network
- Employing the network for commercial or political purposes
- Inappropriate use of school technology, including but not limited to school sponsored email accounts and social media accounts
- Accessing, installing or playing games without teacher approval and supervision
- Downloading or installing commercial software, shareware or freeware onto the network, computers or iPad without the approval of the principal and the IT department
- Using resources excessively (i.e. uploading or downloading large files)
- Vandalizing or misusing technology (e.g. harming or destroying data of another user, wasting resources such as paper, Internet bandwidth or network space; damaging keyboards, mouse or monitor, etc.)
- Attempting to log into the network as a network administrator
- Performing unethical or illegal activities of any kind (Activities or messages related to or in support of illegal actions will be reported to the authorities.)
- Posting any unauthorized media of students, staff or likeness of the school logo and images including photos and videos taken at school or school events, classmates or school projects on any internet site; social media other otherwise.
- Use of electronic devices at school without teacher permission

## 10.2 Teaching Appropriate Internet Usage

As a Catholic, college-preparatory school system, Valley Catholic School recognizes the need to educate young men and women to use technology ethically and effectively. It is important to our schools' mission to create lifelong learners who know how to find information in our rapidly changing world.

We believe the Internet offers a wealth of educational material for our students and teachers. Access to the Internet enables students and staff to explore thousands of libraries, databases, museums and other repositories of information. With access to computers and people all over the world also comes the availability of material unsuitable to schools.

Our campus network employs web filtering, however Valley Catholic School is aware that not all inappropriate information can be blocked. Users will inform teachers or administrators of any inadvertent access to inappropriate material. Valley Catholic educates students about appropriate online behavior, including social networking sites and cyber bullying awareness.

The advent of the Internet does not change what is suitable for schools. Valley Catholic School staff endeavors in a variety of ways to encourage appropriate Internet usage:

- VCS has an Internet policy in place, and it is enforced.
- All students and parents agree to the Technology Acceptable Use Policy printed in this handbook when they are admitted to Valley Catholic School. Students are expected to read, understand, and abide by its standards.
- The Acceptable Use Policy is discussed at the beginning of each school year.
- Signs are posted in the school library and lab clearly stating suitable Internet practice and the consequences for inappropriate use.
- Faculty monitor student computer use throughout the day by walking about the room and by viewing computer screens remotely.
- One-on-one computer-use instruction is given frequently in the lab and library.
- Faculty members spend a great deal of time preparing Pathfinders—hyperlinks to pre-selected website—that fit the topic at hand. Pathfinders help focus students' academic efforts and reduce opportunities for them to wander the Internet where they might stumble on inappropriate websites.

VCS subscribes to information databases that supply appropriate information for many projects teachers assign. By using these sources, students spend less time on the Internet at large and more time on focused searches.

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## I. Mission, Philosophy and Belief Statements

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The foundation of Valley Catholic High School's dress code lies in maximizing students' focus on learning. Students are representatives of the Sisters of St. Mary of Oregon and VCHS and are expected to dress in manner that is modest and reflective of our Catholic school environment.

Parents and students have primary responsibility for students' personal appearance in consideration of the dress code. Students in violation of the dress code will be informed that they are out of dress code. They may be asked to change their clothes or parents/guardians may be notified and asked to provide appropriate clothing. Repeated disregard of the dress code will result in disciplinary action.

The dress code applies to all school days and activities, including finals, PSAT tests, and Class Day. The following guidelines are used to determine appropriate dress:

- Students may not wear sweatpants or athletic shorts on Mass days.
- Shorts should be neat, tasteful, hemmed and no more than two inches above the knee.
- Skirts, shorts, and dresses can be no shorter than two inches above the knee.
- Halter tops, tube tops, tank tops, and camisoles are not permitted.
- All shirts and blouses must have sleeves and a modest neckline.
- Underware, boxers, bras or any other undergarment must not be visible.
- Students' hair must be clean, neatly groomed, and not interfere with eyesight.
- No extreme cuts, styles, colors, or designs cut into the hair are allowed. \*
- No extreme make-up, jewelry or accessories may be worn.\*
- Mustaches and beards may be worn if neat and trimmed.

