

VALLEY
CATHOLIC
ELEMENTARY
SCHOOL



PARENT/STUDENT HANDBOOK

2023-2024

SCHOOL YEAR THEME:

BE THE DIFFERENCE

**VALLEY CATHOLIC ELEMENTARY SCHOOL IS THE K-5 DIVISION OF VALLEY CATHOLIC SCHOOL,
A MINISTRY OF THE SISTERS OF ST. MARY OF OREGON; BEAVERTON, OREGON**

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2023-2024 Quarterly Quotes

“Be the change that you wish to see in the world.” - Mahatma Gandhi

We can change the world and make it a better place. It is in our hands to make a difference.
--Nelson Mandela

“To the world you may be one person, but to one person you may be the world” – Dr. Seuss

What you do makes a difference, and you have to decide what kind of difference you want to
make. -- Jane Goodall

I. VALLEY CATHOLIC ELEMENTARY SCHOOL’S MISSION, PHILOSOPHY, SCHOOL-WIDE LEARNING EXPECTATIONS, SCHOOL PRAYER, AND RESPECT PLEDGE

The Valley Catholic Elementary School faculty and staff worked collaboratively during the fall of 2004 to develop new mission and philosophy statements and a list of school-wide student learning expectations. This was done as part of the preparatory process for an accreditation visit by representatives of the Western Catholic Educational Association and the Northwest Association of Accredited Schools during the 2005-06 school year. In the 2011-2012 school-year, the mission statement was rewritten to encompass the mission of

all of the SSMO Campus schools. During the 2017-2018 Accreditation process, the philosophy statement was updated to reflect current practices in the school.

A. 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.

B. Philosophy Statement

Valley Catholic Elementary School provides an academically rich faith-filled learning environment, creating a Catholic values-based education. We are a joyous faith community building a personal relationship with God by focusing on prayer, service, and love for all of God's creation. Recognizing the family as the primary educator, we form a partnership to educate the whole child; spiritually, intellectually, culturally, socially, emotionally and physically. While discovering our strengths and talents, we respect the dignity and diversity of each other. We maintain high academic and social standards, preparing students for lifelong learning, leadership and service in their community, country and world.

C. Schoolwide Learning Expectations

Schoolwide Learning Expectations (SLEs) describe exemplary graduates of Valley Catholic Elementary School. Our SLEs were revised most recently in the 2018-2019 school year to make them more easily comprehended by our younger students, and to make their attainment measurable in an observable way.

I do my Valley Best when . . .

I celebrate God and Life.

- I follow Jesus's example through caring and serving others.
- I care for God's creation.
- I participate in Masses and prayer services.
- I pray for and with others often.

I strive for excellence.

- I set and work toward goals.
- I learn new ideas and skills.
- I challenge myself to grow.
- I am a first time listener.

I live valiantly.

- I am honest, kind, and brave.
- I forgive myself and others.
- I ask for help when I need it.
- I make good and safe choices.

I honor the unique gifts of others.

- I treat others the way I want to be treated.
- I am humble, helpful, and grateful.
- I listen and learn from other people's cultures and ideas.
- I participate in my school community.

D. School Prayer and Respect Pledge

Every day we say a whole school prayer together during the morning announcements or as part of school liturgies and celebrations. The following prayer was created by the staff in the spring of 2019.

*Dear Jesus,
Help me to celebrate You in my life, strive for excellence, live valiantly, and honor the unique gifts of others today. Amen.*

We recite the following pledge on occasion, to remind ourselves to be kind and respectful toward everyone in our school:

I believe that Jesus is in me, in each of my classmates, and in all people. All my actions will show my love and respect for Jesus. Amen.

II. NONDISCRIMINATION POLICY

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.

III. HISTORY OF THE SCHOOL

Valley Catholic Elementary School has a long history of providing an excellent Catholic values-based education in the Beaverton, Oregon community. The school, originally called St. Mary's Academy (not to be confused with the Holy Names Sisters' St. Mary's Academy in downtown Portland), opened its doors as a ministry of the Sisters of St. Mary of Oregon, in January of 1903. It contained grades 1 through 12, and was configured as a co-educational, residential institution. Because of overcrowding, it evolved into an all-girls' school after two years in operation and was renamed St. Mary's Institute.

The original school was situated across modern-day Tualatin Valley Highway from its present location. It moved to the west wing of the newly constructed convent building in 1930, and became known as St. Mary of the Valley School. A new high school was built in 1969, and the school was divided into two divisions. Grades 1 through 8 remained in the west wing of the convent building, and the high school contained grades 9 through 12 in the new building. As a result of taking over the former high school space and facilities in the convent, the elementary school boasted a gym, a swimming pool, a science lab, and a library for its students.

The residency program was closed in 1979. A school council was created in 1983, allowing for direction specifically for the grade school. In 1984 boys were allowed to enroll again, beginning with grades 1 and 2. A morning kindergarten program was initiated in 1985, and expanded to two classes in 1986. Logically, a second classroom of 1st grade was opened to accommodate the growing number of families in our community. The following years required great changes as interest in our school increased. The 7th and 8th grades were moved to portable buildings next to the high school. This allowed us to expand to our present configuration of two classes in each grade, in kindergarten through grade 6. When our high school went co-ed in 1991, they changed their name to Valley Catholic School, while we retained the St. Mary of the Valley School name.

In order to build upon our present program of excellence, a technology plan was initiated in the spring of 2000. This aspect of our campus-wide strategic plan involved placing computers in each classroom for teachers, providing intensive training sessions for staff, and establishing a computer lab for the students. In our century plus of existence, we continue to keep pace with the technology of the times!

However, one thing that had not kept pace with the times was our beautiful, but overcrowded and outdated elementary school building. A major capital campaign was launched in the fall of 2003 to raise funds for a two-phased building project: (1) the construction of a new athletic facility at the high school, allowing us to take over the "old" high school gym; and (2) the construction of a new K-8 school building just to the east of the Early Learning School. The first phase was brought to completion with the dedication of the new high school athletic facility and the rededication of the "Eagles' Gym" for our use in May of 2006. In anticipation of the construction of our new K-8 school building, and to unify the campus schools under one name, our

school officially changed names from St. Mary of the Valley School to Valley Catholic Elementary School in the summer of 2008. We joyfully broke ground for our new school on May 5, 2010. The new school building was finished in time to welcome our Elementary and Middle School students on September 6, 2011.

Beaverton continues to grow, along with the entire suburban West Portland area. Valley Catholic Elementary School serves a unique niche in the community. Large international companies have located in the area, bringing families from many different parts of the world. Children of those families have enrolled in our school, enriching and diversifying our school community.

Valley Catholic Elementary School is also unique in that we are not a parish school. We continue to carry out the mission and vision of the Sisters of St. Mary of Oregon, and we are governed by the Sisters of St. Mary of Oregon (SSMO) Campus Schools Corporation, under the umbrella of our parent corporation, the SSMO Ministries Corporation.

We appreciate and honor the legacy of the Sisters, and we're looking forward to continuing to provide quality Catholic education for the greater Beaverton community!

IV. SCHOOL GOVERNANCE

Unlike the parish and area schools in the rest of the Archdiocese of Portland in Oregon, Valley Catholic School is not an Archdiocesan school. We are governed by the Sisters of St. Mary of Oregon (SSMO) Campus Schools Corporation, under the umbrella of our parent corporation, the SSMO Ministries Corporation. However, our school does follow Archdiocesan policies, procedures, and guidelines much of the time. In our daily operation, our academic expectations, our policies and procedures, and the professional qualifications of our staff members, we are not much different than Archdiocesan schools. The biggest difference is that our parent corporation, the SSMO Ministries Corporation, and the Valley Catholic School Corporation, work cooperatively with the school administration, to govern our school. We carry on the legacy and mission of our founders, the Sisters of St. Mary of Oregon. The Sisters' mission statement is:

We, the Sisters of St. Mary of Oregon, share in the mission of Jesus by proclaiming the Good News of God's love. The Sisters of St. Mary of Oregon are committed to serving others through faith and action.

A. Valley Catholic Elementary School's Governance Structure

This is the governance structure of Valley Catholic Elementary School at the present time:

1. The Principal

The position of administrative responsibility carries with it a unique opportunity for shaping a climate of Catholic/Christian values and an atmosphere for learning that will nurture the growth and development of each person. The Principal fosters community among faculty and students. She/he understands the Catholic school as part of larger communities, both religious and secular. The Principal collaborates with the Valley Catholic Elementary School community (including the Valley Catholic School Corporation, the school faculty and staff, the students, and their parents) and works closely with the DCS and the Archdiocese in planning and implementing academic, student service, and safety and health policies and programs.

The Principal is ultimately responsible for implementing school policies. He/She may amend this handbook at any time.

2. The Valley Catholic School Corporation Board of Directors

The Principal works under the direction of Valley Catholic School President, John Matcovich, and the SSMO Campus Schools Corporation. The SSMO Campus Schools Corporation Board of Directors, also known as the Valley Catholic School Board of Directors, is accountable for the activities of the corporation to fulfill the mission of the Sisters of St. Mary of Oregon. This role involves responsibility for management oversight, including the development of strategic directions, financial expectations, and quality standards. This board oversees Valley Catholic School.

3. SSMO Ministries Corporation Board of Directors

The SSMO Ministries Corporation serves as the sole Member of the Affiliate Corporations, including the SSMO Campus Schools Corporation, and its board is responsible for providing oversight of key strategic actions to be taken by the corporations. The SSMO Ministries Board fulfills this responsibility through appropriate monitoring and exercise of reserved powers. The current President of this corporation is Sr. Adele Marie Altenhofen.

B. Valley Catholic Elementary School Faculty/Staff

The teaching faculty and instructional staff form a community, whose purpose is to develop an atmosphere in which the religious faith of each student, as well as his/her intellectual, moral, and physical capacities may be developed and strengthened. The Counselor supports the emotional and social growth of the students and serves as a resource for faculty, staff, and parents. The Learning Specialists support teachers in providing instructional programs that meet the individual needs of each student. The Vice Principal assists the Principal in the administration of the school. The Administrative Assistants are responsible to the Principal for the efficient operation of the school office, and for the performance of all secretarial, clerical, and other assigned duties related to the administration of the school. Employees of the Finance Office handle billing and collections and assist with the annual school budgeting process. Our school's athletic teams participate in the local Catholic Youth Organization (CYO) league. The CYO Athletic Director coordinates the after-school sports program for our school.

For a complete list of VCES faculty and staff please visit the staff directory on our website www.valleycatholic.org.

V. ACADEMIC INFORMATION

A. Academic Honesty

Honesty is expected of students in the performance of all academic work. Cheating, plagiarism (such as, but not limited to, copying or sharing the work of another and submitting it as one's own), or doing another person's homework assignments are all forms of academic dishonesty. Anyone who violates the policy of academic honesty may immediately receive a failing grade on that exam or assignment. Academic dishonesty may lead to other disciplinary procedures including detention, suspension or possible expulsion.

B. Conferences

1. Scheduled by School

Parent/Teacher Conferences are held in the fall and for some students in late winter or early spring. The school can accommodate one conference per student. Parents are encouraged to prepare by making a list of questions about how their child is doing academically and/or socially.

2. Requested by Parent

Parents who wish to meet with the teacher at times throughout the year are encouraged to email the teacher to arrange an appointment.

3. Requested by Teacher

A teacher may choose to request a conference with a parent during the year to inform parents of progress specific to their child.

4. Guidelines

In the event of confusion about a classroom procedure, activity, assignment, or specific classroom concern, parents are requested to contact the teacher. **Please discuss difficulties in the classroom with the teacher first before bringing them to the Principal**

C. Curriculum and Daily Schedule

Instruction in all subject areas is based on the curriculum guidelines of the Archdiocese of Portland, which are aligned with state and national standards.

Subjects taught at Valley Catholic Elementary School include:

- religion
- language arts
- mathematics
- science
- social studies
- handwriting
- art
- anti-bullying/pro-social skills
- physical education
- music
- media
- Spanish

Physical education, music, media, and Spanish are taught by specialist teachers to all grades. A specialist teaches science in grades 4 and 5. Some students in grades 4 and 5 may also be offered the opportunity to participate in advanced math taught by a specialist.

All students, Catholic or non-Catholic, participate in religion classes, school Masses, and prayer services. While we, at VCES, recognize all community members who have received a Sacrament of Initiation at a special mass in the spring, **preparation for the Sacraments of First Reconciliation and First Eucharist are the responsibility of the parents, and, in the Archdiocese of Portland, are made in the child's parish to encourage a connection to their parish community.**

Orchestra, choir, and a hand bell team are available through the music department as after-school or lunch-time activities. Private music lessons are available through the Valley Catholic Music School, which is separate from the school music department. The Music School's phone number is 503-718-6499.

We are fortunate at VCES to have a swimming facility on campus. The Sisters grant us permission to use the pool for a PE Swimming Unit each spring. During the swimming unit, the PE teacher and PE assistant supervise the students in the pool. Instructional Assistants for kindergarten, first and second grades also supervise the students while they are in the pool. The PE Swimming Unit is a great opportunity for parents to volunteer. Help is needed in the changing rooms as students get ready for class and out on the pool deck. Your role as a parent volunteer for swimming is to assist the instructional assistants with students in the open area of the changing rooms, remind students to be safe and excuse students to a staff member waiting in the pool area. Once all of the students are changed and are in the pool area with school staff, volunteers supervise the students from the pool deck and notify staff of any concerns. All volunteers must complete volunteer requirements prior to volunteering.

