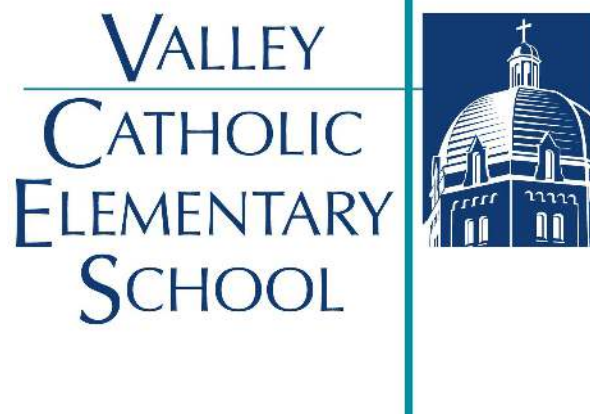


Parent & Student Handbook

2025-2026



School Year Theme

Let Your Light Shine

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I. VCES MISSION, PHILOSOPHY, SCHOOLWIDE LEARNING EXPECTATIONS, SCHOOL PRAYER, AND RESPECT PLEDGE

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

School-wide learning expectations (SLEs) describe an exemplary student of Valley Catholic Elementary School. The SLEs were revised in the spring of 2019 to align with the Sisters of St. Mary's core values for continuity across all campus schools. The language describing each new SLE is designed to be easily comprehended by our younger students and to make their attainment measurable.

I do my Valley Best when . . .

I celebrate God and Life.

- I follow Jesus' 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 and together in the afternoon.

Morning

Dear Jesus,

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

Afternoon

Loving God, we pause to pray, to thank you for this beautiful day. As our time today comes to an end, we go with your love; we go as your friend. Protect us from all fear we may find, and help us love and serve others and always be kind. Amen.

In addition to our school prayer, we also recite the our school's respect pledge on Fridays 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 its present site in the west wing of the newly constructed Motherhouse 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 Motherhouse 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 Motherhouse, the elementary school boasted a gym, a swimming pool, a science lab, and a library for its students.

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.

One thing that had not kept pace with the times was our beautiful, but overcrowded and outdated 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 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, 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 on May 5, 2010 for our new school and welcomed our first group of students to the new building in Fall 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 our second century of providing quality Catholic education for the greater Beaverton community!

IV. SCHOOL GOVERNANCE

Unlike Catholic Parish Schools or Archdiocesan Catholic Schools, Valley Catholic Elementary School is not an Archdiocesan school, but rather a Catholic Independent School. Catholic Independent Schools are schools that operate as separate entities with no affiliation with a parish or the Archdiocese of Portland in Oregon. Some of these schools are sponsored and/or run by religious orders (i.e. Jesuits, Christian Brothers, Sisters of St. Mary of Oregon). Each school is overseen by a Board, whether lay-run or religious order led. The Board is responsible for all the affairs and oversight of the school.

Canon law grants the Archbishop authority to watch-over any school that possesses the "Catholic" name, especially as it pertains to matters of faith, morals, and Church doctrine. Per canon law, independent schools are only permitted to have and use the "Catholic" designation by official decree and permission from the Archbishop of Portland in Oregon.

The SSMO Ministries Corporation, and the SSMO Campus Schools 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. We are deeply rooted in the community. For nearly 140 years, we have been committed to compassionate, joyful community service. We offer loving, respectful service through: prayer; child development, education and lifelong learning; elder care; sacred space for prayer, contemplation, and retreat; and off-campus outreach and ministry.

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 SSMO Campus Schools Corporation, the school faculty and staff, the students, and their parents) to plan and implement 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](#).

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 for all students K-5 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

If there are any questions or uncertainties regarding a classroom procedure, activity, assignment, or specific concern, parents are encouraged to contact the teacher directly. Please discuss any classroom-related issues with the teacher before involving 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
- social emotional/whole child development
- physical education
- music
- information literacy (library)
- Spanish

Physical education, music, information literacy (library), and Spanish are taught by specialist teachers to all grades. A specialist teaches science in grades 4 and 5.