- Footwear must be worn for all classes, including P.E.
- Visible piercings are acceptable only in the ear lobes.
- Students may not wear sunglasses in the school building.
- No hats of any type, including sweatbands, bandanas, or visors.
- Specifically noted as inappropriate are garments, even if brand-new, with holes or

in disrepair, tattered clothing, visible underwear, spandex or running shorts,

beachwear (such as cutoffs & swimwear), underwear t-shirts, gang-related symbols

or clothing, and clothing advertising sex, alcohol, tobacco, drugs, gangs, violence,

profanity, or cult groups.\*

All rules regarding accessories and inappropriate messages on garments apply to extra-curricular events on and off campus.

\*The interpretation of “extreme” and “appropriate” is the school’s.

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## Appendix A. Valley Catholic School Anti-Bullying Policy

### Introduction

At Valley Catholic School, we believe that all people have dignity because they are created in God's image and are of infinite value. We further believe that as a Catholic community we are called to reflect the values of Jesus in His regard and respect for all people. Relationships in our school are based on Jesus' basic principle of "...love your neighbor as yourself [Mark 12:31]." When we approach relationships in this way, we build up the Body of Christ within our school community, and provide a physically and emotionally safe environment for all students and staff. We want everyone to be welcomed, accepted, and safe.

Any form of bullying at our school or such behaviors that negatively impact the climate and culture of our school is contrary to our Catholic values and is not acceptable at any time.

The school will provide ongoing and age-appropriate anti-bullying education for all students, as well as opportunities for staff and parents to learn about these same topics, in order to promote the prevention of bullying behaviors within our school community. The school will provide ways for individuals to report incidents of bullying and other negative social behaviors that are of concern. The school will treat seriously any reports of bullying behaviors. Such reports will be reviewed and investigated in a prompt and thorough manner.

If the school investigation reveals that such behaviors have occurred, we will take action. Possible actions for dealing with these types of problems include, but are not limited to:

- Issuance of behavior notices or teacher/administrator notes home
- Detention
- Discussions with student and parents
- Meetings with a school resource officer
- Suspension
- A requirement that the parent seeks out and makes use of additional professional partners in order for the student to remain at VCS
- Expulsion
- Other disciplinary consequences outlined in each school's student handbook

It is within the principal's (or his/her designee's) discretion to determine which of these responses is appropriate, based on the circumstances and severity of the offense.

The Valley Catholic School president or his/her designee shall be responsible for ensuring annual notice of this policy is provided in the student handbook (either printed or electronic), on the school website, and in school offices.

## **Definitions**

“School” includes school facilities, school premises, school vehicles, and non-school property if the student is at any school-sponsored, school-approved or school-related activity or function, such as field trips or athletic events where students are under the control of the school.

“Harassment, intimidation or bullying” means any act that substantially interferes with a student’s educational benefits, opportunities or performance having the effect of:

1. Physical or emotional harm to a student or damage to a student’s property;
2. Knowingly placing a student in reasonable fear of physical harm to the student or damage to the student’s property;
3. Creating an intimidating, threatening, hostile, or abusive educational environment including interfering with the psychological well-being of the student;
4. Materially and substantially disrupting the education process or the orderly operation of the school.

“Bullying” is behavior that is intentional, repeated and negative, conducted by one or more persons, and directed against a person or persons who has/have difficulty defending himself, herself, or themselves.

“Hazing” includes, but is not limited to, 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 school-sponsored activity or grade level attainment, e.g., personal servitude, sexual stimulation/sexual assault, forced consumption of any drink, alcoholic beverage, drug or controlled substance, forced exposure to the elements, forced prolonged exclusion from social contact, sleep deprivation or any other forced activity that could adversely affect the mental or physical health or safety of a student); requires, encourages, authorizes or permits another to be subject to wearing or carrying any obscene or physically burdensome article; assigns pranks to be performed or other such activities intended to degrade or humiliate regardless of the person’s willingness to participate.

“Cyberbullying” is the use of any electronic communication device to convey a message in any form (text, image, audio or video) that defames, intimidates, harasses or is otherwise intended to harm, insult or humiliate another in a deliberate, repeated or hostile and unwanted manner under a person’s true or false identity. In addition, any communication of this form which substantially disrupts or prevents a safe and positive educational environment or affects the culture and climate of the school may also be considered cyberbullying. Students will refrain from using personal communication devices or school property to harass or stalk another.