Students are expected to have school appropriate swim attire for PE class in the spring. One piece swimsuits for girls and board shorts for boys as well as CYO swim team suits are acceptable. Boys and girls may wear a swim shirt if they choose. During the spring, we have a plastic bin outside the office for forgotten swim attire. If your child forgets their swimsuit and you choose to bring it to school, please leave it in the plastic bin outside the office. The students know to check the bin before going to the pool.

Each grade focuses on a specific aspect of water safety and swimming skills which are built upon each year. Below are some examples of what the students work on at each grade level, however the curriculum is

differentiated within and across grade levels to meet the learning needs of non-swimmers and advanced swimmers.

Kindergarten: water adjustment, songs and games to get comfortable in the water, floating on their front and back

First Grade: beginning front crawl stroke and back kick

Second Grade: introducing back crawl swim stroke and breathing with the front and back crawl strokes

Third Grade: continued work with front and back crawl strokes, introduction to the breaststroke

Fourth Grade: front crawl, breaststroke, side stroke and introduction to the butterfly stroke

Fifth Grade: diving, water safety; basic water rescues and use of personal floatation devices

“Art Literacy” is a series of art appreciation lessons taught by parent volunteers. Art Literacy topics vary each year.

Daily Schedule:

7:25 am	<i>Outside doors open</i>
7:50 am	<i>Start of the school day</i> - school begins with prayer and announcements. Any student not in his/her classroom at this time will be marked tardy.
10:45-11:35 am	Kindergarten lunch and recess
10:50-11:40 am	Grade 1 lunch and recess
11:15 am-12:05 pm	Grade 2 lunch and recess
11:20 am - 12:10 pm	Grade 3 lunch and recess
11:45 am - 12:35 pm	Grade 4 lunch and recess
11:50 am - 12:40 pm	Grade 5 lunch and recess
2:50 pm	Dismissal (dismissal is at 2:05 on Tuesdays) – students are dismissed according to family pick-up number.

D. Grading and Related Topics

1. Report Cards

Report cards reflect progress in the following areas:

Kindergarten: Schoolwide Learning Expectations, Work & Social Habits, Religion, Music, Physical Education, Reading & Writing, Letters & Sounds, Math, Social Studies, Science, Media, and Spanish.

Grades 1-3: Schoolwide Learning Expectations, Religion, Language Arts, Reading, Spelling, Handwriting, Math, Science/Health, Social Studies, Music, Physical Education, Media, Art, Spanish, Personal/Social Development, and Work Study Habits.

Grades 4 & 5: Schoolwide Learning Expectations, Religion, Reading, Spelling, Math, English, Science, Social Studies, Media, Physical Education, Music, Spanish, and Individual Development.

2. Grading

The grading scales used are as follows.

Kindergarten and Grades K-5 SLEs & Work Habits:

- 5 = Area of Strength
- 4 = Developing as a Strength
- 3 = Satisfactory
- 2 = Area for Growth
- 1 = Significant Improvement Needed

Grades 1-3:

O	=	Outstanding
S+	=	Above Average
S	=	Satisfactory
S-	=	Weak Area
I	=	Improvement Needed

Grades 4 & 5:

A+	=	99-100	
A	=	93-98	Outstanding
A-	=	90-92	
B+	=	87-89	
B	=	83-86	Commendable
B-	=	80-82	
C+	=	77-79	
C	=	73-76	Satisfactory
C-	=	70-72	
D+	=	67-69	
D	=	63-66	Unsatisfactory
D-	=	60-62	
F	=	0-59	Failing

If you have questions about your child's grades, you should directly contact the teacher who gave the grade. That person can give you the most precise information and show you the evidence supporting their decision regarding the grade.

3. Homework

The purpose of homework is to reinforce material already taught and to foster habits of independent study and responsibility. Homework could consist of studying for tests, working on special projects, reading, and finishing up assignments not completed in class. Much can be accomplished if parents help foster systematic home study habits in their children and provide adequate study space, lighting, and proper environment free from distractions.

Agendas with room provided for daily teacher and parent signatures are used in grades two through five.

Kindergartners do not have graded homework, although there is consistent communication from the teacher and recommendations made regarding what students and parents can do at home to help the children grow and practice what they are learning. Assignments may be sent home at times for parents and children to complete together.

As a general guideline, homework assignments are given nightly and are likely to be within these timelines for the majority of students:

<i>Grades 1-3:</i>	10 – 30 minutes
<i>Grades 4 & 5:</i>	20 – 60 minutes

If a child is not doing well at school and does not bring work home, or if he/she seems to be consistently overloaded with work, please contact the teacher.

4. Progress Reports

Students in grades 4 and 5 receive progress reports at the halfway points of each quarter.

5. Supplies

The school provides textbooks, agendas, and some basic supplies. Please do not send items to school that are not on the supply list, as student desk storage space is limited. Supply lists are sent home prior to the beginning of each school year and are also posted on our web page.

6. Textbooks

The school determines the textbooks and resources for each subject of the curriculum.

Lost textbooks or library books will be replaced at the parents' or child's expense. According to Oregon School Law (ORS 339.260) and Archdiocese of Oregon Department of Catholic Schools policy (DCS 3300), report cards and diplomas may be withheld if a student owes fees or has lost, damaged, or has not returned borrowed school property, such as textbooks.

E. Standardized Testing

Valley Catholic Elementary School participates in the Archdiocesan standardized testing program. Renaissance Learning tests in reading, math, and early literacy are administered throughout the year. Students' individual scores will be shared with families during the school year. Testing data is used by the school staff to develop and evaluate curriculum, and to plan group and individual instruction. Valley Catholic Elementary School has a practice of not releasing the school's standardized test scores to the public. Oregon public schools administer a different type of assessment to their students, so it is not possible to directly compare public school test scores with Oregon Catholic schools' scores. Please be assured, however, that Valley Catholic Elementary School students consistently score in the 80th – 90th percentiles compared to other students nationwide who participate in the Renaissance Learning tests.

Please check the school calendar (available on our school's website) early each school year to see when testing is scheduled. It is very important for children to be present at school during these weeks! Due to the timing of the testing windows, we are not able to allow make-ups for travel-related absences.

VI. ELECTRONIC INFORMATION/COMMUNICATIONS

A. Valley Catholic School Technology Acceptable Use Agreement

Valley Catholic School encourages students and staff use of the SSMO computer network for word processing, computer coursework, browsing the Internet, and electronic mail. **Valley Catholic School electronic tools are to be used for educational and/or business purposes only.**

Valley Catholic School recognizes 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 subject to disciplinary action.

Users are given a network password and allocated an amount of network space for documents. Users are expected to remain within this allocated space, deleting materials that may take up excessive storage space. Faculty and staff are provided email addresses. Students are not allowed to use email on any school computer other than for educational purposes.

Valley Catholic School makes no warranties of any kind, whether expressed or implied, for the electronic services it provides. Valley Catholic School is not responsible for any damages users suffer, including loss of data resulting from delays, non-deliveries, mis-deliveries, or service interruptions caused by negligence, errors or omissions. All documents stored on the SSMO computer network become the property of the Valley Catholic

School. Users obtain information via the Internet at their own risk. Valley Catholic School specifically denies 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 (this includes your name, address, and phone numbers, as well as personal information of other users)
- using passwords other than those assigned to you (do NOT give your password to friends)
- transmitting offensive messages or harassing others (staff, student, or the 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
- transmitting material in violation of U.S. or state regulations
- broadcasting messages on the network
- employing the network for commercial or political purposes
- accessing student email accounts, chat rooms or bulletin boards for non-educational purposes
- accessing, installing or playing games without teacher approval and supervision
- downloading or installing commercial software, shareware or freeware onto the network without Principal approval
- using resources excessively (e.g., uploading and downloading large files)
- vandalizing or misusing technology (e.g. harming or destroying data of another user, wasting resources, damaging PC keyboards, mouse or monitor, etc.)
- attempting to log into the network as a network administrator. Those seen using the network for any illegal purpose, "hacking", or logging in as a system administrator should be reported to a staff member immediately.
- 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)

B. Valley Catholic School – 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.

Valley Catholic School believes 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 that may not be considered educational in the context of the school setting.

The SSMO computer network uses domain filtering software to block objectionable sites. Valley Catholic School does not use "search word" filtering software for several reasons:

- It is impossible to block all inappropriate sites.
- A major complaint with filters is that they reject too much valid information and the "teachable moments" are long gone before a site can be unblocked.
- Access speed is generally reduced when a filter is in place, thus increasing behavior problems and frustration.
- Filtering is an effort to enforce morality from an external source. As a Catholic institution, our schools strive to foster an internal moral code. Filtering inappropriate websites does not teach students to be ethical or responsible Internet users.

It has never been acceptable to use objectionable materials in a school setting. The advent of the Internet does not change that policy. Valley Catholic School staff endeavors in a variety of ways to encourage appropriate Internet usage:

- Valley Catholic School has an Internet policy in place and it is enforced.

- All students and parents agree to the Technology Acceptable Use Agreement described in their student handbooks when they are admitted to our school system. Students are expected to read, understand, and abide by the behavioral standards outlined there.
- Additional discussion of the Acceptable Use Policy is conducted in the school libraries and computer labs at the beginning of the school year.
- Faculty monitor student computer usage throughout the day by walking about the room as well as intermittently viewing computer screens remotely.
- One-on-one computer usage instruction occurs frequently in the labs and libraries.
- Faculty members spend a great deal of time preparing Pathfinders—hyperlinks to pre-selected websites—that fit the topic at hand. Pathfinders help focus student's academic efforts more efficiently and reduce the opportunity for students to wander the Internet where they might stumble across inappropriate websites.
- Valley Catholic School subscribes to information databases that supply appropriate information for many of the information-seeking projects teachers assign. By using these sources, students spend less time on the Internet at large and more time on focused searches.

VII. ATTENDANCE

Regular attendance is required of all students in order to support the academic climate of the school. School attendance is also required by law. The office staff will routinely monitor tardies and absences, and parents will be notified if there are concerns. Generally, there is concern if there are more than five tardies or absences noted in one grading quarter. The school will work with families to support students in having excellent attendance records. If there is concern about a student's number of absences or tardies and the problem is not remedied after discussion between the family and school, a student may be placed on probation and offering continued enrollment at Valley Catholic Elementary School may be reconsidered.

A. Reporting Process & Attendance Follow-up

1. When Absent

Parents/Guardians of students who are absent must inform the school office by 8:30 a.m. on the day of absence via phone (503) 718-6501 or email jeanoy@valleycatholic.org. A student absent from school due to illness may not participate in a school sponsored event held on the same day of the absence.

2. When Tardy

Children who arrive late must check into the office upon their arrival. The official school starting time is 7:50 a.m. Morning prayer will start precisely at that time, and it indicates the official school starting time.

3. Returning After an Absence

When a child returns to school, they must have been fever free without medication for 24 hours. (The American Academy of Pediatrics considers anything over 100.4 a possible fever) for 24 hours without medication before returning to school. Also, they should not come to school if they have vomited or had diarrhea the previous evening. Students returning from an illness should be eating and drinking normally and well enough to participate in PE and outside at recess.

4. Excessive Absences & Tardies

Parents of students who are absent or tardy to school more than five times each quarter or 12 times for the school year may be required to meet with a school administrator to create a plan of action to ensure timely arrival and attendance in school. In addition, if students accumulate too many absences that

prevent their teachers from evaluating their work and progress, they may not receive grades on their report cards for a given grading term.

B. Excused Absences

The following reasons are considered excused absences:

- student illness
- illness at home requiring the student's assistance
- family emergency
- court appearance
- funeral
- medical need
- other reasons with prearranged administrative approval

1. Number of Hours Constituting an Absence

Students are recorded as absent from school if they:

- miss two hours of a scheduled half day of school
- miss three hours of a scheduled whole day of school

2. Notification of Student Absences

Please notify the office as soon as possible in the morning when your child is absent from school. You may leave a message on our school voicemail if you call before the office opens (7:25 a.m.). If we haven't heard from you by 8:30 a.m., we will call you to verify your child's absence.

3. Doctor or Dental Appointments

Parents are requested to schedule doctor/dental appointments outside regular school hours, if at all possible. Students will be counted tardy if they arrive at school late because of early morning doctor or dental appointments.

4. Homework During an Absence

Please do not call the school to ask for missed assignments. We want students who are home ill to spend time getting well. Each teacher will inform you of his or her individual procedure for missed work due to illness according to the developmental level of each grade. Extended illness will be handled on an individual basis.

5. Non-scheduled Vacations

While recognizing the educational advantages of some types of travel, we ask parents to carefully consider the pros and cons of scheduling family vacations while school is in session. There is no substitute for being in school, and it is not possible to repeat the same experience if your child is not present.

In the event that school time will be used for family travel, parents have the responsibility of contacting the Principal first, and then letting the teachers know at least two weeks in advance of the dates of the student's absence. This notification to the principal should be done using a "Student Planned Absence Form." Please be advised that even when we know ahead of time that a child will be gone from school, it is impossible to recreate the entire classroom day, the assignments, and the activities. Your child will miss significant learning activities while she/he is gone. Please work with the teachers to find out what the student can do either before he/she departs or when he/she returns to address the missed learning opportunities. **Please avoid scheduling family travel during school testing time.** Check the calendar for these dates. It is very important for the students to be in school during that time unless they are ill or there's a family emergency.

VIII. Student BEHAVIOR EXPECTATIONS

Valley Catholic Elementary School students are expected to behave in a respectful and safe manner at all times, in all areas of the school and campus, and during all school-sponsored activities, both on and off the campus. We enlist parents' support of their children and the school in these behavior expectations. We also pledge to honor and support the privacy and confidentiality of students' behavior and discipline issues, and we expect parents to do the same.