All students, Catholic or non-Catholic, participate and demonstrate respect 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. More information can be found on the [Music School's website](#).

We're fortunate at VCES to have an on-campus swimming facility that supports holistic development while also teaching essential water safety skills. 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 parent run program to introduce students to art, artists, styles or concepts that will give them a familiarity, a language and discernment of what they see. So that as they experience the world around them, they will be able to engage the arts on a deeper level and even create art with intention and joy.

Daily Schedule:

7:25 am	<i>Outside doors open</i>
7:25 - 7:35 am	Students wait in the library until classrooms open at 7:35 am
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, Library, and Spanish.

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

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

2. Grading

The grading scales used are as follows.

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

Kindergarten & Specials (PE, Music, Spanish, Library)

- 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 = 93-100 %
- A- = 90-92.9 %
- B+ = 87-89.9 %
- B = 83-86.9 %
- B- = 80-82.9 %
- 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 the [Parent's Guide](#).

6. Textbooks

Curriculum development is the responsibility of the Principal and faculty. The Principal and staff annually evaluate the curriculum to determine whether it is fostering the achievement of the goals of the school. The following factors are considered when developing curriculum:

- The individual needs of the students:

- What students learn
- How students learn
- How is learning assessed
- The pattern of instructional organization in use
- The pedagogical strength of the faculty
- The research available in the area of curriculum development

Lost textbooks or library books will be replaced at the parents' or child's expense. 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 has not returned borrowed school property, such as textbooks.

E. Standardized Testing

Valley Catholic Elementary School utilizes STAR Renaissance to conduct standardized, norm-referenced testing in Early Lit, Reading, and Math three times a year to students in grades K-5. 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 the testing periods. 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 the use of the SSMO computer network for research, completing assignments, and developing essential technology skills. Teachers use it for communication, disseminating information, and accessing educational materials. The network also enables administrative functions like record-keeping and managing student data. **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. Access can be removed or paused if a student is not treating it with respect or using it for its intended use. 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 class at the beginning of the school year.
- Faculty monitor student computer and iPad usage throughout the day by walking about the room.
- 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 and punctual 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 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 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 the [VCES Absence Form](#) which can be found on the [Parent's Guide](#) of the Valley Catholic website. 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 and students must be in their classroom at that time. Morning prayer will start precisely at that time, and it indicates the official school starting time.

3. Returning After an Absence

When a student can return to school depends on the nature of the illness. In general, a child returning to school should be well enough to participate in school (e.g., can adequately manage improving cough and congestion on their own, not overly fatigued), and care of the returning child should not interfere with the school staff's ability to teach or care for other students. Students returning to school following an illness may still be contagious, but are likely to be less contagious as symptoms improve, depending on factors like duration and severity of illness. Parents and caregivers should consult their child's health care providers with specific questions about their child's condition or recovery. ***A doctor's note is required to return to school for students who miss 3 consecutive days of school.***

Students may return to the school setting when:

- The child has not had a fever (and is not using fever-reducing medicine) for at least 24 hours.
- Fever with a new rash has been evaluated by a healthcare provider and fever has resolved.
- Uncovered skin sores are crusting, and the child is under treatment from a provider.
- Vomiting has resolved, the individual has been free of symptoms for 24 hours, and the individual can hold down food / liquids.
- Diarrhea has improved, the child is no longer having accidents or is having bowel movements no more than 2 above normal per 24-hour period for the child. Bloody diarrhea should be evaluated by a healthcare provider prior to return.
- Respiratory virus symptoms are getting better overall for at least 24 hours. Students and staff returning after a respiratory illness can consider additional actions to reduce spread.

When is a Doctor's Note Needed for Injuries?

Any injury that prohibits a student from functioning normally in the school setting must be medically addressed.

A student will need a note from his/her doctor to return to school if he/she has been injured in gym/sports/car accident, school accident, etc that requires further medical treatment.

