



Parent/Student Handbook

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ssmo.org/vcs

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

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I. Mission, Philosophy, and Belief Statements

1.1 Mission Statement

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

1.2 Philosophy

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

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

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

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

1.3 Belief Statements

Students can:

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

Embracing our CORE values:

Live Valiantly, Strive for Excellence, Honor the Unique Gifts of Each Person, Celebrate God and life

Valley Catholic School Motto

Excellence in everything. Opportunity for everyone.

II. Procedures, Guidelines, and General Information

Campus Safety

2.1 Closed Campus

Valley Catholic High School is a closed campus. Exterior doors to all high school buildings are locked during the school day. Students are provided school badges that give them access to the academic building between 7:30am and 3:45pm. Once students arrive at school, they must remain on campus, in supervised areas, throughout the entire school day. Students are not allowed in parking lots, or to go to their cars, during the school day without expressed permission from an administrator. Parents/Guardians must provide permission, by notifying the main office in advance for students to leave campus during the school day. Parents/Guardians and visitors are required to enter the high school through the main doors on 148th Ave, checking in immediately with the main office.

2.2 Building Hours

The high school academic buildings (main building and Science building) are open from 7:30am to 3:45pm on scheduled school days only. After 3:45pm, the only indoor area of the school open to students is the athletic center lobby. Parents should note that there is no direct supervision of students who are not participating in an activity managed by staff (athletics practice, robotics, drama rehearsal, etc) after 3:45pm.

2.3 Student ID Cards

All Valley Catholic High School students are issued an identification card. Identification cards must be carried by students at all times. This card is used to access the academic buildings and athletic center and to purchase food in the cafeteria. If a student card is thought to be lost or stolen, the student must report the loss and request a new ID card from the Information Technology (IT) department and a replacement fee of \$7.00 may be incurred.

2.4 Accidents/Emergencies

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

2.5 Emergency Closure

Valley Catholic High School follows Beaverton School District for weather related closures. If Valley Catholic High School needs to close due to hazardous weather conditions or other unforeseen circumstances, parents/guardians will be contacted via SchoolMessenger, an automated phone messaging system. Calls will be made to the phone numbers provided on your re-enrollment and/or registration form. In addition, school closure information is communicated through the Valley Catholic School website.

At the discretion of the VCS President, if the number of school closure days becomes excessive, Valley Catholic High School will implement digital learning and/or add additional days at the end of the academic calendar.

2.6 Emergency Procedures

In compliance with state regulations and partnering with the Beaverton Police Department, Valley Catholic High School regularly conducts emergency preparedness drills. Emergency procedures follow the [Standard Response Protocol](#) guidelines for lockdown, secure, hold, shelter and evacuation. Students are expected to follow designated procedures practiced throughout the year.

Valley Catholic High School has two evacuation chairs, one on the second floor of the academic building and one on the second floor of the Science Building. School Counselors and the Dean of Students work with student needs and will include use of the evacuation chair during emergencies as needed.

In the event of a true emergency, student and staff safety is the top priority. Students and staff are expected to follow the designated emergency procedures, including submitting the Self-Evacuation form on the grade level Google Classroom page if they self-evacuate during a lockdown. Parents/Guardians will be notified and updated through SchoolMessenger as soon as possible. We ask that parents/guardians wait for the SchoolMessenger notification before coming to campus. Depending on the situation, additional people coming onto campus could jeopardize the safety of students and staff.

2.7 Campus Culture and Community Engagement at Valley Catholic High School

Valley Catholic High School is called to celebrate the life and dignity of each and every person. As members of the Valley Catholic School community guided by the Sisters of St. Mary of Oregon's core values and charism, we strive to cultivate and develop an authentic, collaborative, and conscious program of acceptance and inclusion at Valley Catholic High School for all students, staff, and community members. Valley Catholic High School is committed to providing a safe learning environment that nurtures the mind, body, and heart of students, ultimately producing mature, responsible citizens rooted in Catholic values.

The definition of discrimination, prejudice, and/or bias is the unequal treatment, actual or perceived, of an individual or group based on race, religion, gender, sexual orientation, or disability. When members of the school community are subjected to any form of discrimination, prejudice, and/or bias on campus or during campus events, the school community will address the issue and educate individuals involved. Collaboration and education repair relationships and strengthen belonging within our community.

Inclusion and Belonging Policy

Valley Catholic High Schools students are entitled to learn and grow in a welcoming and inclusive space. Students have a right to participate fully in the educational process free from discrimination and harassment. Any words or actions that are inconsistent with these expectations are prohibited. Valley Catholic High School denounces any willful or negligent use of verbiage, actions, racial epithet, or slurs on the basis of race, color, religion, national origin, sexual orientation, gender, identity, or disability. Any student's involvement in these actions will be thoroughly investigated and addressed by school administration.

Valley Catholic High 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.