A. Conduct

The basic conduct expectations in our school include:

- Act in a safe and healthy way.
- Respect the rights and needs of others.
- Treat all property with respect.
- Take responsibility for your own learning and behavior.
- Take to heart the Gospel lessons of caring for each other and living together in harmony with others, putting those lessons into practice every day.

B. Policies Regarding Behavior

1. Leaving the Campus During the School Day

No student may leave the school grounds during school hours unless accompanied by a parent or guardian. Leaving any of the school buildings, the designated playground areas and school grounds, or the campus without permission or without being under the direct supervision of a school staff member, parent volunteer supervisor, or a child's own parent or guardian is viewed as truancy ("ditching" or skipping school).

2. Student Supervision During Dismissal and After School

The faculty and staff of Valley Catholic Elementary School are very vigilant about student supervision at all times, but especially at dismissal time and after school. Because we want to keep your child as safe as possible, no Valley Catholic Elementary School students are allowed to leave the immediate area of the school at dismissal time to go anywhere else on or off campus, unless accompanied by a campus staff member, parent, or a designated older sibling or adult. Specifically, students may not go unescorted over to Valley Catholic High School to wait for older siblings or to attend athletic or other events.

3. Physical Restraint or Removal

Corporal punishment is not used as a means of student discipline. However, there are times when physical restraint or removal of a student may be necessary to maintain order in the school or classroom, or at a school activity or event, whether on or off campus, to prevent a student from harming him/herself, others, or school property. Oregon school law (*ORS 161.205*) permits a teacher, administrator, school employee or school volunteer to use reasonable physical means to control or remove a student when, and to the extent, the individual reasonably believes such action is necessary.

4. Search and Seizure

Desks and personal belongings are subject to search at any time by the school staff. This is for the protection of both the students and school employees. Desks and other designated student storage areas in the school remain in the possession and control of the school, even though they are made available or are assigned for student use.

5. Vandalism/Property Damage

Students and their parents or guardians will be held accountable for any damage to equipment or school property.

6. Personal Valuables

Toys, electronic games, trading cards, and other personal items with monetary or sentimental value are usually not allowed at school, unless the teacher has requested that such items be brought as part of a planned learning or social activity. If such items are brought to school for use after school at VCELS, or some other after-school activity, they must be kept in the student's backpack or bag, and not be in their possession at any time during the school day. The school is not responsible for any lost or stolen personal valuables.

7. Cell Phones

Students are not to have cell phones or any other personal communication device on their person at school. This includes watches that can call, send or receive text messages, browse the internet and send or receive emails. These items fall under the category of "Personal Valuables." While we understand that parents may want their children to have such items for communication convenience after athletic or other after-school activities, they are not to be directly accessible or used at any time during the school day.

8. Illegal Substances

The use or possession of illegal substances on school premises or at school-sponsored activities, including but not limited to tobacco, drugs, alcohol, and various types of inhalants is prohibited, and is grounds for disciplinary action up to and including expulsion. We report illegal drug activity on our campus to law enforcement.

9. Fighting and Rough Play

We do our best to teach our students to settle conflicts peacefully — like Jesus would. Fighting will always result in a referral to the Principal's office. If it's a repeat or serious incident, especially if it involves physical injury, suspension or expulsion will be considered. The Principal will contact parents immediately if their child has been involved in a fight at school.

We also will not tolerate rough play. Any kind of play in which children are pulling each other to the ground, tripping or pushing each other, or wrestling or rolling around on the ground is not allowed — even if it's just "kidding around."

10. Teasing, Bullying, Harassment, or Cyber Bullying

We want everyone at Valley Catholic Elementary School to feel welcomed, accepted, and safe. Everyone has a right to be treated with respect. Relationships in this school are based on Jesus' basic principle of, ". . . love your neighbor as yourself. [Mark 12:31]" We do not allow anyone in this school to be teased, bullied, harassed, or excluded, either in the classroom or on the playground, because of their: gender, skin or hair color, cultural background, religion, sexual orientation, body size or shape, physical disability, academic ability or performance, physical skills, special talents, personality, or anything else that makes them the unique individual God made them to be.

Valley Catholic School – Early Learning through High – has an anti-bullying policy in place with definitions of the following terms, but these are some definitions with language that might be better understood by elementary students:

Bullying is defined as:

- Unwanted, aggressive behavior that involves a real or perceived power imbalance.
- The behavior is repeated, or has the potential to be repeated, over time.
- Includes actions such as making threats, spreading rumors, attacking someone physically or verbally, and excluding someone from a group on purpose.

Cyber Bullying is defined as:

- the use of technology, such as e-mail, cell phones, pagers, text messages, instant messaging, hurtful personal websites, voting sites, or a combination of these, to support repeated (number of

incidents and/or recipients) and mean-spirited behavior by one person or a group, with the purposeful intention of frightening or making fun of another person or group.

We will take action when students misbehave in this manner. Possible actions for dealing with these types of problems include, but are not limited to: issuance of behavior notices, detention, discussions with parents, meetings with a School Resource Officer, suspension, a requirement that the student attend counseling, and/or expulsion. It is within the Principal's sole discretion to determine, which of these responses is appropriate, based on the circumstances and severity of the offense.

Any student or parent in this school should feel free to report teasing, bullying, harassing or cyber bullying by anyone in our school community to any school staff member.

For more information about these types of behaviors, reporting the behaviors, and the school response to these behaviors, please see our Anti-Bullying Policy, included at the end of this handbook, within Appendix A.

C. Consequences for Misbehavior

Our basic philosophy and approach to student discipline at Valley Catholic Elementary School is to guide our students with a respectful, loving, but firm hand. We believe students, no matter their age, should accept responsibility for their own behavior. If possible, we will guide them to solve their own problems. Our goal is to graduate capable, self-reliant students, who possess strong and positive social skills, and who model Gospel values in their behavior and interpersonal relationships.

When students do misbehave, courses of action may be as follows:

- 1) The classroom teacher or any school staff member in charge of student supervision will handle minor infractions. Depending on the situation, the teacher or staff member may initiate a verbal or nonverbal intervention, serving as a warning to a student to stop off task, disruptive, or potentially unsafe behavior. This is usually the only action needed at this level.
- 2) If there is repeated misbehavior, or the infraction is of a more serious nature, a "Behavior Notice & Refocus Form" may be given to the student. These are four-part NCR forms, with a copy for the student and his/her parents, the student's classroom teacher, the Principal. The student will take this form home to show her/his parents and to get their signature. The form has a guided, four-step problem solving assignment for students to finish writing with the help of their parents and asks for a parent signature. Parents remove and keep the bottom copy. The student brings the top copy back to his/her teacher the next school day. We hope that this consequence motivates the student to discontinue his/her misbehavior.
- 3) If a grade K-2 student receives three forms over a length of time during the school year, the Principal and/or Vice Principal will call for a meeting of the student, his/her parents, and the student's teacher to develop a plan to help the student make more positive behavior choices.
- 4) If a grade 3-5 student receives a total of three forms over any length of time during the school year, the consequence is usually after-school detention. After-school detention is 30 minutes. Parents will need to adjust their plans to accommodate their child's later dismissal from detention. After-school activities, including those taking place at our school, are missed while a student serves detention. If a student has gone through the behavior slip/detention cycle two times (six Behavior Notices), and is in a third cycle, a suspension is usually given upon receiving a ninth Behavior Notice. The Principal determines the type of suspension. At any point during the accumulation of Behavior Notices, the Principal may call for a meeting of the student, and the student's parents and teacher.
- 5) Depending on the infraction, misbehaving students may be referred directly to the Principal. A meeting with the student's parent may be called.
- 6) Unresolved or very serious discipline problems may lead to suspension and/or expulsion.

D. Serious Disciplinary Actions

1. Suspension

Suspension is the temporary prohibition of a student's attendance or participation at school and school-related activities, and is solely within the jurisdiction of the Principal. Any of the following behaviors may be deemed unacceptable by the administration, and are sufficient cause for suspension or expulsion:

- willful disobedience
- open defiance of any school staff member's authority
- teasing, bullying, harassing, or excluding other students
- fighting
- damaging or destroying school or other people's property
- theft
- the use of profane or obscene language
- possession of weapons of any kind
- possession or use of illegal substances
- not abiding by the "Valley Catholic School Technology Acceptable Use Agreement" (see section VI of this handbook)
- academic dishonesty
- parent interference or lack of cooperation (see p. 19)

Because not all types of infractions can be anticipated, this list is not all-inclusive. Additional unacceptable behaviors may be added to this list at the Principal's discretion.

2. The Two Types of Suspension Are:

a)

In-School Suspension. This is a method of disciplinary action that excludes a student from their classroom, ordinarily for a period of two days or less. During this time of suspension, the student is expected to work on classroom assignments while under the supervision of the Principal and/or office staff. The purpose of an in-school suspension is to place disruptive students for periods of time, in an appropriate, supervised, in-school environment where learning can continue.

b)

▪ **Out-of-School Suspension.** Out-of-school suspension may be for a period of five days or less, depending on the misbehavior. Parents are totally responsible for the care of their child during an out-of-school suspension. Students are expected to complete assigned work during the suspension and are not allowed to participate in school activities after school or in the evening.

3. Expulsion

Expulsion is the permanent exclusion of a student from Valley Catholic Elementary School. Students who have been expelled from our school will usually not be admitted back to Valley Catholic School in the future.

Full credit will be given for all work accomplished by the student up to the date of expulsion.

Various situations may lead to expulsion of a student from school. These include, but are not limited to, the following offenses:

- failure to comply with any step of an individual behavior plan that has been put in place by the Principal
- acts, which, in the judgment of the school, endanger the moral, academic, emotional, or physical well-being of the student body
- prolonged and open disregard for school authority
- illegal acts as defined by law. The school may take disciplinary action regardless of whether or not criminal charges are brought.
- parental interference or lack of cooperation with the school. Under normal circumstances, a student should not be deprived of a Catholic education on grounds related to the attitude or actions of their parent(s). Nevertheless, a situation may arise in which the uncooperative, negative, or destructive attitude or actions of a parent threatens or interferes with the effectiveness of the school. Valley Catholic Elementary School reserves the right to refuse admittance, revoke

admittance, or suspend any student whose parent(s) do not cooperate with the policies established in this handbook. The high standards adhered to by our school apply to after-school hours as well. If any parent refuses to follow the standards of the school, the student's admission or attendance at Valley Catholic Elementary School will be placed in jeopardy, and the student is subject to revocation of admission.

The decision to expel a student rests exclusively with the Principal. That decision is final and solely at the discretion of the Principal. The Principal may decide to expel a student without first imposing a suspension, if in the judgment of the Principal, expulsion is warranted under the circumstances.

IX. STUDENT RECORDS

Valley Catholic Elementary School abides by the provisions of the Buckley Amendment. Thus, non-custodial parents will be given access to the academic records and to information regarding the academic progress of their children, unless there is a court order specifically stating that the non-custodial parent is denied access to such information.

Student records are highly confidential and are kept in the school office in a locked, fire-proof cabinet. Parents and legal guardians are permitted to review their child(ren)'s records. Requests must be in writing to the Principal, and they will be honored as promptly as an appointment mutually acceptable to the parent and the Principal can be made for that purpose.

If a parent or guardian believes their child's records are inaccurate, inappropriate, misleading, or otherwise in violation of the privacy or other rights of their child, she/he should meet with the Principal and the staff person responsible for the record, in an attempt to resolve the problem. If the staff member does not agree that the record should be changed and the differences are not resolved, the parent or guardian may attach his/her explanation onto the record in question.

Other than parents and legal guardians, access to student records are limited to the Principal and other members of the school staff designated by the Principal, who have a need to use the records in carrying out professional or official responsibilities. This may include the Counselor, a student's current classroom and specialty teachers, and school administrative assistants.

X. DRESS CODE GUIDELINES:

Uniform options include:

GIRLS	BOYS
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Rampart plaid jumper Rampart plaid skirt Rampart plaid skort Navy skort Navy corduroy skort with attached lycra shorts Navy anchor twill pleated skirt with attached shorts Navy anchor twill walking shorts Navy anchor twill pants Plain white long or short sleeved collared blouse Plain white long sleeved turtleneck Long or short-sleeved white polo shirt with or without VCS logo Royal blue short sleeved polo shirt with VCS logo VCS navy or royal blue crew neck sweatshirt VCS navy blue 1/4 zip sweatshirt VCS navy micro fleece vest or jacket VCS long sleeved V-neck or crew neck button front cardigan sweater Plain anklets, knee-highs, tights, or leggings in navy, black, royal blue, gray, or white	Gray or navy twill pants Gray or navy twill walking shorts Long or short-sleeved white polo shirt with or without VCS logo Long or short-sleeved royal blue polo shirt with VCS logo Plain white long sleeved turtleneck VCS navy or royal blue crew neck sweatshirt VCS navy blue 1/4 zip sweatshirt VCS navy micro fleece vest or jacket VCS long sleeved V-neck or crew neck button front cardigan sweater Plain socks in navy, black, royal blue, gray, or white
GRADES 4 & 5 BOYS AND GIRLS PE:	
Navy blue shorts Light blue VCS PE T-shirt	

You may purchase most of these uniform items at the Dennis Uniform Company. You can purchase Dennis Uniform clothing online and have it delivered to your home. Dennis Uniform's website is <http://www.dennisuniform.com>. Our school code is: 59100.