- If a child has an injured ankle and can't walk, injured shoulder and can't move it, etc. they must be seen by their doctor to rule out a fracture or injury that could be aggravated by school.
- If a child has an injured ankle and can't walk, injured shoulder and can't move it, etc. they must be seen by their doctor to rule out a fracture or injury that could be aggravated by school.
- If they hit their head and are having headaches, or dizzy spells, they should be seen by the doctor to rule out a concussion, etc.
- If a child is assigned an air cast boot, crutches or a wheelchair, they must have a note from the doctor stating it is ok to be in school with them.
- If a child needs to use the elevator because of an injury, or asthma flare, they must have a note from the doctor.
- If a child reports to the health office and appears injured, a parent/emergency contact will be asked to pick them up and have them evaluated by a doctor. A note from the physician will be required in order for the child to return to school.
- For all injuries, a medical note is required to excuse the child from physical education. A note from the same physician is required to return your child to gym/sports activities.

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, including the swimming unit in PE, are similarly restricted from recess and CYO activities after school and vice versa. In such situations, every effort is made to keep the students with their classmates.

4. Excessive Absences & Tardies

Parents of students who are absent or tardy to school more than five times each quarter or ten times in a semester 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 when proper notification is provided:

- 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

Parents/Guardians of students who are absent must inform the school office by 8:30 a.m. on the day of absence via the [VCES Absence Form](#) which can be found on the [Parent's Guide](#) of the Valley Catholic website.

A student absent from school due to illness may not participate in a school sponsored event held on the same day of the absence.

3. Notification of Planned/Extended Absences

We ask parents to carefully consider the pros and cons of scheduling time-off while school is in session, and please consider taking advantage of school breaks/holidays for extended absences. 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 – **more than two days** – will be used for time-off while school is in session, parents have the responsibility to contact the Principal first before making travel/planned absence plans. Once planned absence is approved by the principal then parents/guardians should let the teachers know at least two weeks in advance of the dates for the student's planned absence. This notification to the principal should be done using this *Student Planned Absence Form* which can be found on the [Parent's Guide](#) of the Valley Catholic website.

Please be advised that even when we know ahead of time that a child will be gone from school, it is not possible to recreate the entire classroom day, the assignments, and the activities for them. Your child will miss significant learning activities while he/she is gone. We

are not able to provide school work ahead of time unless a student has a documented/approved absence reason/or ILP.

In accordance with State of Oregon's attendance (ORS 339.065), students are expected to attend school when school is in session unless excused by a parent or guardian and the school's administration. Any student who misses more than ten days in a semester (two quarters) will no longer comply with the State of Oregon's required attendance days (ORS 339.065) unless there is a verified medical learning plan on file. The student will not receive grades, and the student will not receive course credit. Students with excessive absences jeopardize their enrollment status at VCES.

****These ten days include the following, but are not limited to:***

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

4. 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.

5. 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.

6. Excessive Absences

In accordance with State of Oregon's attendance (ORS 339.065), students are expected to attend school when school is in session unless excused by a parent or guardian and the school's administration. Any student who misses more than ten days in a semester will no longer comply with the State of Oregon's required attendance days (ORS 339.065) unless there is a verified medical learning plan on file. The student will not receive grades, and the student will not receive course credit.

Students with excessive absences jeopardize their enrollment status at VCES. Excused absences for medical reasons are addressed on a case-by-case basis. They are based on the medical professional's recommendations and the school's ability to meet those recommendations. Students with medical issues that conflict with the excessive absence policy, may be placed on a Medical Individual Learning Plan (MILP). An MILP requires the

approval of the VCES Administration and a release of information from the primary medical professional in charge of the medical issue. Excused absences for bereavement are granted for an immediate family member (grandparent, parent, sibling). Students can be excused for up to 3 days for local services and up to 5 days if travel is required.