Inclusion and Belonging Safe Reporting Process

Restorative Discipline Practices (community service, opportunities for learning and growth)

Those who have experienced or seen harassment or discrimination are encouraged to use their voice and report the incident immediately to school administration (Dean of Students, Principal, Counseling Staff) or complete and submit the VCHS Conduct/Discrimination Report. A timely investigation will occur by the Dean of Students and/or other members of the Administrative Team. Based upon the findings of the investigation, consequences for a violation of Valley Catholic High School's Inclusion and Belonging Policy will be determined at the discretion of the Administration and may include, but not be limited to:

- Temporal removal from the educational and extracurricular school environment (suspension)
- Permanent removal from the educational and extracurricular school environment (expulsion)

2.8 Child Abuse Reporting

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

2.9 Harassment Policy

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

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

Examples of behavior that may be considered sexual harassment include; making sexually suggestive remarks, gestures, jokes, or remarks about someone's appearance, using derogatory sexual terms for people, touching in a deliberate and unwelcome manner, displaying sexual illustrations, describing or

asking about personal sexual experiences, hazing, performing pranks, or intimidating a person because of their gender.

All complaints of harassment or discrimination should be reported to the Dean of Students or Principal. They will be investigated promptly and as confidentially as circumstances permit.

2.10 Automobiles and Parking

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

All vehicles on campus must be registered with the school. Registered vehicles must display a VCS parking tag while on campus. Returning families use the parking tags previously assigned to their car. New families receive two (2) parking tags in their packet on Registration Day. Please contact the main office if additional parking tags are needed. The student emergency forms have a space for families to register their cars. Student vehicles should not be put on the emergency form. Student parking tags are available at registration and through the main office during the school year.

Families are expected to contact the main office with any vehicle changes (i.e. new car). Families will be provided tags that must be displayed on the mirror of any car parking on campus. While on campus, ALL cars must display the school-issued parking tag.

Due to parking limitations, only junior and senior students are allowed to drive to and park on campus. Student parking tags are available at registration and through the office during the school year. Sophomores may apply for a parking exception to drive and park on campus by having a parent or guardian email the school registrar at lrnk@valleycatholic.org.

All student drivers must park in the gravel parking lot. Exceptions must be approved by the Dean of Students. Repeatedly failing to follow the [Campus Parking Guidelines](#), including not parking in the gravel lot, will result in loss of campus driving privileges.

2.11 Visitors

All visitors, including parents/guardians, must have necessary business to conduct at the school, report to the main office upon arrival, and obtain a visitor's pass. Visitors who wish to go beyond the main office must be accompanied by a Valley Catholic School/SSMO staff member or have approval from school administration.

Students who attend other schools are not allowed to be guests of Valley Catholic High School students during the school day.

2.12 Volunteers/Mandatory Child Protection Training

Valley Catholic High School welcomes and appreciates school volunteers. All volunteers are required to have a current background check with the school, a [volunteer release and waiver](#) on file and be up to date on the required [child protection training](#) courses. In person attendance is required for the initial child protection training course, however, in subsequent years, volunteers will complete an

annual review online. Additional information is available on the school's website under the [Parent's Guide](#).

2.13 Attendance

Students are expected to be punctual and present for all classes and assemblies. Parents/Guardians are expected to notify the school prior to the absence. All absences must be verified by a parent/guardian AND the school's administration within 48 hours. If an absence is not confirmed within 48 hours, it will be unexcused. An attendance record is maintained by Valley Catholic High School and is part of a student's permanent record.

In order to participate in extracurricular activities or attend extracurricular activities that day, students must be in class for the majority of the school day. Additionally, if a student misses a class, it must be excused in order to participate in extracurricular activities on that day.

2.13.1 Absence Notification Procedure

A parent/guardian must call the main office at (503)-520-4700 or email vchsattendance@valleycatholic.org by 9am each day the student is absent. This is in addition to any emails that may have been sent to teachers or school staff. A doctor's note may be required to return to school when a student has been sick and absent for three or more consecutive days.

In the event that a parent/guardian does not contact the office, the student's absence is considered unexcused. If there is no parent/guardian contact within 48 hours of the absence, the absence will remain unexcused.

2.13.2 Excused Absence

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

2.13.3 Unexcused Absence

Absences other than those listed in 2.13.2 are considered unexcused. Unexcused absences include, but are not limited to, vacations, students' work schedules, sleeping late in the morning, missing the bus/ride, traffic, DMV appointments, or travel for non-school related sports .

No make-up work or re-testing will be provided when absences are unexcused, and students can earn zero points for any academic work missed.

2.13.4 Excessive Absences

Regular attendance is essential for academic success and fostering relationships within our community. Being present in class ensures students can fully engage in learning, participate in discussions with peers, and receive direct instruction. Honoring our partnership with parents/guardians, we are committed to proactively communicating the attendance status of each

student. Attendance is taken in every class period; students who are absent from an individual course five (5) times in a semester will receive an attendance notice from the school.

Students who reach seven (7) absences from an individual course in a semester will meet with their counselor and will be placed on attendance probation; students on attendance probation may lose the privilege of attending school-related activities such as field trips, rooter buses, etc. during the semester in question.

Students who accumulate ten (10) absences in a semester will be required to go through an appeal process to determine if credit for the course will be granted. Additionally, students that have accumulated ten (10) absences in any class in a semester may not be permitted to miss that class for any school-related activities, including athletics competitions, field trips, etc.