A. Dress Code Directives:

The goal of these dress code directives is to maximize the student's focus on the learning environment by decreasing possible distractions. We partner with Dennis Uniform, JC Penny and Lands' End for your school uniform needs. Uniform expectations are in place so that the focus is on learning and not on the latest fashion trends.

With your partnership in following these directives, students are also able to balance learning with occasional opportunities to wear free dress. Free Dress Days also have expectations for what is school appropriate. Again, the ultimate goal is that students are practicing modesty at all times to keep the students focused on learning. All students, whether in uniform or free dress are expected to be clean and tidy in appearance.

1. Pants and Shorts

Pants and shorts may also be ordered from J.C. Penney Uniform Catalog or Land's End School Catalog. All pants and shorts must be poly/cotton blend. **Pants and shorts other than Dennis Uniform, J.C. Penney's Uniform, or Land's End Uniform, are not acceptable.** Pants and shorts must fit at the waist. Shorts are to be no longer than mid-knee and no shorter than 3 inches above the knee.

2. Skirts, Skorts, and Jumpers

Skirts and skorts must fit at the waist. Skirts, skorts, and jumpers must be no shorter than 3 inches above the knee. If shorts are worn under skirts, they must not show beneath the hemline of the skirt.

3. Shirts, Sweatshirts, Cardigan Sweaters, and Fleece Vests and Jackets

Plain white polo shirts may be purchased from any retailer. They may be long or short sleeved, and they must have a plain (no lace or scalloped edges) pointed collar, banded sleeves, and a 2-3 button placket. They must have no logos. Polo shirts purchased from Dennis Uniform will have the school logo. The royal blue polo shirts must be purchased from Dennis Uniform. Plain white, long-sleeved mock or true turtle neck shirts may be purchased from any retailer. Shirts and blouses must be kept tucked in. All shirts, blouses, sweatshirts, cardigan sweaters, and fleece vests and jackets must fit at the shoulder seams. A uniform shirt must be worn under a school sweatshirt. Blouses must be plain white with long or short sleeves, cotton or cotton blend, with a plain, Peter-Pan type collar (no additional lace, bows, etc.). If an undershirt is worn under a uniform shirt, it must be white. Sweatshirts, cardigan sweaters, vests, and jackets must be purchased from Dennis Uniform, and they will have the VCS school logo.

4. Shoes and Socks

Shoes must be safe for P.E., recess, and using the stairs. They should not have the type of black soles that mark the floor. Shoes must have a closed toe and heel — this means no sandals, clogs, “Crocs”, or other types of backless slip-ons. Shoes must also provide adequate support and sturdiness - No boots (including “Uggs” and hiking boots), deep grooved soles, high heels, “heelies,” or TOMS are allowed. Shoes should not have flashing lights. Shoelaces must be tied.

The best shoes for school are athletic-type shoes, like running or all-sport shoes. “Mary Janes” are also OK for girls to wear.

Socks must be worn with all shoes, and they may be plain navy, black, royal blue, gray, or white. Plain navy, black, royal blue, gray, or white tights with attached feet or full-length leggings (all the way to the ankle) are OK for girls, but legwarmers are not. “Plain” means a solid color with no patterns or designs. (A small, non-distracting logo on socks is acceptable). Socks must be visible above the shoe.

5. Other Dress Code Information:

- Students are expected to have a tidy, clean appearance each day.
- Hats, caps, visors, bandanas, or sunglasses (prescription transition glasses are acceptable) are not to be worn in the building.
- Sunglasses, with the exception of prescription transition glasses, are not to be worn at recess.
- Uniforms are to be worn to and from school. Students are not to change out of their school uniform while still on campus, except for sports practice.
- Sweatshirts, cardigan sweaters, or fleece vests and jackets other than official VCS labeled clothing are not to be worn in the building during the day, except when going to and from recess. Non-VCS labeled clothing may only be worn as outerwear during recess time. This includes CYO sweatshirts.
- School logo clothing from other public or private schools in the area is not to be worn at school.
- Valley Catholic Middle School uniform clothing may not be worn to school by Elementary School students. In particular, this includes cargo shorts and pants, khakis, and clothing with a specific Valley Catholic Middle School logo or wording.
- Scouts or Camp Fire uniforms may be worn to school on meeting days.
- All students need adequate outerwear in rainy or cold weather.
- Girls may wear plain gray, white, navy, royal blue or black headbands, hair ties, hair bows, or scrunchies, or the Rampart Plaid headbands, hair bows, beads or scrunchies available from Dennis Uniform. Other colors of headbands, hair bows, scrunchies, or scarves are not allowed.
- Students may wear post earrings no bigger than a dime. Dangling earrings, including hoop earrings, are prohibited for safety reasons.
- Only religious jewelry is allowed for both boys and girls.
- No two way watches (no internet or texting) may be worn during the school day.

- Colored nail polish, makeup, colored or bleached hair, and extreme hairstyles are not permitted.
- Boys' hair should not touch the shirt collar or hang over the eyes.

Any VCES staff member can determine whether students are in compliance with dress code guidelines. Parents will be contacted by email, uniform notice or phone for issues regarding dress code violations. Resolution of repeat problems will be at the discretion of the principal and staff.

6. Physical Education Uniform

Students in grades 4 and 5 will need navy blue shorts and a light blue PE T-shirt, sold by Dennis Uniform. PE tops cannot be worn under a uniform shirt. Swimsuits for all grades will be needed for about two months of the year. More information about appropriate swim attire can be found in the Curriculum section on page 9.

B. Free Dress Days

1. General Guidelines

If the free dress day is not a First Communion celebration, theme-dress, or field day, students are to come to school dressed in regular street clothes. Students must be able to participate in regular classes and activities. Students must bring their gym clothes if it's a P.E. day. Unless otherwise stated, tight fitting clothing is never allowed.

2. Pants, Shorts, Skirts, and Dresses

Pants and shorts must fit at the waist. Jeans, capris, cropped pants, sweatpants or warm-ups are fine as long as they fit properly with no rips, holes or frayed edges. Shorts must be mid-thigh or longer. The longer-length athletic shorts are acceptable. Skirts and dresses must be no shorter than 3" above the knee. Cotton leggings or jeggings are permitted with a skirt, dress or top that reaches mid-thigh or longer.

3. Shirts

Shirts must fit at the shoulder seams. All shirts must have sleeves—tank tops are not allowed. Sweatshirts and T-shirts are fine if they fit and do not display inappropriate logos or phrases. Shirts must cover a student's stomach and back even when arms are raised over the head.

4. Shoes

The same guidelines as a regular, non-free dress day are to be followed on free dress days.

5. Special Occasions and Theme Dress Days

There are special occasions and theme-dress days, such as Field Day, First Communion Mass, Beach Day, Sports Team Day, etc., for which students may be given special directions that differ from these.

6. "Free Dress for \$1 Day"

Each month the VCES promotes a "Free Dress for \$1 Day" to get our students personally involved in supporting student-driven service projects. Students are expected to follow the free dress guidelines.

7. Free Dress Coupons

Free dress coupons are occasionally given as incentives or prizes. They may not be used on Mass or prayer service days (usually Wednesdays), during standardized testing days, or on "Free Dress for \$1 Day."

Students are responsible for following free dress and theme dress day directions.

XI. HEALTH AND SAFETY

A. Emergency Information

In emergencies, information (such as emergency information) may be released to appropriate persons if it is necessary in the judgment of the Principal or his/her designee to protect the health or safety of the student or other persons.

B. Updated Emergency Information File

The school has a file containing current emergency care information for each student. Emergency information is updated annually through the registration process. Please pay attention to the registration form to accurately update the following:

- 1) the name of the student, his/her home address, telephone number, and birth date
- 2) the business telephone numbers of the parents/guardian. If applicable, the cell phone and/or pager numbers of parents should be provided
- 3) the name of the family physician and telephone numbers
- 4) name of medical insurance company and policy number
- 5) special health conditions or allergies to which the student is susceptible, the emergency measures to be applied, and any current medication
- 6) the parents' approval to send the student to a medical facility for emergency treatment should this be necessary
- 7) the names of the person(s) to whom the student may be released
- 8) the signature of responsible parent(s) or legal guardian

If there are any changes to this information during the school year please contact the school office.

C. Illness at School

If a child becomes ill during the school day, he/she should go home. It is the responsibility of the parents to provide arrangements for this procedure. **THE SCHOOL MUST HAVE UP-TO-DATE EMERGENCY CONTACT INFORMATION.**

If your child is not feeling well in the morning, please keep him/her home. Too often, students who have been ill the previous evening, arrive at school in the morning only to return home sick early in the school day. A child should be fever free (The American Academy of Pediatrics considers anything over 100.4 a possible fever) for 24 hours without medication before returning to school. Also, they should not come to school if they have vomited or had diarrhea the previous evening.

An ill student will be released only to a parent or authorized person as listed on the Emergency Information Form. Parents need to come to the office to sign children out before taking children out of the building.

D. Injured Students

In the event a child is seriously injured at school, we will make every effort to reach the child's parents, guardians, the person listed as the emergency contact, or the family physician. If school administration determines it is necessary, the school will call **911**, in addition to making efforts to contact the parents.

E. Restricted Activity

A doctor's note is required for extended (more than one day or class) restricted activity due to illness or injury. This note should include instructions from a physician on specific limitations and must be on file in the school office for the duration of the illness or injury. A follow up note from the physician removing the restriction must be submitted to the school in order for the student to resume normal school activities. School procedures dictate that students restricted from PE are similarly restricted from recess and vice versa. In such situations, every effort is made to keep the students with their classmates.

F. Emergencies

In case of a lockdown, lockdown, or any serious emergency situation, such as an earthquake, major storm, or fire, PARENTS SHOULD NOT CALL THE SCHOOL. If our phone lines are usable, they must be available to communicate with emergency personnel. We understand how frightening a true

emergency is for parents, and that your first reaction is to call the school. Information will be shared with families through the school website, via email and the automated notification system (School Messenger).

If we have had to implement an emergency plan at school, we will send home information about what happened that same day.

1. School Lockouts & Lockdowns

In some situations it may be necessary to have a school lockout or lockdown. As per police recommendations, the following procedures may be implemented:

Secure

- exterior doors will be locked
- no one will be permitted to enter or leave the building
- the secure will continue until the school receives an “all clear” signal from emergency personnel

Lockdown

- interior and exterior doors will be locked
- no one will be permitted to enter or leave the building
- the lockdown will continue until the school receives an “all clear” signal from emergency personnel

2. School Evacuations and Earthquakes

In the event of evacuation:

- do not phone the school
- the school will take care of your child until you arrive
- do not park in the driveways, which need to be clear for emergency vehicles
- in the event of an earthquake, all Valley Catholic School students (from the Early Learning School through the High School) will be evacuated to the High School track and field area.

Listen to radio or TV announcements from the Oregon Emergency Alert System for information about emergency situations, such as severe weather events, earthquakes, flooding, fires, or other threatening events. Also check local TV, radio, or newspaper websites for news updates, and the Valley Catholic School website for announcements and updates.

Plan ahead of time who will come to school to pick up your children. **Whoever picks up the children, whether father, mother, guardian, or emergency contact person indicated on the Emergency Information Form, must sign out with the child’s teacher or the designated student monitor, during a school or community emergency.**

3. Emergency Drills

Varied types of drills are conducted throughout the school year to prepare students for emergencies. Emergency drills are conducted regularly in accordance with Oregon state and city ordinances and school law.

G. Major Community Emergencies

Beaverton and Washington County public safety officials have designated our campus as a possible local emergency center staging site. It is centrally located in the community and the expansive front lawn is well-suited to serve as a heliport. If our campus is ever utilized as a local emergency center, there will be a number of healthcare professionals and public safety personnel stationed here. As frightening as the thought of a major disaster is, this is a very safe place for your child to be in the case of a community emergency!

H. School Closures

In times of inclement weather, first look to our school's website (www.valleycatholic.org) for weather-related delays or closures. You can also listen to or look for announcements about Valley Catholic School on the radio or TV. Announcements about Valley Catholic School include all levels of our school, from the Early Learning School through Valley Catholic High School. In addition, the school uses an automated phone system called *School Messenger* to share delays and closures with families.

We understand that many of our families do not live in Beaverton. Please trust your own judgment about the condition of the roads in your own neighborhood and your own skill and confidence level driving in questionable conditions. It may be necessary for your child to be late or absent in the event of varied weather in the metropolitan area. Your child will not be marked tardy in this situation, and absences will be excused.

Check the Oregon Department of Transportation (ODOT) website at <http://www.tripcheck.com> for road conditions in your area.

XII. MEDICAL POLICIES

A. Communicable Diseases

In the school environment, many communicable diseases or conditions are easily transmitted from one individual to another. Among the most common school restricted diseases or conditions in students are **head lice (pediculosis), pink eye, chicken pox, mumps and measles**.

Students who have restricted diseases or conditions must be excluded from school and can return to school with a note from a doctor indicating they are no longer contagious.

Students who have contracted **head lice** must follow these procedures as a condition for returning to school: Parents are to return to school with the student for re-admittance and they must present a signed statement of "recognized" treatment. It may be necessary to further exclude a student when they attempt to return if live lice remain present. All checks for head lice will be done in a confidential manner by a school staff member, to respect the student's right to privacy and, to the extent possible, to avoid embarrassment. All excluded students will be checked prior to re-admission to school.