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 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 email, cell phones, 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 Refocus Forms, 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 Misconduct

At Valley Catholic Elementary School, our core philosophy and approach to student conduct is to guide students with respect, compassion, and consistency, while allowing them to learn from the consequences of their actions. 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 not follow behavioral expectations, courses of action may be as follows:

- 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.
- If there is repeated misbehavior, or the infraction is of a more serious nature, a **Think Sheet** or **Refocus Form** may be given to the student. The student will take this form home to complete a problem-solving section with the help of their parents and obtain a parent signature. Parents remove and keep the bottom copy. The student brings the other signed copy back to his/her teacher the next school day. We hope that this reflection motivates the student to change his/her misbehavior.
 - If a student receives three forms, the Principal 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.
- Depending on the infraction, misbehaving students may be referred directly to the Principal. Parents may be contacted, usually by phone before the end of the school day, when students have been referred to the office. A meeting with the student's parents may be called.
- 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. 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. 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"
- academic dishonesty
- parent interference or lack of cooperation

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.

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

Dress code guidelines can be found on the Parent's Guide of our website, and can also be found here:

[VCES Dress Code Guidelines and Information](#)

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 telephone numbers of the parents/guardian
- 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.**

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.

[See section VII. A. 3 for additional guidance]

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.

[See section VII. A. 3 for additional guidance]

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, including the swimming unit in PE, are similarly restricted from recess and CYO activities after school and vice versa. In such situations, every effort is made to keep the students with their classmates.

F. Emergencies

In the case of a serious emergency situation, families are asked NOT to call school. If our phone lines are usable, they must be available to communicate with emergency personnel. Information will be shared with families through the school website, via email and/or 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. Hold, Secure & Lockdown

In some situations it may be necessary to have a school *Hold* (ex. injured student, spill, etc.), *Secure* (ex. threat or hazard outside the building), or *Lockdown* (ex. threat inside the building). As per police recommendations, the following procedures may be implemented:

Hold

- students will be kept in classrooms or area
- hallways will be cleared

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. Evacuate & Shelter

In some situations it may be necessary to have a school *Evacuate* (ex. fire, system failure, earthquake etc.) or *Shelter* (ex. severe weather, airborne contaminants, police activity in the vicinity etc.). As per police recommendations, the following procedures may be implemented:

- 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, you may look to our school's [website](#) 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.

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 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. We follow the Oregon Health Authority's [Communicable Disease Guidance for Schools](#).

B. Head Lice

For individuals suspected of having head lice, or who have contracted head lice, we follow the [Head Lice Guidance](#) provided by ODE and OHA.

C. 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.

D. Immunizations

Under state law, all children in public and private schools, preschools, Head Start and certified child care facilities must have up-to-date documentation on their immunizations or have an exemption.

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. Students are required to provide information about vaccinations on or before School Exclusion Day (typically in February).

In addition to multiple reminders sent from our school office, the media also alerts the public about this impending date. Immunization rates are shared with families twice a year in the fall and spring and are available on the school's website.

E. Medication

The school recognizes that the administration of medication to students by the school staff may be necessary. Designated school personnel are required by Oregon law to receive annual training that has been approved by the Oregon Department of Education for the administration of medication in the school setting.

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, online in our school's [Parents' Guide](#), or in the student's Finals site portal. 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 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/AAP Severe Allergy and Anaphylaxis Emergency Plan (or located on Finals site) 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. Plans are kept in the Office Health room.
- 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 EpiPen’s expiration date. We cannot administer an expired EpiPen.

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 shared in the weekly Friday Five. In addition, important dates are shared on the Elementary School website in the [Parent’s Guide](#) section. We also encourage parents to subscribe to the [schools’ events calendars](#). Additional emails and important announcements will be shared via School Messenger. Please ensure the school has your recent and correct email address on file.

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.

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.

If you need to pick up your child early, please complete the online [VCES Absence Form](#) along with emailing the teacher as early as possible. Sending notification within 1-2 hours of picking up will delay the process.

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 Second Step Program.