To maintain the integrity of our academic program, a student may appeal for credit due to excessive absences no more than two (2) semesters during their four years of high school. This policy underscores the impact attendance has on building strong, meaningful connections as well as maximizing student learning and achievement.

2.13.5 Medical Appointments/Emergency Illnesses

Students having an emergency appointment or becoming ill at school must obtain permission from a parent/guardian and sign out in the main office before leaving the building. Scheduled medical appointments during school hours will be excused pending verification of the appointment. Students are expected to bring a doctor's note to the office upon return to school. Failure to provide acceptable verification of the appointment will result in an unexcused absence.

2.13.6 Pre-Arranged Absences

If students are aware they will be absent from a class for two (2) or more days, they are expected to complete a pre-arranged absence form. The forms can be obtained from the main office and require students to get signatures from all of their teachers, the Dean of Academics, and the Dean of Students. If the yellow pre-arranged absence form is not submitted, the absence will automatically be considered unexcused and is subject to the appropriate absence protocol.

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

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

2.13.7 Tardiness

Students are expected to be physically in class and ready for instruction when the bell rings. Any student not in class at this time will be considered tardy. Students who are late to school in the morning must check in at the main office and obtain an admission slip prior to going to class. If a student is tardy to class it will be reported to the office. Students delayed by a staff member must obtain a note explaining the delay to receive an excused tardy. Tardies that are unexcused include, but are not limited to, sleeping late, missing the bus/ride and traffic.

While any unexcused tardy may be grounds for disciplinary action, consequences are at the discretion of the Dean of Students, typically issued after a third unexcused tardy.

2.13.8 Late Work Policy

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

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

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

2.13.9 Field Trip Permission/Absence

The Field Trip Permission Form must be completed and signed by a parent/guardian. The original copy of the form will be kept on file in the main office. The form authorizes your student to participate in the field trip. Field trips usually take place during the school day.

Telephone calls or emails will not be accepted as authorization for field trips. Field trips outside of the typical school day may require additional authorization forms. Authorization forms will be made available near the time of the event.

2.14 Change of Address, Email, and/or Phone Number

Please notify the school office of any changes to your physical address, email address, or phone number as soon as possible. Maintaining accurate school records, mailing lists, and communication with parents/guardians in an emergency is essential.

2.15 1:1 Student Device

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

Each student receives a MacBook Air laptop, cord, charger, and case. Devices and accessories are property of Valley Catholic High School. At the end of each year (freshmen-junior) MacBooks are collected and redistributed at the beginning of the next year. With the exception of damaged devices,

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

2.15.1 Damaged or Lost Devices

Devices and accessories are the property of Valley Catholic High School. The Acceptable Use of Technology Policy outlines proper care of the school issued MacBook. Repairs are done through the school's service program. Any repairs done outside of the school's service program (by the student/family) may result in the family paying for the full replacement of the device.

If a device is damaged, students need to report the problem to the Dean of Students. Once the damage has been reported, the IT department will configure a replacement MacBook and a \$100 fee will be assessed to the student's FinalSite account. If the damage is found to be caused by a factory defect, the \$100 fee will be refunded.

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

2.16 Cell Phones and Electronic Devices

Valley Catholic High School has a no cell phone policy that is aligned with the State of Oregon's law prohibiting cell phone use in schools during instructional time. Students may not use cell phones in classrooms, hallways, or other learning spaces during the school day unless specifically permitted for instructional purposes. Phones must be powered off and stored away. This policy supports a focused, respectful learning environment and aligns with our commitment to student engagement and community.

The use of cell phones, or other electronic devices, such as ear buds, therefore, is not permitted during the school day (including break, lunch, and passing time) unless the student has received expressed permission from their classroom teacher.

Cell phones and other electronic devices may be brought to school and used before the student's first class or after school. Devices used without permission will be confiscated until the end of the school day. Confiscated devices may be picked up from the Dean of Students. Typically, students are reminded of the device expectations with the first violation. Subsequent violations will result in disciplinary action.

2.17 Food

Food and drinks are not permitted in the library or the auditorium. They may be allowed in the classroom if permission is granted by the teacher. Students may bring lunch from home or purchase food from the Valley Catholic High School cafeteria. Families must add funds to the student's School Cafe account, and a student ID is required for cafeteria purchases. Vending machines are available for student use before and after school as well as during lunch and break.

2.18 Library

The library is a space for collaboration, research, and study where ideas and academic work are meant to be shared and improved upon. The Valley Catholic High School library promotes and

encourages student achievement. Individuals, small groups, and classes are welcome. Students are expected to use the library responsibly, respect the rights of other users, check out materials properly, and return them on time. All library fines must be paid prior to the end of the academic year. There is no food allowed in the library. Library hours are 7:45am to 3:45pm.

2.19 Lockers

Lockers are available for student use. Freshmen are assigned individual lockers during registration. Each spring, sophomores, juniors and seniors choose a locker and have the option to share with another student. Students cannot change lockers without permission from the Dean of Students. Lockers are the property of Valley Catholic High School and students are expected to treat their lockers with the same care and respect as all other school property.