- 1) Students found with live lice shall be further excluded from school.
- 2) Students with no live lice may return to school, even if nits are present.
- 3) Students will be rechecked at 7 and 14 days. If live lice are present, the student will be excluded from school again.
- 4) After 14 days if live lice remain present, absence of lice and nits is required for the student's readmission to school.
- 5) Students with nits only should not be excluded from school, but rechecked in 7 and 14 days for the presence of live lice.

B. Parent-to-School Notification

Parents should notify the school immediately if their child has come into contact with or has any contagious disease or condition, such as but not limited to, head lice (pediculosis), pink eye, chicken pox, mumps and measles.

C. Immunizations

Students entering Valley Catholic Elementary School must provide a signed Oregon Health Division Certificate of Immunization Status (CIS) form documenting either evidence of immunization, a medical exemption, or a non-medical exemption prior to initial attendance. All students, including Kindergarten, are required to be immunized following current Oregon State Law or they will not be admitted to school.

Please be sure to update school records when additional immunizations are received.

Valley Catholic Elementary School adheres to state reporting guidelines for immunization rates.

D. Vision Screening

Depending on availability of a specialist to assist with vision screening, students may be screened for vision impairments during the school year.

E. Medication

The school recognizes that the administration of medication to students by the school staff may be necessary. Students may be administered non-injectable or injectable prescription, or non-prescription medication at school, by a medications-trained school staff member on a temporary or regular basis, with parent permission, provided on an “**Authorization to Give Medication at School**” form, obtained in the school office or online in our school’s Parents’ Guide. This form enables the parent to submit in writing a request for the school to administer either prescription or non-prescription medication to a student.

In the case of a **non-injectable prescription medication**, the information requested on the authorization form shall include the following information as prescribed by the health care provider:

- the name of the student
- the name of the medication
- the specific dosage
- the time and/or frequency of administration
- the method of administration (*e.g.*, mouth, nose, ear, etc.)

These medications must be in a clearly labeled prescription bottle. The prescribing health care provider should also note any possible adverse reactions and the action required. The prescription label will be deemed sufficient to meet the requirements for health care provider-prescribed medications. Pharmacies are usually quite happy to provide a second prescription bottle, if the medication also needs to be administered at school.

In the case of **injectable prescription medication**, which may be necessary for students who have a severe allergic response to an insect sting, to other specific allergens, the same written instruction list (included on the “Authorization to Give Medication at School” form) is required as for non-injectable prescription medications. Since the training of staff members authorized to administer injectable medication must be conducted under the supervision of a licensed physician or a nurse practitioner, parents/guardians cannot train the designated school personnel in the use of injectables. A number of our school staff members have been trained through the Multnomah Education Service District in the proper administration of epinephrine injections for severe allergic reactions. The school follows state and Archdiocesan guidelines to meet the needs of students with severe allergic reactions:

- It is the parents’ responsibility to notify the school of a child’s severe allergic reaction. The school relies on the family physician to provide an Allergy Action Plan, which the school will then implement or notify the parents if any aspect of the plan is not possible to put in place. These steps must be completed and the safety plan in place before the child attends school.
- Safety practices will be put into place whenever there is a student in the school who requires them as part of their safety plan.
- It is the family’s responsibility to provide the EpiPen for use at school according to the doctor’s prescription. EpiPens will be kept in a locked cabinet with other prescription medications. **Students cannot keep this equipment on their person.** Please make note of the Epi-pen’s expiration date. We cannot administer an expired Epi-pen.
- Following state law, the school also keeps its own non-prescription EpiPens available for use if a student 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 immediately, but will not delay transportation to the hospital if parents cannot be reached.

If we have a diabetic student in our school, someone on staff will be trained by the American Diabetic Association (ADA) to recognize symptoms of high and low blood sugar and when to call paramedics.

Parents are to provide the same written instructions (included on the “Authorization to Give Medication at School” form) as those listed for non-injectable and injectable prescription medication will be required for **non-prescription medication**. These medications must be over-the-counter, commercially prepared, non-alcohol based, and must be necessary for the student to remain in school. Home-prepared herbal remedies and other supplements not approved by the FDA are not allowed. Non-prescription medications may be for the eyes or nose, or cough drops, cough suppressants, analgesics (pain relievers), decongestants, antihistamines, topical antibiotics, skin creams, lip balms, anti-inflammatories, or antacids. All non-prescription medication must be in the original container or packaging.

Self-medication of non-prescription or prescription medication is not permitted, except in cases where a student must carry such medication on his/her person for immediate access (e.g. **inhalers**). A “Student Permission to Carry an Inhaler” form (available in the school office or online in the Parents’ Guide) must be kept on file in the school office. Permission to self-medicate with an inhaler may be revoked if a student violates any part of the permission form agreement. Additionally, students may be subject to discipline, up to and including expulsion, for violation of the agreement. Sharing an inhaler with another student would be an example of a violation subject to severe discipline.

All student medications, except lip balm, must be stored in a locked cabinet in the school office, and are to be administered ONLY in the school office by a medications-trained school staff member, or the child’s parent or guardian. For lip balms, medication-trained teachers will hold those and monitor administering to students. Parents are not to send medications in the student’s lunch, or on their person for them to take during the day, or drop by school to leave medications on a student’s desk for them to self-administer. **Please --- this is an important safety policy that must be followed!**

Unused medications must be picked up by a parent (not by the child) when treatment is complete or at the end of the school year. Medication left at school after the last day of the school year will be destroyed.

The school reserves the right to reject a request to administer prescription or nonprescription medication when, in the judgment of the school administration, the administration of such medication is not feasible.

This school procedure shall not prohibit, in any way, the administration of standard first aid procedures to students by school personnel in accordance with established state law.

XIII. OTHER IMPORTANT PARENT INFORMATION

A. School Communication

Important announcements and VCES news will be posted each week on the Valley Catholic Elementary School website (<http://www.valleycatholic.org>). All Valley Catholic School parents will receive an email each week and a link to the elementary school’s main page on the school website. Readers of the website will find weekly letters from the principal and the latest school news available there.

B. Classroom & School Visits

Outside of our regular morning drop-off, all school visitors, including parents, must report to the office, check in at the visitor/volunteer check-in station, and wear a visitor badge while at school. We want all parents to feel welcomed in our school, and we appreciate the many hours of volunteer help you give to us each year. However, we do ask for your full cooperation with this important school safety procedure.

We also ask for your consideration when you feel the need to talk with a teacher. Teachers often do not have time to visit or conference with you if you drop in unannounced, especially at the beginning of the school day. However, they will be happy to arrange a meeting time with you at a more convenient time, when they can give you their full attention. We also ask that you please be respectful of a teacher’s preparation time. Often that is the only time they have during the day to get instructional materials ready for the next lesson. We appreciate your understanding and cooperation on this.

Parents are able to visit their student for lunch on the second Tuesday and final Friday of each month. In the case of non-custodial parents, VCES follows the standing court documents regarding visits to the school. Lunch tickets are available for purchase in the school office.

C. Student Visitors

Students are not permitted to bring relatives or friends to school to visit for the day, unless approved by the Principal and agreed to by the classroom teacher.

D. Releasing Students During the School Day

An ill student will be released only to a parent or authorized person as listed on the Emergency Information Form. Parents must report to the school office and ask for the office staff to page the classroom to send their child to the office for pick-up. Children may not be picked up directly from the classroom when leaving during the school day. Parents will also be asked to sign their children out when leaving school during the day.

Parents are asked to notify their child's teacher in writing if they plan to pick the child up for any other reason sometime during the school day. Please ask your child to present this note to his/her teacher at the beginning of the school day, and remember that all students must be signed out in the school office, if they leave school before the end of the day.

E. Mandatory Reporting

All school personnel in the state of Oregon, whether in a public or private school, are required by law to report child abuse or neglect or suspected child abuse or neglect. Every person on our school staff is trained in mandatory reporting procedures.

Valley Catholic Elementary School is committed to taking reasonable steps to prevent harassment or abuse from occurring, and we will take immediate and appropriate action when the administration knows it has occurred. Any student who feels he/she has been harassed or abused by anyone here at school, including fellow students or any adults associated with the school, should immediately notify the Principal, the school counselor, or any other school staff member. We also instruct our students in how to recognize and report abuse through the Archdiocesan-approved Called to Protect student program.

F. Email or Phone Communication with School Staff

Please understand that the school day is busy and the staff is present to student needs when we are with them. We sometimes have very few breaks. If you contact us by email or phone, we may not be able to reply until the students have left for the day. We will do our best to respond within one school day with our replies, and we ask for your patience and understanding.

G. Messages To and From Students During the School Day

Messages from parents to students are to be delivered to the school office. We will relay the message to the student at a time and in a way that is not disruptive to the classroom. Parents are not permitted to go to classrooms themselves to deliver messages.

We allow students to call their parents from the office during the school day only if it is an urgent matter. Family business and arrangements for social activities must be made at home. We also do not allow students to call home for forgotten homework, textbooks, PE clothes, musical instruments, etc. We want to support parents in their efforts to help their children become reliable and responsible. If you realize your child has forgotten something, it is imperative that he/she has it, and you choose to bring it to school for them, we ask that you deliver the item to the office and we will take it to your child.

If students do have an urgent and legitimate need to call home, they must always ask their teacher's permission first to go to the office. The only phone that students may be given permission to use is in the office. All other phones in the building are for school staff use only.

H. Forgotten Items

As we work together to help students become confident in their problem-solving skills, items that are brought to school because they were forgotten, will be placed in the teacher's box, with the exception of swim clothes for PE, 4th grade violins and lunches. Forgotten swim clothes can be dropped off in the bin outside the office, forgotten violins should be brought into the office, and parents can drop off forgotten lunches in the office.

I. Parties

1. In-School Parties

Celebrations are arranged with individual teachers and room parents. **Washington County Health Department requires that treats be purchased from a store, and not home-baked.** Two parties are allowed for each classroom during the school year. Room Parents should talk with the classroom teacher at the beginning of the school year to determine when to schedule those two parties. The teacher usually has a preference in mind.

We believe very strongly in trying to instill in our students an awareness of excessive consumerism. We do not wish to reinforce that aspect of our culture with overindulgence at school. We would like them to experience and appreciate the simplicity and joy of sharing small treats and each other's company while celebrating holidays and other special occasions together at school. We ask you to respect our request to keep classroom parties simple.

Classroom party plans and communication need to be reviewed and approved by both the classroom teacher and the Principal. If you are responsible for helping plan a classroom party, please ask the classroom teacher for a "Classroom Party Planning Checklist."

2. Movies at School Parties

If a movie is planned for a classroom party, it must be rated "G". Anything other than "G" movies require parental approval through a written permission form.

3. Out-of-School Parties

Unless everyone in a class is invited to a party, invitations are not to be brought to and/or distributed at school. Pickups from school to take students to an exclusive party to which not all students have been invited will also not be permitted.

4. Birthday Celebrations

We do not have birthday parties at school. We also ask that you not bring treats or gifts for the whole classroom in celebration of your child's birthday. Your child's birthday will not go unrecognized. Each classroom has a unique way of celebrating birthdays. Some teachers give their class an extra or a longer recess on a student's birthday, or the birthday student gets a special job or the privilege of wearing free dress. Birthdays are also announced on the morning announcements. If you feel like you want to do more than this for your child's birthday, we encourage you to donate a book to the classroom or the school library in your child's name.

J. Food Treats at School

When food treats are coordinated by VCES VALOR Network or room parents for classroom parties or special events, please remember that **home baked or home prepared food items are not permitted.** Items must be store bought and come to school in their original packaging.

K. Student/Classroom Gifts

On occasion, before holidays or after returning from travel, students have expressed a desire to bring in small treats or gifts to give to each student in an individual class. The *VCES Health and Wellness Plan* we have in place

indicates that treats should not be distributed to students, and we also ask that other small gift items not be purchased for or given to individual students. We do not, however, want to discourage the generosity of our students and families. If you or your child would like to give, we encourage you to offer a class gift – something given to the teacher to share as a group, such as a book, a game, or some other resource that you would like to share and have present in your child’s classroom during the year. Please coordinate with your child’s classroom teacher in advance if this is something you would like to do.

L. Teacher/School Staff Gifts

Please do not take it upon yourself as a parent to individually purchase, or plan to purchase, a gift for a teacher or other school staff member, with the intention of asking the rest of the parents in the class to contribute toward the gift. Please consult with the Principal first if you or several parents are considering the purchase of a large group gift. This is not generally allowed. Other parents may have their own personal gift or sentiment planned. They may not be able to help pay for, or appreciate being asked to contribute toward the purchase of a group gift. The initiator of the large group gift idea may end up disappointed with the lack of support for the gift they’ve chosen. However, there may be special circumstances where a large group gift is appropriate, such as a wedding, the birth of a child, or retirement—especially if all the families in the classroom have been consulted and included in the planning. Please consult with the Principal before setting out to ask other parents to contribute to the purchase of a large group gift.

M. VCES VALOR Network

There is a parent organization on our campus. This organization has parent officers and class representatives at each school level who work with the principals and teachers planning school support, community, and social events. The VCES VALOR Network also helps oversee each family’s service-hour commitment. The VCES VALOR Network communicates with the school community through email, the Ice Cream Social event at the beginning of the school year, monthly meetings (check the VCES website calendar for dates), and the VCES VALOR Network web page on the Valley Catholic Elementary School website.

N. SSMO Foundation

The SSMO Foundation oversees the development and fundraising activities of all of the SSMO Ministries Corporation entities, including the schools, Maryville Nursing Home, and the SSMO Religious Community.