“Retaliation” means hazing, harassment, intimidation, menacing or bullying, and acts of cyberbullying toward a person in response to that person’s actually or apparently reporting or participating in the investigation of hazing, harassment, intimidation, menacing or bullying, and acts of cyberbullying or retaliation. “Menacing” includes, but is not limited to, any act intended to place a school employee, student, or third party in fear of imminent serious physical injury.

## **Reporting**

School administration, teachers, and staff are not always present to witness incidents or areas of concern, and therefore can only intervene when they are informed about them. Any person - administrator, teacher, student, volunteer, or parent - can make a report. Any individual who comes forward will be asked to verbally share the relevant information or complete a written document (*Behavior Report*), available in the school office and online on the school's website, which formally begins the process for investigation. Students are encouraged to report bullying concerns to their classroom teacher, school counselor, another school staff member, or principal or to complete the form. The building principal, or his/her designee (dean of students or counselor) will take reports and receive reports from other faculty and staff members and conduct a prompt investigation of any report of an act of hazing, harassment, intimidation, menacing, bullying, or cyberbullying.

The victim of these types of behaviors, anyone who witnesses an incidence of these behaviors, and anyone who has credible information that hazing, harassment, intimidation, menacing, bullying, or cyberbullying has taken place may file a report. Any student or staff member who believes he/she is being bullied should immediately report such circumstances to the principal or his/her designee.

*Responsibility of Staff:* School staff who observe an act of hazing, harassment, intimidation, menacing, bullying, or cyberbullying or who have reasonable grounds to believe that such behavior is taking place must make a report to school authorities. Failure to do so may result in disciplinary action which may include suspension of duties or dismissal.

*Responsibility of Students:* Students who observe an act of hazing, harassment, intimidation, menacing, bullying, or cyberbullying or who have reasonable grounds to believe such behavior is taking place must report the behavior to school authorities. Failure to do so may result in disciplinary action. The victim of the behavior, however, shall not be subject to discipline for failing to report it. Student reports may be made anonymously, provided, however, that no disciplinary action shall be taken against a student solely on the basis of an anonymous report.

*Prohibition against Retaliation:* Retaliation or threats of retaliation in any form designed to intimidate the victim of hazing, harassment, intimidation, menacing, bullying, or cyberbullying, those who are witnesses to the behavior, or those investigating a reported incident shall not be tolerated. Retaliation or threat of retaliation will result in the imposition of discipline in accordance with the school behavior code.

*False Reporting/Accusations:* A school employee, school volunteer, parent, or student who knowingly makes a false accusation of hazing, harassment, intimidation, menacing, bullying, cyberbullying, or retaliation shall be disciplined in accordance with the school behavior code and/or may be dismissed or expelled.

*Reports in Good Faith:* A school employee, school volunteer, student, parent/legal guardian, or caregiver who promptly reports, in good faith, an act of hazing, harassment, intimidation, menacing,

bullying, or cyberbullying to the appropriate school official designated in the school's policy shall be immune from a cause of action for damages arising from his/her reporting.

*Policy Violations:* Any employee who has knowledge of conduct in violation of this policy shall immediately report his/her concerns to the building principal, or his/her designee, who has overall responsibility for all investigations.

### **Investigation/Response**

All reports of bullying concerns will be handled seriously and promptly by the faculty and administration. Upon review and investigation of a report, some concerns may be addressed within the classroom by a teacher, while more serious and repeated concerns will be addressed by the administration for further intervention. Intervention in hazing, harassment, intimidation, menacing, bullying, or cyberbullying concerns, like all disciplinary matters at Valley Catholic School, will be addressed with the two specific goals in mind: to maintain safety and order within the community, and to identify, teach, and practice the skill(s) needed to prevent the unwanted behavior from occurring again. Appropriate confidentiality will be maintained in order to protect all of the individuals involved in the matter.