- Lockers should be kept clean, neat, and locked.
- Students should not publicize their lock combinations.
- Valuables should be kept at home, with the student, or locked inside the lockers.
- To safeguard the well-being of all students and staff, Valley Catholic High School reserves the right to inspect any locker at any time, to remove contraband and any inappropriate or noxious items.
- The school is not responsible for any loss, theft, or damage to books or other personal property.
- Locker decorations (inside or out) should not advertise/promote alcohol, tobacco, sex, drugs, gangs, violence, profanity, nor should decorations be used to make political statements.
- Students are expected to clean out their locker (inside and out) as part of the end of year check out process.

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

Lockers are available in the athletic center locker rooms for use during physical education classes or athletic practices/competitions (assigned per athletic season).

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

2.20 Lost and Found

Lost and found items can be found in two locations within Valley Catholic High School. Items from the academic building can be found in the assigned cabinet outside of Room 101. Items from the athletic center can be found in the closet south of the coaches' office. Unclaimed articles are donated at the end of each quarter. Students finding lost items are asked to take them to the main office. Valuables turned in will remain in the office and items with a name will be returned to the student. All other items are placed in the lost and found for students to retrieve.

2.21 Medication

Valley Catholic High School does not provide any medication to students. Medication, provided by parents, may be administered by trained school personnel with written consent and direction from a

parent/guardian. The parent/guardian must complete a Medication Authorization Form. The written request must include the specific dose of medicine and the specific time it should be given. The form is available in the main office or on the school's website under the Parent's Guide.

2.21.1 Medication Storage

All medications are stored and locked in a designated location accessible to staff members only. All medications must be picked up by a parent/guardian before the office closes at the end of June. All remaining medications will be disposed of.

2.21.2 Medication Packaging

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

2.21.3 Self-Administration

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

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

2.22 Student Allergies

As prescribed by Oregon State Law and Archdiocesan Policy, students with a severe allergy must have a physician approved action plan on file with the school. It is parent/guardian responsibility to provide the school with the physician approved action plan, medication authorization and medication for all medications listed on the action plan. The student's action plan may require certain safety protocols to be implemented, notification of school staff, and storage guidelines for physician-prescribed treatments. Valley Catholic High School will review the action plan recommendations, notify parents if any elements of the plan cannot be accommodated, and then keep the action plan on file in the main office.

2.22.1 EpiPens

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

Following state law, the school keeps its own non-prescription EpiPens available for use by any student who goes into anaphylactic shock while at school.

2.23 Immunizations and Insurance

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

2.24 Signs

All signs and posters must be approved by an administrator or a club advisor. When sign is approved, the appropriate adult will place approved stamp on the top left corner

- Sign content and placement is restricted.
- All signs must be adhered with appropriate tape provided by the main office or the club advisor. No plastic tape or thumbtacks are permitted.
- All signs must be removed within 24 hours of the event culmination.
- Signs not meeting these requirements will be removed without notice.

2.25 Student Information Disclosure

2.25.1 School Directory

Each year, Valley Catholic School publishes a Pre K-12 School Directory. It includes: parents names, student names and grade levels, e-mail addresses (one per parent), home addresses, and home phone numbers. If you do not want to be included in the directory or if you do not want all this information published, you need to complete the Directory Opt Out Form. It is located on the Valley Catholic School Website at www.valleycatholic.org in the Parent's Guide. Copies are also available in the school office.

2.25.2 Media

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

Photos and videos may be featured in Valley Catholic communication materials including school yearbooks, class photos, admissions and other brochures, booklets, posters, newspapers, postcards, ads, and magazines.

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

III. Campus Ministry - Spiritual Life

Campus Ministry plays an integral role in the life of every Valley Catholic student. Students at Valley Catholic grow in body, mind, and spirit throughout their four years of high school. The Campus Ministry Department facilitates a variety of activities that bring students closer to one another and help them encounter God's grace through school liturgies, faith formation, retreats, and service learning.

The department is dedicated to making the ministry of Jesus accessible to everyone — welcoming and supporting all students, regardless of their faith tradition.

3.1 Chapel

The chapel is located on the second floor near the counselors' office in the high school. It is open every day and dedicated as a quiet space for prayer, contemplation, and reflection for anyone who needs it. All students are welcome to use the chapel.

3.2 Liturgies

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

3.3 Retreats

Valley Catholic students participate in an annual retreat as a chance to grow spiritually and to come together as a class community. The Freshman retreat is in the Fall, Sophomores experience their retreat in small groups throughout the year, while the Junior and Senior retreats are in the Spring.

The Freshman Retreat introduces students to the spiritual and community life of Valley Catholic. It helps them get to know one another, learn the school's culture and values, and listen to and connect with upperclassmen as they share their experiences at Valley Catholic.

The Sophomore Retreat takes place monthly throughout the school year. Students go in small groups to a specific organization to volunteer. This opportunity allows them to live out the ministry of Jesus by serving their community. Afterward, sophomores return to school in the afternoon to reflect on what they have learned through their service experience.

The Junior Encounter is a three-day, student-led retreat designed to help students experience the love of God and deepen their appreciation for the love and support of family and classmates in a profound way.

The Senior Retreat is a one-day experience that invites students to reflect on their years at Valley Catholic, share and process their feelings during this time of transition, and look ahead with hope as they prepare for college and life beyond high school.