O. Complaint/Issue Resolution

Valley Catholic School wishes to resolve issues at the lowest possible level. In order to facilitate this process in a productive manner, we ask that you follow the procedures outlined below:

1. Concerns regarding individual school staff members should first be directed to that staff member. Please call, email, or make a brief personal contact to schedule a convenient, uninterrupted, private time for both of you to meet.
2. If you feel the problem is still unresolved, you should address the issue with the Principal. The Principal will not meet with you until an honest attempt has been made to communicate with the staff member(s) directly involved. The Principal will notify the staff member(s) that you have contacted him/her with a concern. The Principal may include all parties in the mediation of the issue.
3. If the issue is not resolved at the Principal level, then the President of the Valley Catholic School Corporation should be contacted next.
4. If you have not reached a satisfactory resolution at the Valley Catholic School President’s level, the issue should be referred to the Valley Catholic School Board of Directors. Contact information is available on the school website.

Concerns regarding after-school athletics should be directed to our school’s CYO Athletic Director, Lindsay Gates

Concerns regarding after-school activities should be directed to the Director of the after-school organization.

Concerns regarding the School Age program at the Early Learning School should be directed to the Principal, Amber Ploussard.

P. Withholding Report Cards

According to Oregon School Law (ORS 339.260), report cards and diplomas may be withheld if a student owes fees or has lost, damaged, or not returned borrowed school property, such as library books.

Q. Verification of Compliance

At the beginning of each school year, we require all parents to sign a written statement, verifying awareness of, and compliance with, all items in this handbook. This agreement is included on the Emergency Information Form. This signed agreement will be kept on file in the school office.

XIV. DROP-OFF AND PICK-UP OF STUDENTS

We understand that our school beginning and ending times may not fit into every parent's daily work schedules, but there are no school staff members assigned to supervise children before or after these times. We want our students to be safe. We are particularly concerned if we find children have been waiting at the front door before 7:25 a.m., or have not been picked up by the time we have to assemble for afternoon faculty meetings, or it's time for us to go home.

We will not leave a child alone waiting to be picked up at the end of the day, so it impacts our personal lives when we wait with a child for a late-arriving parent. We appreciate your understanding and consideration on this issue, and please be assured that we will be flexible if there is an unforeseen circumstance preventing you from picking up your child on time. Please call us as soon as you can in that circumstance.

Children who have not been picked up on time will be in the school office. Always let us know when you arrive to pick up your child if they are waiting in the front entrance area and we don't see you come in.

The Principal will contact parents who are habitually early or late picking up their children to resolve the problem. Please remember that the Valley Catholic Early Learning School (VCELS) is available for after-school care. However, you need to pre-arrange this care with VCELS. If late pick-up persists after the Principal has discussed the issue with the family, the family may be required to arrange care with VCELS as a condition of continued admission.

A. Drop-Off/Pick-Up Times

Car rides, carpools and public bus transportation should be planned so that students arrive no sooner than 7:25 a.m., and depart no later than 15 minutes after dismissal unless involved in an organized after-school activity that meets right after school, like after-school sports, a music ensemble, club, etc. If your schedule does not allow you to pick up your child by this time, please make arrangements for after-school care at Valley Catholic Early Learning School (503-718-6490). Please note that the Early Learning School is not able to provide before-school care for our students.

B. Drop-Off/Pick-Up Procedures

1. Morning

Please enter the campus from St. Mary's Drive in the mornings, if you are going to drop your child off along the curb nearest the school's front door and leave campus right afterward. If you are going to park and walk your child into the building, you may enter at Murray Blvd., 148th Ave., or St. Mary's Drive. Please park in a designated parking area and escort your child to the main school entrance.

PLEASE—DO NOT EVER DROP OFF YOUR CHILD IN A DRIVEWAY, OR IN ANY AREA OTHER THAN THE CURB IN THE DROP-OFF/PICK-UP LOT BY THE FRONT ENTRANCE TO OUR SCHOOL.

You may park briefly at the curb in the designated drop-off area. Students using the car line should be able to get in/out of the car independently so parents can remain in the car. Train your child to exit the car **only on the curb side**.

Please do not leave your car parked at the curb in the drop-off/pick-up area and come into the building. If you need to come in, park in a marked stall in any parking area and come into the building.

The school doors open at 7:25 a.m. Between 7:25 and 7:35, students will report to the library. At 7:35, students in the library will be led to their classrooms. All students arriving at or after 7:35 will report directly to their classrooms. Students arriving after 7:50 a.m., which is the official VCES starting time, should report to the office for a tardy slip. The ringing of the school bell and the beginning of the morning prayer and announcements on the school's public address system signals the official beginning of the school day.

2. Afternoon

Beginning at 2:50 p.m. (2:05 p.m. on Tuesdays), all students will be in a staging area within the school waiting for release. Students going to VCELS for after-school care will meet VCELS staff inside the school building and will be escorted to VCELS. Athletes who have practice right after school will be released to meet their coaches inside the school building. Students participating in orchestra or handbells will be released to meet the music teacher inside the school building. Students signed up for any other after-school activities held in our building, such as Taekwondo, Chess Club, Mad Science, or Pilates will be released to their instructors inside the school building.

Drivers using the pick-up lane in front of the school should enter the campus only at St. Mary's Drive at dismissal, unless you plan to park and wait outside the building at the end of the school day.

You will have a family pick-up number. Returning families keep the same number as long as their children are at VCES. As you enter the pick-up line in your vehicle, show your number to the faculty/staff member standing near the street with a phone in hand. If you elect to walk up to the school's doors, you will show your pick-up number to the faculty/staff member at the door. With either method, your family pick-up number will be relayed inside and announced over a loud speaker to the students waiting in the school. Students whose number has been called will exit the school's front doors and walk directly to their parent, if you walk up, or to where your car has stopped along the curb in the pick-up line. Older children in a carpool should be responsible for the younger members of the carpool. Parents are asked to remain in their cars and let the children come to them. Please do not park and leave your car in the drop-off/pick up line. Please pull into the space where you are directed, and go forward as far as possible before your child gets into the car. Keep the line moving forward. If you reach the head of the line, you may stay for a short period of time. If your child does not arrive right away, please stay in your car and have a teacher call him/her again.

We appreciate your patience and cooperation during pick-up time. We have a large number of students to assist in exiting the building.

C. Parking on Campus

During the school day, please do not park at any time in the pick-up lane in front of the school. In the mornings, there is also no parking in the half circle across from the school's front doors or along 148th Avenue near the school. Those are both drop-off locations for our older students.

During the school day, apart from the drop-off and pick-up times, you may park most anywhere on campus. Please see the SSMO Campus Parking Policy on the main page of the Parents Guide (www.valleycatholic.org/parents-guide/) for more information regarding designated parking areas and parking violations.

Please be patient and respectful of others, and observe all speed limits and parking directions on campus.

XV. PARENT VOLUNTEERS

A. Service Hours

Each family is expected to provide up to 20 service hours each year. If completing service hours is a hardship for your family, please contact the Principal. Parents help us keep operating costs down by performing volunteer tasks. Hiring additional personnel directly affects the cost of tuition. In that regard, we consider service hours to be part of our tuition structure. Volunteering also gives parents an opportunity to become actively involved and feel more a part of our school community. It's a great way to get acquainted with other families!

Since service hours are part of our tuition structure, these hours must be served working in direct support of Valley Catholic Elementary School. They cannot be accumulated by coaching athletic teams outside of our own school community, or leading or assisting with a broader community-based Girl or Boy Scout troop, 4H club, or the like. However, an exception is allowed if the teams, troops, or clubs are primarily comprised of current Valley Catholic Elementary School students. They are not given for attending school events or meetings, like "Back to School Night", evening music programs, or parent/teacher conferences. They are not given for volunteering in your own church or other charitable, non-profit service organizations or events. Also, donated goods cannot count toward service hours. However, service hours will be given for volunteering to help with our own school community's extra-curricular activities, fundraising and social events, the auction, classroom activities, the VCES VALOR Network Executive Council and various VALOR Network committees, lunchroom or playground supervision, room parents, field day, field trips, or wherever an unanticipated need for volunteer help might arise during the year. A link to a listing of volunteer opportunities and our online service-hour logging system is located online in the Elementary School's Parent Guide. We also have an agreement with the Middle School to allow you to earn volunteer service hour credit for assisting with their speech tournament and CYO athletic teams. We have an agreement with both the Middle School and High School to grant service hours for hosting foreign exchange students. To determine the appropriate number of hours to log for providing this service, please contact the Elementary School Principal. At this time, these are the only campus events outside the Elementary School that may count for service hours.

Service hours in excess of the 20 expected of families each year may not be carried over to the next year. Many companies give grants to schools where their employees volunteer. Often there is no limit to the number of volunteer hours employees may perform.

The VCES branch of the VALOR Network coordinates and keeps an accounting of all volunteer service hours that parents log into our online system (available through the school's online Parents' Guide). You can log your time and show interest in service opportunities on this site.

Please understand that service hours are part of the Elementary School's tuition structure. Please note that it is the responsibility of the family to log volunteer hours in HelpCounter. Event coordinators, including classroom teachers and the CYO Athletic Director are not able to log volunteer hours for families. If the hours are not served, or if a family does not make the initial decision to pay a \$500 fee in lieu of performing service hours, unserved hours will be billed at a rate of \$25 per hour at the end of the school year. Also be aware that if this bill is not paid, admission for the coming school year may be withheld.

C. Parent and School Volunteer Criminal Background Checks and C.A.S.E. Training

All parents and others who volunteer or are paid (such as Lunch Program workers) to work around our students during the school day, or at school-sponsored events and activities where our students are present, must submit to a criminal background check before they are permitted to volunteer or work with the students. The school pays the fee to the investigating agency.

In addition, all school volunteers must attend a C.A.S.E. child protection training session, which lasts about two hours. The C.A.S.E. training program was mandated for all Catholic school and parish volunteers

by the Archdiocese of Portland in 2019. The training sessions are scheduled periodically throughout the school year at our Elementary School, Middle School, and High School. You may attend a training in either building, and you may also attend the training at other Catholic schools and parishes, as long as you have proof of attendance to show us in the office. Please see the school calendar at <http://www.valleycatholic.org> for our scheduled C.A.S.E. trainings. To remain active, you will need to update your training annually by completing an online course designated by the Archdiocese of Portland.

The types of activities and events requiring criminal background checks and C.A.S.E. training include the following, among others:

- assisting in the classroom with student reading groups, art lessons (including Art Literacy), or other instructional activities
- giving guest classroom presentations or demonstrations
- volunteering at lunch recess
- assisting with swimming during PE classes
- volunteering for events, such as the Jog-a-thon, Field Day, the Halloween Carnival, or any other events involving our students
- assisting with extra-curricular school-sponsored activities, such as orchestra, hand bells, or Chess Club
- chaperoning classroom field trips
- helping with classroom parties and activities

Please remember—if you are going to volunteer around our students here at school, or at any school event, you **must** have a criminal background check on file with us and be current with your child protection training. Since all parents are expected to perform service hours, this means that essentially all parents need to meet these very important child safety requirements.

C. Volunteer Code of Conduct

Volunteers serving in the school will support and model the moral teachings of the Catholic Church and the C.A.S.E. safety training.

Volunteers work in a collaborative role with others in service to the children and staff of our school. School volunteers are expected to practice CONFIDENTIALITY as a living principle, and respect the dignity of those with whom they work and come into contact. Volunteers act in a confidential manner when working around and with our students. This means that volunteers refrain from talking about children other than your own, when visiting with other school parents or people outside our school community. If volunteers do observe or experience something while working around our students that they feel the school staff needs to know about, it should be reported directly and immediately to a school staff member.

Volunteers are also entrusted to refrain from talking at large about school personnel. If there is a concern about a teacher or other school staff member, the complaint procedure outlined in Section XIII.O (p. 31) of this handbook is to be followed.

Volunteers accept responsibility to use contacts made through the school in such a way so as not to disrupt the peace, order, and tranquility of the school community.

A volunteer who becomes engaged in a conflict with another volunteer outside of the boundaries of school activities, must settle that dispute outside of, and without involving or using school resources.

XVI. STUDENT ACTIVITIES

A. Extra-Curricular Activities

It is expected that students who participate in extracurricular activities hold academics as a high priority, do not neglect their schoolwork, and maintain acceptable grades.

Some of our extra-curricular activities this year may include:

- after-school team sports, such as volleyball, basketball, swimming, and track and field
- cross country club
- music ensembles, such as orchestra, choir, and handbells
- Student Council
- Mad Science
- chess
- art classes
- Cub and Girl Scouts

B. Field Trips

Whenever a student leaves the school grounds for a student activity, a parent permission slip completed by the parent or guardian must be on file in the school office. Telephone calls cannot be accepted for authorization of attendance at such activities.

C. Buddy Classes

Each of our classes is paired with a “Buddy Class” — a class of older students with a class of younger students. Buddy Classes meet together for both instructional and “fun” activities planned by the teachers of the two classes. This gives older students a chance to be positive role models and mentors for younger students, and helps to build a closer knit school community.

D. Service Projects

Valley Catholic Elementary School considers service as an integral part of a Catholic values based education. The students participate in school-sponsored service projects several times during the school year and a grade-level-sponsored project throughout the year. There is often an opportunity for students to experience an extension of a project by assisting in the delivery of goods after a collection drive, for example. In this event, students will be asked to get written permission from parents prior to such an activity.

XVII. STUDENT SERVICES

A. Hot Lunch Program

Valley Catholic Elementary School offers a hot lunch option for our students each day. Different entrees are offered each day, along with a choice of fruits, vegetables, and other side items, plus milk. Monthly lunch menus are posted on our school website.