### **SOURCES**

*1-Valley Catholic Early Learning School Parent-Student Handbook; 2-Valley Catholic Elementary School Parent-Student Handbook; 3-Valley Catholic Middle School Student-Parent Handbook; 4-Valley Catholic High School Student-Parent Handbook; 5-Immaculate Conception Catholic Regional School Bullying Policy; 6-Beaverton School District Policies & Regulations; 7-Our Lady of Perpetual Help Catholic School Anti-Bullying Policy & Procedure.*

## **Appendix B. Suspected Abuse and Suspected Sexual Conduct Reporting**

### **Definitions**

“Abuse” has the meaning given that term in ORS 419B.005.

“Agent” means a person acting as an agent for Valley Catholic School in a manner that requires the person to have direct, unsupervised contact with students.

“Contractor” means a person providing services to Valley Catholic School under a contract in a manner that requires the person to have direct, unsupervised contact with students.

“Sexual conduct” means verbal or physical conduct or verbal, written, or electronic communications by a school employee, a contractor, an agent, or a volunteer that involve a student and that are:

(A) Sexual advances or requests for sexual favors directed toward the student; or

(B) Of a sexual nature that are directed toward the student or that have the effect of unreasonably interfering with the student's educational performance, or of creating an intimidating, hostile or offensive educational environment.

“Volunteer” means a person acting as a volunteer for Valley Catholic School in a manner that requires the person to have direct, unsupervised contact with students.

### **Policy**

All school employees, contractors, agents, volunteers, and students are subject to this policy.

Valley Catholic School does not tolerate sexual conduct or abuse by school employees, contractors, agents, or volunteers. Valley Catholic School also does not tolerate abuse by students.

All school employees must follow the abuse-reporting requirements set forth by Oregon state law. Further, all school employees who have reasonable cause to believe that another school employee or a contractor, agent, or volunteer at Valley Catholic School has engaged in abuse or sexual conduct, or that a student has engaged in abuse, must report such suspected sexual conduct or suspected abuse to [insert name or position of licensed administrator] or [insert name or position of alternate licensed administrator]. All school employees also must report suspected abuse to a law enforcement agency, the Department of Human Services, or a designee of the department as required by ORS 419B.010 and ORS 419B.015.

[Name/position of licensed administrator] or [insert name or position of alternate licensed administrator] will report all suspected abuse or suspected sexual conduct by school employees, contractors, agents, or volunteers to a law enforcement agency, the Department of Human Services, or a designee of the department for investigation. The law enforcement agency or Department of Human Services will complete an investigation regardless of any changes in the relationship or duties of the person about whom the report was made. Valley Catholic School also will take necessary actions to ensure the safety of the student(s) who was subject to the abuse or sexual conduct after a report is received, including placing a school employee on paid administrative leave pending an investigation or prohibiting a contractor, agent, or volunteer from providing services to Valley Catholic School.

Valley Catholic School also may conduct its own investigation of the suspected abuse or suspected sexual conduct.

The [Name/position of licensed administrator] or [insert name or position of alternate licensed administrator] also will notify the Teacher Standards and Practices Commission as soon as possible of any reports of suspected sexual conduct that may have been committed by a person who is licensed by the commission; and notify the Department of Education as soon as possible of any reports of suspected sexual conduct that may have been committed by a person who is not licensed by the commission.

Further, any student who feels that he or she has been abused by anyone associated with the school, including fellow students, school employees, or school volunteers, should notify immediately the Principal, the school counselor, or any other school staff member.



The initiation of a report in good faith about suspected abuse or suspected sexual conduct will not adversely affect any terms or conditions of employment or the work environment of the person who initiated the report or who may have been subjected to abuse or sexual conduct. Further, any student who initiates a report in good faith about suspected abuse or suspected sexual conduct by a school employee, a contractor, an agent, or a volunteer or suspected abuse by a student will not be disciplined.

As allowed by law, Valley Catholic School will notify the person who was subjected to the suspected abuse or suspected sexual conduct about any actions taken by Valley Catholic School based on the report.

Valley Catholic School will post in each school building (1) the name and contact information of the school administrator and an alternate who has been designated to receive reports of suspected abuse or suspected sexual conduct by school employees, contractors, agents, and volunteers or suspected abuse by students and the procedures the school administrator will receive upon receipt of a report; and (2) the contact information for making a report of suspected abuse to a law enforcement agency, the Department of Human Services, or a designee of the department as required by ORS 419B.010 and 419B.015 and a statement that the duty to report abuse is in addition to any report required to be made by this policy.