3.4 Service Learning

Valley Catholic students live out the ministry of Jesus by serving their local community. To foster this, students are required to complete twenty hours of service per school year to receive a "Pass" on their academic transcript. Failure to meet this requirement will result in an "No Pass" mark on the transcript. Achieving a "Pass" is essential for maintaining "student in good standing" status, which is necessary for eligibility for certain positions and awards at school.

Eligible Service Categories:

Students may choose from a variety of organizations and volunteer opportunities, including:

- School events
- School Sports events
- Religious organizations
- Environmental initiatives
- Social services organizations

Recognition for Outstanding Service:

Students who complete 100 hours of service within a school year will be honored with a green cord, which they will receive during the Class Day awards ceremony.

Importance of Community Service:

Engaging in community service is a vital part of the educational experience at Valley Catholic. It reflects the values of our Catholic faith by inviting students to live out the Gospel through acts of love and service. Through these opportunities, students learn to look beyond themselves, develop a deep sense of responsibility, and grow in empathy and compassion for those in need. Service also helps students build leadership skills, understand the importance of civic engagement, and discover how their unique gifts can make a positive difference in the world.

IV. Student Behavior

4.1 A Restorative Approach to Discipline

Valley Catholic High School employs Restorative Justice practices when students don't meet the expectations and responsibilities outlined below. The practices are rooted in a relational approach to conflict. Restorative Justice simultaneously builds relationships while creating space for accountability. The purpose is to help students recognize the impact their actions may have, being proactive to repair harm and committing to make necessary changes.

4.2 Expectations and Responsibilities

The Valley Catholic High School Community is expected to support and follow Valley Catholic School's mission, philosophy, guidelines, procedures, policies, and rules outlined in the Valley Catholic High School Student/Parent Handbook.

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

In signing the Financial Commitment Agreement upon registration or re-registration, parents/guardians acknowledge that they have read and understand the above statements, they will demonstrate a spirit of cooperation, and uphold the guidelines, procedures, policies and rules outlined in the Student/Parent Handbook.

In support of the school's mission and philosophy, Valley Catholic High School students are expected to adhere to the values and expectations outlined in this handbook and below:

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

4.3 Accountability Practices for Non-Compliance

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

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

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

4.4 Major Infractions

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

Examples of Major Infractions:

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

4.5 Minor Infractions

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

Examples of Minor Infractions:

- Disruption or non-compliance at school or a school activity.
- Use of profanity.
- Inappropriate behavior on campus, including unsafe driving and/or parking.
- Improper display of affection. No Public Displays of Affection (PDA).
- Unexcused absences from class or school activities.
- Tardiness to class.
- Inappropriate attire.
- Food violations, including failure to clean-up during lunch and/or break.
- Unauthorized use of technology (cell phone, laptop, smart watch, etc.).
- Rough, physical or any other unsafe behavior.

4.6 Disciplinary Sanctions

4.6.1 Detention

Detentions are served before school (8:00am-8:40am) or after school (3:20pm-4:00pm). Typically, students will work with the Dean of Students or a teacher, reflecting on their actions and what they can do to help repair harm caused by their behavior.

4.6.2 Assessment

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

4.6.3 Probation

Probation is an agreement between the student and the school administration. Its purpose is to affect change in the student's behavior. Since student problems vary, probation agreements will vary in duration, time, and details. All probation agreements will specify what behavior must change and the consequences for failure to comply.

4.6.4 Suspension

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

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

4.6.5 Expulsion

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

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

4.7 Drug and Alcohol Policy

Consumption, possession, sale and supply of alcohol, marijuana, tobacco, vaping materials, or other illegal drugs or dangerous substances on or about the school premises or at any school-sponsored activity, on or off campus, is strictly prohibited and will result in disciplinary action, up to and including expulsion. Possession of essential oil inhalers, vaping devices, or electronic cigarettes by students will be considered under the influence of an illegal substance.

4.8 Search and Seizure

Valley Catholic High School administration may search students and their personal property any time there is reasonable suspicion of wrongdoing or potential harm to students. This includes, but is not limited to, backpacks, bags, and cars. Lockers and school-issued electronic devices are school property and can be searched at any time without prior notice. Cell phones may be confiscated but will not be searched unless there is a concern for the safety of the students and/or staff.

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

4.9 Student Dress and Appearance

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

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

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

- Shorts should be neat, tasteful, hemmed and no more than two inches above the knee.
- Skirts, shorts, and dresses can be no more than two inches above the knee.
- Halter tops, tube tops, and camisoles are not permitted.
- Underwear, boxers, bras or other undergarments should not be visible.

- Students' hair may not interfere with eyesight nor distract from the classroom learning environment.
- No extreme cuts, styles, or designs cut into the hair are permitted.*
- No extreme make-up, jewelry, or accessories may be worn.*
- Mustaches and beards may be worn if neat and trimmed.
- Footwear must be worn for all classes, including P.E.
- Visible piercings are acceptable in the earlobe, ear cartilage, and as a small post/hoop in the nostril.
- Students may not wear sunglasses in the school building.
- No hats of any type, including sweatbands, bandanas or visors.
- Specifically noted as inappropriate are garments (even if brand-new) with holes or in disrepair, tattered clothing, visible underwear, spandex or running shorts, beachwear (cutoffs; swimwear), gang-related symbols or clothing, and clothing or tattoos advertising sex, alcohol, tobacco, drugs, gangs, violence, profanity, or cult groups.*

All rules regarding Valley Catholic High School dress code are subject to change and discretion of school administration.