F. Email or Phone Communication with School Staff

Please be aware that our school days are busy, and our staff prioritize attending to students while they are in our care. As a result, we may not be able to respond immediately to phone calls or emails during the day. We appreciate your patience and understanding, and we will make every effort to respond within one school day.

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.

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 organizers should use the [Classroom Party Planning Checklist](#) to make sure all policies and procedures have been considered and are being followed. This form is to be

signed by both the classroom teacher and the Principal. If the party is to be held outside the classroom (such as the playcourt or somewhere on the campus grounds), the teacher must secure permission from the Principal and reserve the desired area, if necessary.

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 in 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. We ask 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

Valley Catholic Elementary School has an active parent/teacher organization, the VCES VALOR Network, which is accountable to the Principal to promote parental support for the school programs, increase mutual understanding between school and parents, reduce obstacles to effective communication, and to build community. The VCES VALOR Network has no legal status apart from the school, and is not separately incorporated. It will function in accordance with its written constitution, bylaws, and policies, and within all VCES policies and directives from the school.

VALOR meetings are held approximately five times throughout the school year, and all parents are encouraged to attend. Refer to the Friday Five for scheduled VALOR meetings.

Additional information can be found on the [VALOR 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](#).

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 [VCELS Principal](#).

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.

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

Students should 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. Please note that the Early Learning School is not able to provide before-school care for our students. Additionally, you may want to consider an [After School Activity](#).

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, CROSSWALK, OR IN ANY AREA OTHER THAN THE CURB IN THE DROP-OFF/PICK-UP LOT BY THE FRONT ENTRANCE TO OUR SCHOOL.

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 remain in their classroom (except Kindergarten who wait in the hallway) waiting for release.

- Students going to VCES for after-school care will meet VCES staff inside the school building and will be escorted to VCES.
- Athletes who have practice right after school will be released to meet their coaches inside the school building (permission slip must be on file).
- 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 Wizards, Coding, Fine Art Starts, or Play Fit Fun will be released to their instructors inside the school building.
- Students with Middle School and/or High School Siblings have the option of waiting with an ES staff member in the K-2 hallways starting at 3:10pm (M, W, Th, F) until MS and HS are released (permission slip must be on file). The MS or HS sibling will pick up the ES student.

Each family will have a pick-up number and keep the same number as long as their children are at VCES.

- As you enter the pick-up line in your vehicle, show your orange number card 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 orange number card 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.
- 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 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. For additional reminders, check out our [VCES Student Pick-Up Guide](#).

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](#) for more information.

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

XV. PARENT VOLUNTEERS

A. Volunteer/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. Up to five hours may be earned by serving any of the Valley Catholic Schools.

- A list of volunteer opportunities and directions for logging hours in HelpCounter can be found on the [Parent's Guide](#).
- Families may earn volunteer hour credit for assisting the Middle School with their Women in STEM event and CYO athletic teams (up to five hours).
- Hours from coaching athletic teams outside of our own school community, or leading or assisting with a broader community-based group do not count.
 - If the teams or clubs are primarily comprised of current Valley Catholic Elementary School students, such as VCES CYO, the hours will count.
- Hours are not given for attending evening music programs or parent/teacher conferences.
 - Hours can be earned from attending *Back to School Night*, *Parent Information Nights* and/or VALOR meetings.
- Hours are not given for volunteering in your own church or other charitable, non-profit service organizations or events.

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

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.

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

All parents and others who volunteer or are paid 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 training sessions are scheduled periodically throughout the school year at our Elementary School, Middle School, and High School. You may attend a training at any of the VCS locations.
 - C.A.S.E. training information will be sent in the Friday Five or via School Messenger.
- You may attend a training session hosted throughout the [Archdiocese of Portland](#).
 - Please send a copy of your certificate to the VCES Office.
- To remain active, you will need to update your training annually by completing an online course designated by the Archdiocese of Portland.
- [Frequently Asked Questions - C.A.S.E.](#)

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
- volunteering at lunch recess
- assisting with swimming during PE classes
- volunteering for events, such as the Jog-a-thon, Field Day, family picnic day, or any other events involving our students
- assisting with extra-curricular school-sponsored activities, such as orchestra, hand bells
- 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.