Students are not allowed to trade food during lunch. This is to ensure that children with food allergies are not put at risk, and to help parents who are anxious or concerned that their child might eat something they want them to avoid.

VCES uses a computerized payment system, called SchoolCafe, for student lunch, milk, and bottled water purchases. Teachers type each student’s name into the computer to gain access to their SchoolCafe account.

Purchases of lunch, milk, and bottled water are paid online through the SchoolCafe website at www.schoolcafe.com or on the SchoolCafe App. You will need your child’s school ID number to set up an account. This ID number is included in the Back to School mailing sent to families in August. You will use this to set up your child’s SchoolCafe account and make deposits by credit/debit card (minimum deposit is \$30 and may be divided among multiple children). Please deposit funds at least 24 hours in advance, to ensure credit by lunchtime the following day. For each deposit you will receive a receipt and email confirmation.

For new families, we do allow cash or check deposits to SchoolCafe accounts for the first two weeks of school. This is to help facilitate time to set up an online SchoolCafe account. Please identify your child/children’s name(s) and grade(s) when paying by cash or check during this two-week window. You may also send a check for lunch payments directly to the Finance Office during the summer, in order to have lunch funds available the first day of the school year.

Families receive monthly email notices of negative SchoolCafe balances. Please reconcile the lunch account so that your child's lunches are not interrupted. Our school lunch charge policy allows a student to "charge" his/her lunch when funds are insufficient to cover the purchase, however, accounts should not remain negative after the email notice of a negative balance. Please let the Finance Department know right away if your email address changes. Families who consistently have a negative balance may be removed from the hot lunch program.

If you think your child may qualify for free or reduced lunch, please contact the school office.

B. Milk & Bottled Water Program

Milk & bottled water are also available on a daily basis for students bringing a cold lunch to school. **Milk or bottled water are provided as part of a hot lunch, and may be purchased separately.** A drinking fountain is also available for use during lunch time.

C. School Telephone Use

Students are not permitted to make phone calls unless directed by a teacher, and then only for urgent needs. Students may not call home for forgotten homework, textbooks, musical instruments, or PE clothes.

D. Academic and Social/Emotional Support

Valley Catholic Elementary School provides additional academic support to children in any grade through the services of our learning specialist. We also have a licensed school counselor on staff to assist with the implementation and instruction of school-wide social skills and anti-bullying/harassment programs, and as an additional resource to assist individual students and families with issues arising or affecting performance at school.

Students in private schools are entitled to many of the same services available to public school students through federal funding. If recommended, we may be able to help you arrange diagnostic testing or services at your local public school. We are also entitled to federal funding for the purchase of supplemental instructional materials and teacher training.

E. Before and After-School Care

Valley Catholic Elementary School does not provide before or after-school care. However, Valley Catholic Early Learning School, located next door, does provide after-school care. You may contact them at 503-718-6490.

XVIII. PLAYGROUND GUIDELINES

These are included for student reference and review, and to help parents who volunteer for playground supervision.

PLEASE DO:

- ☺ STAY IN THE DESIGNATED PLAYGROUND AREA
- ☺ WAIT FOR YOUR TURN WHEN SHARING EQUIPMENT
- ☺ BE COURTEOUS AND AVOID INVADING OTHER STUDENTS' SPACE WHEN PLAYING RUNNING GAMES
- ☺ SLIDE DOWN THE SLIDE ON YOUR BOTTOM ONLY --- "SIT DOWN AND SLIDE DOWN"
- ☺ SWING ON THE TIRE SWING WITH LEGS DOWN, BOTTOM ON TIRE, HOLDING ON WITH BOTH HANDS AND HEAD ALWAYS INSIDE
- ☺ HAVE ONLY ONE PUSHER ON THE TIRE SWING

- ☺ ASK PERMISSION TO USE THE BATHROOM AND TELL THE ADULT WHO LET YOU GO WHEN YOU RETURN
- ☺ LAUGH, GIGGLE, AND HAVE FUN!!!

PLEASE DON'T:

- ☹ LEAVE THE DESIGNATED PLAYGROUND AREA
- ☹ CHASE A BALL INTO THE STREET. ASK AN ADULT FOR HELP!
- ☹ PLAY COMBAT OR WAR GAMES
- ☹ ENGAGE IN EXCESSIVELY ROUGH PLAY INVOLVING PUSHING, TRIPPING, HITTING, KICKING, SCRATCHING, OR PULLING ON CLOTHING

ON RAINY DAYS IN THE PLAYCOURT:

DO NOT PLAY KICKBALL GAMES OR FOOTBALL IN THE PLAYCOURT.
THERE IS JUST NOT ENOUGH ROOM!
BE COURTEOUS AND AVOID INVADING OTHER STUDENTS' SPACE WHEN PLAYING RUNNING GAMES
SHARE THE BASKETBALL HOOPS
DO NOT CLIMB THE CHAINLINK FENCING OR TENSION CABLES SURROUNDING THE PLAYCOURT
RETURN BALLS, JUMP ROPES, OR OTHER EQUIPMENT TO THE STORAGE CART WHEN YOU ARE FINISHED PLAYING WITH THEM
ASK PERMISSION TO USE THE BATHROOM AND TELL THE ADULT WHO LET YOU GO WHEN YOU RETURN

Playground Volunteers --- Please watch for pushing, hitting, kicking, spitting, teasing, harassing, bullying, or exclusion. We consider these serious offenses at our school. Report those behaviors to a school staff member. If a child seems to be injured, get the attention of a school staff member immediately.

PLEASE NOTE: We especially appreciate volunteer help during lunch recess (11:05-12:40). Please call the school if you are able to help during that time, and you have met all the child protection requirements to volunteer at school.

XVIV. MANDATORY REPORTING and ABUSE

A. Sexual-Harassment Policies

Introduction

All school employees, staff members, and students are subject to these policies.

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. Valley Catholic School is committed to taking reasonable steps to prevent sexual harassment from occurring and will take immediate and appropriate action when the administration knows it has occurred.

Policy on Sexual Harassment of Students by Staff Members, School Employees, and Other Students

Sexual harassment of students includes: (A) a demand or request for sexual favors in exchange for benefits; (B) unwelcome conduct of a sexual nature that is physical, verbal, or nonverbal and that interferes with a student's educational program or activity or that creates an intimidating, offensive, or hostile educational environment; (C) assault when sexual contact occurs without a student's consent because the student is under the influence of drugs or alcohol, is unconscious, or is pressured through physical force, coercion, or explicit or implied threats. When sexual contact occurs while a student is in any of those states, all sexual contact will be considered to have occurred without consent; and (D) conduct of a sexual nature that is physical, verbal, or nonverbal and that creates an uncomfortable or intimidating environment.

Examples of sexual harassment include, but are not limited to, verbal or practical jokes, unwelcome touching, offensive remarks or put-downs, and displays of offensive materials.

When a staff member or school employee becomes aware of behavior that may violate this policy, the staff member or school employee must report such behavior to the school Principal or school counselor so that the Principal, school counselor, and staff member or school employee may coordinate efforts to take any action necessary to ensure the student is protected and to promote a non-hostile learning environment, including: (A) providing resources for support measures to the student; and (B) taking any actions that are necessary to remove potential future impact on the student, but that are not retaliatory against the student or staff member or school employee who reported the behavior.

All complaints about behavior that may violate this policy shall be investigated. The person who initiated the complaint and, if applicable, the student's parents shall be notified: (A) when the investigation is initiated and concluded; and (B) as to whether a violation of this policy was found to have occurred, to the extent allowable under school policy and under state and federal student confidentiality laws.

The initiation of a complaint, and the participation in an investigation, in good faith about behavior that may violate this policy will not adversely affect the educational assignments or any terms or conditions of employment or of work or educational environment of the person who initiated the complaint or who participated in the investigation.

When a student or, if applicable, the student's parents file a complaint alleging behavior that may violate this policy, the student or student's parents shall receive a written notification as described in ORS 342.704(6).

Policy on Sexual Harassment of Staff Members or School Employees by Students, Other Staff Members, or Other School Employees

Sexual harassment of staff members or school employees includes: (A) a demand or request for sexual favors in exchange for benefits; (B) unwelcome conduct of a sexual nature that is physical, verbal, or nonverbal and that interferes with a staff member's or school employee's ability to perform the job or that creates an intimidating, offensive, or hostile work environment; (C) assault when sexual contact occurs without a staff member's or school employee's consent because the staff member or school employee is under the influence of drugs or alcohol, is unconscious, or is pressured through physical force, coercion, or explicit or implied threats. When sexual contact occurs while a staff member or school employee is in any of those states, all sexual contact will be considered to have occurred without consent; and (D) conduct of a sexual nature that is physical, verbal, or nonverbal and that creates an uncomfortable or intimidating environment.

Examples of sexual harassment include, but are not limited to, verbal or practical jokes, unwelcome touching, offensive remarks or put-downs, and displays of offensive materials.

When another staff member or school employee becomes aware of behavior that may violate this policy, the staff member or school employee must report such behavior to the Principal or school counselor so that the Principal or school counselor may take any action necessary to ensure the staff member or school employee is protected and to promote a non-hostile work environment, including: (A) providing resources for support measures to the staff member or school employee; and (B) taking any actions that are necessary to remove potential future impact on the staff member or school employee, but that are not retaliatory against the staff member or school employee or the other school employee or other staff member who reported the behavior.

All complaints about behavior that may violate this policy shall be investigated. The person who initiated the complaint shall be notified: (A) when the investigation is initiated and concluded; and (B) as to whether a violation of this policy was found to have occurred, to the extent allowable under school policy and under state and federal student confidentiality laws.

The initiation of a complaint, and the participation in an investigation, in good faith about behavior that may violate this policy will not adversely affect the educational assignments or any terms or conditions of

employment or of work or educational environment of the person who initiated the complaint or who participated in the investigation.

When a staff member or school employee files a complaint alleging behavior that may violate this policy, the staff member or school employee shall receive a written notification as described in ORS 342.704(6).

Policy on Sexual Harassment at School-Sponsored Events and On or Near School Grounds by Students, Staff Members, or School Employees

In addition to students, staff members, and school employees, this policy applies to persons who: (A) are on or immediately adjacent to school grounds or school property; (B) are at any school-sponsored activity or program; or (C) are off school property, if a student, staff member, or school employee acts toward the person in a manner that creates a hostile environment for the person while at school or a school-sponsored activity or program.

Sexual harassment of persons described in the preceding paragraph includes: (A) a demand or request for sexual favors in exchange for benefits; (B) unwelcome conduct of a sexual nature that is physical, verbal, or nonverbal and that creates an intimidating, offensive, or hostile environment; (C) assault when sexual contact occurs without a person's consent because the person is under the influence of drugs or alcohol, is unconscious, or is pressured through physical force, coercion, or explicit or implied threats. When sexual contact occurs while a person is in any of those states, all sexual contact will be considered to have occurred without consent; and (D) conduct of a sexual nature that is physical, verbal, or nonverbal and that creates an uncomfortable or intimidating environment.

Examples of sexual harassment include, but are not limited to, verbal or practical jokes, unwelcome touching, offensive remarks or put-downs, and displays of offensive materials.

When a staff member or school employee becomes aware of behavior that may violate this policy, the staff member or school employee must report such behavior to the Principal or school counselor so that the Principal, school counselor, and staff member or school employee may coordinate efforts to take any action necessary to ensure the person who was subjected to the behavior is protected and to promote a nonhostile environment, including: (A) providing resources for support measures to the person who was subjected to the behavior; and (B) taking any actions that are necessary to remove potential future impact on the person who was subjected to the behavior, but that are not retaliatory against the person or staff member or school employee who reported the behavior.

All complaints about behavior that may violate this policy shall be investigated. The person who initiated the complaint and, if applicable, the person's parents shall be notified: (A) When the investigation is initiated and concluded; and (B) As to whether a violation of this policy was found to have occurred, to the extent allowable under school policy and under state and federal student confidentiality laws.

The initiation of a complaint, and the participation in an investigation, in good faith about behavior that may violate this policy will not adversely affect the educational assignments or any terms or conditions of employment or of work or educational environment of the person who initiated the complaint or who participated in the investigation.

When a person who may have been subjected to behavior in violation of this policy or, if applicable, the person's parents file a complaint alleging behavior that may violate this policy, the person or person's parents shall receive a written notification as described in ORS 342.704(6).

Appendices

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 with the school counselor or an administrator so that a written document (*Behavior Report*) can be completed. This documentation formally begins the process for investigation. Students are encouraged to report bullying concerns to their classroom teacher, school counselor, another school staff member, vice principal or principal. The building principal, or his/her designee (vice principal 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.

Confidentiality: When conducting an investigation, school administration will make every possible effort to keep the names of those involved, those being investigated as well as the recipients of the reported behavior, confidential. When making a behavior report with an administrator, the individual turns the matter over to the school administration for investigation and follow-up. Individuals, including those making the report, will not be privy to the outcome of the investigation or the consequences other than what pertains to their family personally.

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.

Appendix B: Digital Learning Policies

***Should we decide or be required to implement online learning, these policies may be enacted:**

Devices

Students may use their own devices, or check out a school ipad through the office and IT department. Parents must sign and adhere to a waiver to borrow a school ipad. School issued devices are available on a first-come, first-serve basis.

If families are struggling with technology, they will be directed to communicate with the classroom teacher. We can offer support as best as we can, but technology issues are generally the responsibility of the family and their internet service provider.

Platforms

All teachers will use google classroom to store assignments and most work will be loaded into the student's account. Students must use their VC student accounts to access the google classroom.