*The interpretation of “extreme” and “appropriate” is the school’s decision and can result in disciplinary action.

V. Academic Information

Valley Catholic High School offers a well-rounded college preparatory curriculum that all students are expected to take full advantage of.

5.1 Academic Integrity

All Valley Catholic High School students are expected to ‘live valiantly’ and ‘strive for excellence’ in everything they do, especially their academic work. A crucial hallmark of all academic communities is the foundation of academic integrity. Valley Catholic High School is committed to fostering a culture of honesty, trust, and responsibility. Academic integrity is essential to the learning process, and violations of this principle undermine both individual growth and the school community. Although it is impossible to list every possible type of violation, the following is a list of those most common:

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

5.1.1 Violation of Academic Integrity Policy

Violations of academic integrity will result in the following consequences:

5.1.1.1 First Violation

- The student will meet with the Dean of Academics and the classroom teacher to review the violation and discuss expectations moving forward.
- Parents will be notified by the classroom teacher.
- The Academic Integrity Student Agreement will be reviewed and re-signed. Copies will be provided to the student, family, counselor, Dean of Students, and Dean of Academics.
- The student **may** be assigned an alternate assignment/assessment for credit at the discretion of the classroom teacher and/or the Dean of Academics or the student may receive partial or no credit.

5.1.1.2 Second Violation

- The student will meet with the Dean of Academics and the Dean of Students to address ongoing concerns about academic dishonesty.
- A revised Academic Integrity Student Agreement will be drafted by the Dean of Academics and signed by the student. Copies will be shared with the student, family, counselor, and Dean of Students.
- Additional consequences may be assigned depending on the severity of the offense, at the discretion of school administration.

- The student **may** be assigned an alternate assignment/assessment for partial credit at the discretion of the classroom teacher and/or the Dean of Academics or the student may receive no credit.

5.1.1.3 Third Violation

- The student and their family will meet with the Principal and the Dean of Academics to review the seriousness of the violation, the student's enrollment status, and potential further consequences.
- The student will not be awarded any credit for the assignment/assessment under any circumstance.

5.1.1.4 Additional Consequences

Depending on the severity or frequency of violations, students may also face one or more of the following consequences:

- Loss of co-curricular eligibility
- Ineligibility for honors or AP classes
- Denial of membership in honor societies
- Restrictions on participation in student government or leadership roles

5.2 Artificial Intelligence Policy

Valley Catholic High School does not view work generated by Artificial Intelligence (AI) software to be a student's original work. Therefore, artificial intelligence of any form may not be used to generate assigned work that is expected to be the student's own creation. Artificial intelligence software may be used **ONLY** if a teacher has given students explicit permission to use it for a specific assignment. If AI software is used when permitted, the student must use the tool ethically, including crediting it in the body of their work and in a bibliography or works cited page. If it is found that a student has used AI without expressed permission from their teacher, it will be considered a violation of the academic integrity policy, and the student will be subject to the following procedures and consequences.

5.3 Academic Assistance

Academic Assistance will be required of any student whose GPA falls below a 1.8 during any of the school's grading periods. Students will remain on Academic Assistance for the duration of the following grading term. While on Academic Assistance, the student will be required to attend daily Academic Support class during 0 period with a school counselor and/or Dean of Academics for the entirety of the following grading period. During the daily Academic Support, the school counselor and/or the Dean of Academics will review and support the student's academic progress. A student's failure to honor the terms of Academic Assistance may result in dismissal from Valley Catholic High School.

5.4 Academic Probation

Students with a GPA below 1.8 at any semester grading period will be placed on Academic Probation. If the GPA rises above 1.8 for the next semester, the student will be taken off of probation. If the GPA does not rise above 1.8 for the next semester, the student may be asked to leave Valley Catholic High School. Students in this situation may appeal to the principal to ask that an exception be made.

A student on Academic Probation will be required to attend daily Academic Support class during 0 period with a school counselor and/or Dean of Academics for the entirety of the following term. During the daily Academic Support, the school counselor and/or the Dean of Academics will review and support the student's academic progress. A student's failure to honor the terms of Academic Probation may result in dismissal from Valley Catholic High School.

5.5 College and Career Guidance

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

5.6 Credits from Other Schools

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

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

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

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

5.7 Impossibility of Early Graduation

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

5.8 Adding and Dropping Classes

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

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

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

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

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

5.9 Special Accommodations, Individual Learning Plans (ILP)

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

5.10 Independent Study

Independent study is not offered at Valley Catholic High School.

5.11 Eligibility for Extracurricular Activities

In order to be eligible for Valley Catholic High School extracurricular activities students must have a minimum GPA of 1.8 (C-) *and* be passing all their classes. Eligibility will be determined at the end of each quarter. Should a student not meet the requirements, the period of ineligibility is for the next quarter. Students who do not meet the minimum requirements at the end of a second semester will be ineligible until the end of first quarter of the next year unless they recover credit during the summer. All credit recovery must be approved by the Department Chair and the Dean of Academics.