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 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 may include:

- Sports - volleyball, basketball, track and field, cross country, swimming
- Music - orchestra, choir, handbells
- Student Council
- Science Ambassadors
- After School Activities - Chess, Fine Arts, Taekwondo, Coding, Play Fit Fun

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 engaging 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 or water. 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. A nut-free table is available for students with nut allergies.

VCES uses a computerized payment system, called SchoolCafe, for student lunch, milk, and bottled water purchases. 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.

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 for purchase on a daily basis for students bringing a cold lunch to school. 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

The Valley Catholic Elementary School Learning Support Team & Counseling Team is composed of a Learning Specialist/Learning Support Coordinator, Reading Specialist, Math Specialist, and

Counselor.

Learning Specialist/Learning Support Coordinator - The VCES Learning Support Coordinator works closely with students, teachers, and parents to address academic support for students in the elementary school, focusing on providing appropriate instruction and intervention based on educational best practices supported by research. Additionally, the Learning Support Coordinator monitors student progress using quantitative and qualitative metrics, provides specialized instruction, and collaborates with outside providers to ensure students' strengths and needs are met.

Reading Specialist - The VCES Reading Specialist supports, supplements and extends classroom teaching, and works collaboratively to implement a quality reading program that is research-based and meets the needs of students. By carefully monitoring students' progress, the Reading Specialist is able to provide small group instruction for struggling readers, focusing on increasing phonics skills, fluency, vocabulary, and comprehension development.

Math Specialist - In collaboration with the Learning Support Team and classroom teachers, the VCES Math Specialist identifies students in need of additional instruction and establishes a schedule to provide targeted instruction during push-in or pull-out situations. The Math Specialist utilizes various evidence based strategies to support effective mathematics instruction and student learning for students in grades Kindergarten through fifth grades.

Counselor - The VCES counselor works closely with students, teachers, and parents to foster social and emotional development. During classroom visits the counselor works with students on bullying prevention, communication skills, conflict management, and the management of emotions. The team provides support to students through individual and group sessions in identified areas of concern. Additionally, they can provide counseling referrals when needed.

If warranted, additional testing or an evaluation may be recommended to further examine a student's learning and/or behavior needs. Parents may choose to seek an evaluation with a private practitioner (ex. Educational Psychologist, Speech Therapist, Occupational Therapist, etc.). Alternatively, privately placed students can be evaluated by a public school district at no cost to the parents if there is suspicion that the student has a disability. This is due to the Individuals with Disabilities Education Act (IDEA), which requires public schools to evaluate children who are suspected of having disabilities, regardless of where they attend school. This requirement is known as Child Find. The Learning Support Team will help facilitate this process with families.

An *Individual Learning Plan* (ILP) may be considered for a student with a current diagnosed learning disability or other health impairment. A signed report of evaluation, results, and recommendations from a psychologist, psychiatrist, MD, PHD, PsyD, and/or MA specialist is needed. The most recent evaluation, results, and recommendations must have been completed within 36 months of the request for an ILP.

The purpose of an *Individual Learning Plan* (ILP) is to document the reasonable accommodations and/or modifications that have been deemed necessary to help ensure the student has the most successful educational experience at Valley Catholic Elementary School.

The plan represents a joint blueprint for partnership in order to assist a student to be as successful as is reasonably possible given the resources available. It is not a legal document but rather a fluid set of strategies and proposals. **The plan is for the exclusive use of Valley Catholic Elementary School, and does not transfer to Valley Catholic Middle School.**

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](#) for school-age students.

XVIII. PLAYGROUND GUIDELINES

For individuals who will be volunteering at recess, please review the [VCES Recess Volunteer Training Materials](#).

Information regarding opportunities to volunteer during recess will be shared in the Friday Five.

XIV. 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 any reports of bullying behaviors seriously. 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 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,
- 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 immediately report 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.