Additional platforms may be used to enhance instruction (i.e. Seesaw, Flipgrid, Edpuzzle, etc.). Students must use their VC student accounts when creating accounts or profiles. Parents should oversee these accounts and retain student password information. Valley Catholic can only intervene with google classroom and email use.

Video-Conferencing

Student expectations during live instruction

- a. Be able to sit at a table with their device
- b. Use only their name or family name (no silly names or name changes)
- c. No fake backgrounds
- d. Stay on mute unless they are asked to participate or have a question
- e. Keep the video on, so the teacher can see the student present
- f. Not eat during class time (unless a snack time is designated)
- g. Parents should be responsible for student behavior (i.e. the teacher will not be able to effectively manage a student who is being too silly or is not focused).
- h. Video conferencing may be recorded and shared for learning and observation purposes.

*Parents should contact an administrator if an exception is needed.

Office Hours

Office hours are intended to help students with any support they may need. For safety, students must have a parent or older sibling present when attending office hours. If scheduled in advance, the teacher may have a group of students and parent presence would not be needed.

Grading

Students will receive grades in all their subjects, unless the teacher determines there is not enough information to give one. Specialty classes (Spanish, Music, PE, Computer and Library) are optional for students in grades K – 2. Students in grades 3 – 5 may not opt out of any classes.

Attendance

Student attendance is required. Generally a student who does not attend a videoconference or submit assignments will be marked absent. Excessive student absences will be determined by administration and shared with parents.

**This is not an inclusive list of every policy. Many school procedures and policies will be modified and shared with the community when appropriate.

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 & Procedures

Appendix C. Suspected Abuse and Suspected Sexual Conduct Reporting Policy

Definitions

“Abuse” includes, but is not limited to, any criminal assault of a student, intentional physical injury to a student, mental injury to a student that results in observable and substantial impairment of the student’s ability to function, sexual abuse of a student, and negligent or maltreatment of a student that is likely to endanger the health of the student. A more complete definition of “abuse” is found 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.

“Commission licensee” means a person whom the Teacher Standards and Practices Commission has the authority to investigate or discipline because the person: (a) is enrolled in an approved educator preparation program; (b) is an applicant for a Teacher Standards and Practices Commission license or registration; (c) holds a license or registration issued by the Teacher Standards and Practices Commission; or (d) has held a license or registration issued by the Teacher Standards and Practices Commission at any time during the previous five years.

“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.

“Investigation” means a detailed inquiry into the factual allegations of a report of suspected abuse or suspected sexual conduct that: (a) is based on interviews with the person who initiated the report, the person who may have been subjected to abuse or sexual conduct, witnesses, and the person who is the subject of the report; and (b) results in a finding that the report: (A) is a substantiated report; (B) cannot be substantiated; or (C) is not a report of abuse or sexual conduct.

“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.

All school employees are mandatory reporters of abuse and must follow the abuse-reporting requirements set forth by Oregon state law under ORS 419B.005-ORS 419B.050.

Further, all school employees, agents, contractors, and volunteers who have:

- Reasonable cause to believe that another school employee or a contractor, agent, or volunteer has engaged in abuse or sexual conduct,
- Reasonable cause to believe that a student has engaged in abuse,

- Reasonable cause to believe that a student has been subjected to abuse by a school employee, contractor, agent, volunteer, or student, or
- Reasonable cause to believe that a student has been subjected to sexual conduct by a school employee, contractor, agent, or volunteer

must immediately report such suspected sexual conduct or suspected abuse to the school Principal, or alternatively, the Valley Catholic School President, both of whom have been designated to receive such reports.

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.

Further, any student who feels that he or she has been abused or subjected to sexual conduct should report that immediately to the Principal, school counselor, or Valley Catholic School President. Such reports may be made anonymously.

An additional resource for students to report abuse or sexual conduct is Safe Oregon via phone at 844-472-3367, text at 844-472-3367, or email at tip@safeoregon.com.

Any student who initiates a report in good faith about suspected abuse or suspected sexual conduct by a school employee, contractor, agent, or volunteer or suspected abuse by a student will not be disciplined.

The school Principal, the school counselor, or the Valley Catholic School President will report all suspected abuse or suspected sexual conduct by school employees, contractors, agents, or volunteers, and all suspected abuse by students, to a law enforcement agency or the Department of Human Services 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.

The school Principal or the Valley Catholic School President 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 a commission licensee; 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 a commission licensee.

Valley Catholic School also may conduct its own investigation of the suspected abuse or suspected sexual conduct and take appropriate disciplinary actions, subject to requirements under ORS 339.388. If it is found that a report of abuse or sexual conduct is substantiated, Valley Catholic School may take appropriate disciplinary action as allowed by law and Valley Catholic School policies.

If, in the course of an investigation, Valley Catholic School becomes aware of new information that gives rise to a reasonable cause to believe that abuse or sexual conduct occurred, Valley Catholic School shall ensure that a report is made to a law enforcement agency, the Department of Human Services, a designee of the department as required by ORS 419B.010 and 419B.015, the Teacher Standards and Practices Commission, or the Department of Education.

Upon request from a law enforcement agency, the Department of Human Services, the Teacher Standards and Practices Commission, or the Department of Education, in conducting an investigation related to suspected abuse or suspected sexual conduct, Valley Catholic School shall immediately provide any requested documents or materials, to the extent allowed by state and federal law, including laws protecting a person from self-incrimination.

When a report is received of suspected sexual conduct or suspected abuse by a school employee, and there is reasonable cause to support the report, Valley Catholic School will take necessary actions to ensure the safety of the student(s) who was subject to the abuse or sexual conduct, including placing the school employee on paid administrative leave pending an investigation. Valley Catholic School may take other action as allowed by

law and the policies of the school.

When a report is received of suspected abuse or suspected sexual conduct by a contractor, agent, or volunteer, Valley Catholic School (a) may immediately prohibit the contractor, agent, or volunteer from providing services to Valley Catholic School; and (b) shall prohibit the contractor, agent, or volunteer from providing services to Valley Catholic School if Valley Catholic School determines that there is reasonable cause to support a report of abuse or sexual conduct. Valley Catholic School may take other action as allowed by law and the policies of the school.

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.

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 any report made pursuant to this policy.

Valley Catholic School will post in each school building (a) the name and contact information of the school Principal and the Valley Catholic School President who have been designated to receive reports of suspected abuse or suspected sexual conduct and the procedures that will be followed after receipt of a report; and (b) 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.

At the time of hire or beginning of service, Valley Catholic School will provide school employees, contractors, agents, and volunteers with the following: (a) a description of conduct that may constitute abuse or sexual conduct; (b) a description of the investigatory process and possible consequences if a report of suspected abuse or suspected sexual conduct is substantiated; and (c) a description of the prohibitions imposed on school employees, contractors, and agents when another school employee, contractor, or agent attempts to obtain a new job, as provided by ORS 339.378(2).

Valley Catholic School will provide to school employees each school year training on: (a) the prevention and identification of abuse and sexual conduct; (b) the obligations of school employees under [ORS 339.388](#) and [419B.005](#) to [419B.050](#) and the policies of the school to report suspected abuse and suspected sexual conduct; and (c) appropriate electronic communications with students.

Valley Catholic School will provide to contractors, agents, and volunteers each school year information on: (a) the prevention and identification of abuse and sexual conduct; (b) the obligations of school employees, contractors, agents, and volunteers to report abuse and sexual conduct under this policy and Oregon law; and (c) appropriate electronic communications with students.

Valley Catholic School also will make the training provided to school employees as described above available each school year to contractors, agents, and volunteers and to parents and legal guardians of students who attend the school. The training shall be provided separately from the training provided to school employees.

Valley Catholic School also will make available each school year to students a training that is designed to prevent abuse and sexual conduct.

Appendix D. Harassment, Intimidation, or Bullying, Cyberbullying, Hazing, Menacing, Retaliation, Teen-Dating Violence, and Domestic Violence 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 harassment, intimidation, or bullying, cyberbullying, hazing, menacing, retaliation, and teen-dating violence is contrary to our Catholic values, unacceptable, and strictly prohibited. Each student at Valley Catholic School has the right to a safe learning environment.

Valley Catholic School will provide ongoing and age-appropriate education about harassment, intimidation, or bullying, cyberbullying, hazing, menacing, and retaliation for all students at Valley Catholic School and school employees. Valley Catholic School also will provide ongoing education to school employees regarding teen-dating violence. Valley Catholic School will provide ways for individuals to report incidents of harassment, intimidation, or bullying, cyberbullying, hazing, menacing, retaliation, teen-dating violence, and other negative social behaviors that are of concern.

Valley Catholic School also will post information on campus regarding domestic violence and a telephone number that a student may call to obtain information and help regarding domestic violence.

Definitions

"Cyberbullying" is the use of any electronic communication device to convey a message in any form (text, image, audio, or video) that defames, harasses, intimidates, bullies, or is otherwise intended to harm, insult, or humiliate another in a deliberate, repeated, or hostile and unwanted manner. In addition, any communication of this form that 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, bully, intimidate, or stalk another.

"Dating" or "dating relationship" means an ongoing social relationship of a romantic or intimate nature between two persons. "Dating" or "dating relationship" does not include a casual relationship or ordinary fraternization between two persons in a business or social context.

"Domestic violence" means abuse as defined in ORS 107.705 between family and household members, as those terms are defined in ORS 107.705.

"Harassment, intimidation, or bullying" means any act that substantially interferes with a student's educational benefits, opportunities, or performance and has 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.

"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.

"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.

"Retaliation" means harassment, intimidation, or bullying, cyberbullying, hazing, and menacing toward a person in response to that person's actually or apparently reporting or participating in the investigation of harassment, intimidation, or bullying, cyberbullying, hazing, menacing, teen-dating violence, domestic violence, or retaliation.

"Teen-Dating Violence" means: (A) a pattern of behavior in which a person uses or threatens to use physical, mental, or emotional abuse to control another person who's in a dating relationship with the person, where one or both persons are 13 to 19 years of age; or (B) behavior by which a person uses or threatens to use sexual violence against another person who is in a dating relationship with the person, where one or both persons are 13 to 19 years of age.

Reporting

Responsibility of Staff: School employees who observe an act of harassment, intimidation, or bullying, cyberbullying, hazing, menacing, retaliation, or teen-dating violence, or have reasonable grounds to believe that such behavior is taking place or has taken place, must make a report to the Principal, school counselor, or the Valley Catholic School President, each of whom are responsible for receiving such reports. Failure to do so may result in disciplinary action that may include suspension of duties or dismissal. School employees are also mandatory reporters of abuse. Thus, as appropriate, school employees also must report such conduct pursuant to the Suspected Abuse and Suspected Sexual Conduct Reporting Policy at Appendix B and must follow all abuse-reporting requirements set forth by Oregon state law. .

Further, any school employee who has knowledge of incidents of teen-dating violence that took place on school property, at a school-sponsored activity, or in a vehicle used for school-provided transportation shall immediately report the incident to the Principal, school counselor, or the Valley Catholic School President. School employees are also mandatory reporters of abuse. Thus, as appropriate, school employees also must report such conduct pursuant to the Suspected Abuse and Suspected Sexual Conduct Reporting Policy at Appendix B and must follow all abuse-reporting requirements set forth by Oregon state law.

Responsibility of Students and Others: Students, parents, and school volunteers who observe an act of harassment, intimidation, or bullying, cyberbullying, hazing, menacing, retaliation, or teen-dating violence, or have reasonable grounds to believe that such behavior is taking place or has taken place, must make a report of such conduct immediately to the Principal, school counselor, or Valley Catholic School President. 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. Reports may be made anonymously.

An additional resource for students to report is Safe Oregon via phone at 844-472-3367, text at 844-472-3367, or email at tip@safeoregon.com.

Those who make a report in good faith under this policy will not be disciplined.

Prohibition against Retaliation: Retaliation or threats of retaliation in any form designed to intimidate the victim of harassment, intimidation, or bullying, cyberbullying, hazing, menacing, retaliation, or teen-dating violence, 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 harassment, intimidation, or bullying, cyberbullying, hazing, menacing, retaliation, or teen-dating violence shall be disciplined in accordance with the school behavior code and/or may be dismissed or expelled.

Policy Violations: Any school employee who has knowledge of conduct in violation of this policy shall report immediately his or her concerns to the Principal, school counselor, or Valley Catholic School President.

Investigation/Response

All reports of harassment, intimidation, or bullying, cyberbullying, hazing, menacing, retaliation, or teen-dating violence 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. In addition, Valley Catholic School may contact law enforcement as appropriate. School employees also will follow all abuse-reporting requirements under Oregon state law.

An individual who makes a report of harassment, intimidation, or bullying, cyberbullying, hazing, menacing, retaliation, or teen-dating violence will be asked to verbally share the relevant information with the Principal, the school counselor, or the Valley Catholic School President so that a written document (*Behavior Report*) can be completed. This documentation formally begins the process for investigation of the allegations, which will include, but not be limited to, taking reports and receiving reports from other faculty and staff members, and will be conducted by the Principal, Vice Principal, or school counselor. As appropriate, additional steps may be taken as set forth in the Suspected Abuse and Suspected Sexual Conduct Reporting Policy at Appendix B or as required under Oregon law.

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 Valley Catholic School
- Expulsion
- Other disciplinary consequences outlined in each school's student handbook
- Contacting law enforcement

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.

Intervention in harassment, intimidation, or bullying, cyberbullying, hazing, menacing, retaliation, or teen-dating violence, like all disciplinary matters at Valley Catholic School, will be addressed with 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.