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

5.12 International Students

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

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

5.13 Grading

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

A	4.0	Exceptional/Superior
A-	3.7	
B+	3.3	
B	3.0	Above Average
B-	2.7	
C+	2.3	
C	2.0	Average
C-	1.7	
D+	1.3	
D	1.0	Below Average
D-	0.7	
F	0.0	Failure
P	(not calculated in GPA)	Pass
I	(Teacher will set date work must be completed; after this date the Incomplete will become an F)	Incomplete
WP		Passing at the time of withdrawal, no credit
WF		Failing at the time of withdrawal, no credit

*Valley Catholic High School does not give the grade of A+.

5.14 Graduation Requirements

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

Those 24 credits must include:

4 in English

4 in Theology ++

3.5 in Social Studies

3 in Mathematics *+

3 in Science **

2 in the same World Language #

1 in Fine Arts

1 in PE

1 in Health

1 in Electives

.5 in Computer Science

++ Students must take one full Theology credit each year they attend Valley Catholic High School.

*+ The Oregon State College System, as well as Valley Catholic High School, requires a student to have two years of math beyond Algebra 1. Students who receive lower than a C- for the second semester of Algebra 1 will be required to retake the course or take a challenge exam covering the material before admittance to Algebra 2. Students who receive lower than a C- for the second semester of Algebra 2 will be required to retake the course or take a challenge exam covering the material before admittance to Pre-Calculus.

**Freshmen must take Biology; sophomores must take Conceptual or Honors Chemistry; and juniors must take Conceptual Physics or AP Physics 1. In very unusual circumstances, a request for a change from this progression may be considered by the teacher, science department chair, and Dean of Academics.

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

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

5.15 Parent/Guardian Teacher Conferences

Parent/Guardian/Teacher conferences are scheduled in the fall. At that time, virtual meetings are set up between parents/guardians and their student’s teachers. Parents/Guardians are encouraged to contact individual teachers or the Dean of Academics at any time. The school sets up additional parent/guardian/teacher conferences on an individual basis when needed.

5.16 Progress Reports

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

5.17 Testing

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

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

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

5.18 Teacher/Lab Assistants

Junior and senior students may serve as a teacher or lab assistant. Teacher Assistants (TAs) will be assigned with the approval of the Dean of Academics. TAs will be graded on a Pass/Fail basis with no credit received. Lab Assistants earn 0.5 credit per semester.

5.19 Valedictorian/Salutatorian Eligibility

Valedictorian and Salutatorian are determined on cumulative high school GPA through a student's seventh semester. If two or more students are tied for Valedictorian, Co-Valedictorians will be named, and there will be no Salutatorian. If two or more students are tied for Salutatorian, Co-Salutatorians will be named. The Valedictorian or Valedictorians will give an address during the commencement ceremony. Each student will submit their speech to the Dean of Academics. In order to be eligible as Valedictorian or Salutatorian, students must have attended Valley Catholic High School for their entire sophomore, junior, and senior years.

5.20 Student Withdrawal Process

Parents/guardians of students transferring to another school or withdrawing from VCS must first notify the school office. The school will send an electronic Withdrawal Procedure Form that must be completed prior to the student's last day.

5.21 Sports Waiver for Physical Education Credit

Valley Catholic High School allows students to receive a sports waiver to satisfy 0.5 credit hours of Physical Education. In order to qualify for a sports waiver, students must have successfully completed two full seasons of the same OSAA sport at Valley Catholic High School. In order to show successful completion, the student must have demonstrated satisfactory attendance and met all VCHS athletic department policies and requirements.

VI. Student Support Services

6.1 College Counseling

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

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

6.2 Personal Counseling

Valley Catholic's Counseling department aims to uphold the mission of Valley Catholic High School by working with students at their developmental level, to assist them in creating a faith-filled community, and becoming lifelong learners and compassionate leaders. The counseling department respects and honors the unique gifts of each person, and strives for excellence in creating an inclusive school environment that ensures each student the opportunity to achieve his or her highest potential. The counselor supports and respects all students' academic, personal, social, emotional, physical, and future growth, while challenging students to take responsibility by providing them with tools for self-management and self-advocacy. The counseling department provides a variety of group counseling. In addition, the counselor demonstrates an understanding of the American School Counselor Association National Model of school counseling, attends professional learning opportunities and upholds ethical and professional standards as outlined in the American School Counselor Association and all applicable professional associations.

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

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

6.3 Scholarships and Financial Aid

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

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

Valley Catholic also offers a variety of one-year merit scholarships. Scholarships will be awarded on the criteria listed on the application forms, which are available in the school office during the month of January for the next school year. Scholarships are awarded yearly to returning VCS students who meet the specified criteria.

6.4 Registration for Classes

New students and parents/guardians attend a registration night and register through an online form. New students may arrange for an appointment with the Dean of Academics to select and schedule appropriate courses, as needed. In the spring, returning students meet with advisory teachers to review their academic program and choose courses. Students must select course requests online. These course requests are not guaranteed, but every effort will be made to fulfill course requests when student schedules are created. Students can make changes in their schedule by arrangement with the Dean of Academics.

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

6.5 Teacher Availability

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

6.6 Protocol for Addressing Concerns

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

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

If you have behavior or school safety concerns, please contact the Dean of Students.

If you have an extracurricular concern, please begin with the coach or director. (If the coach is not a head coach, please include the head coach in the next meeting). If the problem remains unresolved, please make an appointment with the Athletic Director and Principal for an athletic issue and the Principal and Fine Arts department chair if the issue concerns the fine-arts program.

If the issue is not resolved at the principal level, then the president of Valley Catholic School should be contracted. If no satisfactory solution has been reached then the issue should be referred to the Valley Catholic School Board of Directors. By writing this, we certainly don't mean to sound as if

our administrators are remote or unapproachable. We are always willing to help- that's our job- but when we're consulted before the people closest to the concern are—when, that is, logical order is not followed—matters usually become tangled.

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

VII. Extra-Curricular Activities

7.1 Athletics

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

Competitive Sports

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

7.2 Athletics Attendance Policy

It is expected that athletes attend all scheduled practices and competitions for the teams to which they commit. Excused absences must be communicated by the athlete or parent to the coach who is in charge of the student's team or event at least 24 hours in advance aside from an emergency or illness. Athletes cannot relay messages to coaches regarding absences for their teammate. It is each athlete's own responsibility to communicate with their coach. For the full policy, including detailed examples, see Appendix D.

7.3 Students Representing the School

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

7.4 Assemblies

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

7.5 Clubs and Organizations

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

7.6 Dances

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

All guests are required to show a picture ID upon checking in.

Students leaving a dance for any reason must leave campus immediately and may not return. Students may not go to cars during dances. Valley Catholic's Fall Homecoming and Spring Junior/Senior Prom are more formal dances. Any other school dances are casual dress unless otherwise indicated by theme.

VCHS students and guests will be randomly breathalyzed upon check in.

7.7 Student Council

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

VIII. Co-Curricular Fine Arts

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

8.1 Drama

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

8.2 Music

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

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

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

IX. Publications, Website, and Social Media

9.1 Yearbook

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

9.2 E-Mail

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

9.3 VCS Website and Social Media

Stay connected to Valley Catholic School through our website, social media, email alerts and newsletters. The school website at ssmo.org/vcs features a special section dedicated to High School news, photos and events.

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

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

Be sure to follow us on Instagram, [@vcvaliants](https://www.instagram.com/vcvaliants).

Our Flickr and Instagram collections contain hundreds of dynamic photo albums from Valley Catholic School, Maryville, the Sisters, and the SSMO Foundation:

[flickr.com/photos/valleycatholic/albums](https://www.flickr.com/photos/valleycatholic/albums)

[instagram.com/valleycatholicschool/](https://www.instagram.com/valleycatholicschool/)

<https://www.instagram.com/vcvaliants/> (athletics)

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

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

Subscribe to our calendar alerts: Calendar subscribers receive alerts for upcoming events or calendar changes in categories that they have selected. Click “Alerts” at the top right of any page of ssmo.org/vcs. Or, when you're in the calendar, just click on “Alerts.”

X. Technology Use Guidelines

10.1 Valley Catholic High School Technology Acceptable Use Agreement

Valley Catholic High School provides an array of technology resources to enhance educational experiences of our students, and support student academic performance both in the classroom and when learning off campus. All use of VCHS technology should be used in support of academic growth. Students should not personalize or change system settings without prior approval from school administration. Students are responsible for the cost of repairing or replacing a school issued MacBook that has been damaged. All repairs are done through the school's service program. If a device is damaged, students should see the Dean of Students to report the damage. Once the damage has been reported, the IT department will configure a replacement MacBook and a \$100 fee will be assessed to the student's Finals site account. If the damage is found to be caused by a factory defect, the \$100 fee will be refunded.

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

Users are given Google accounts (which includes an email address) and students are additionally given Apple accounts with an allocated amount of cloud storage. Users are expected to remain within this allocated space.

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

Potential Violations: Students caught engaging in behavior contrary to the Acceptable Use of Technology Policy will be reported. Although it is impossible to list every possible type of violation, the following is a list of those most commonly seen:

- Failure to have enabled bluetooth while on campus
- Using non educational apps/ websites without prior approval by school administration
- Use of electronic devices at school without teacher permission
- Providing strangers with personal information of any kind (including that of others)
- Using passwords other than those assigned to you (DO NOT share your passwords)
- Transmitting offensive or harassing media (staff, student, or Internet Community)
- Disrupting others when they are using the computers or network

- Copying another student's or staff members' work or intruding into another user's files.
- Plagiarising and/or violating copyright laws and transmitting material in violation of U.S. or state regulations
- Broadcasting messages on the network
- Using the network for commercial or political purposes
- Inappropriate use of school technology, including but not limited to, school sponsored email accounts and social media accounts.
- Accessing, installing or playing games without teacher approval and supervision
- Downloading or installing commercial software, shareware or freeware onto the network, computers or iPad without the approval of the principal and the IT department
- Using resources excessively (i.e. uploading or downloading large files)
- Vandalizing or misusing technology (e.g. harming or destroying data of another user, wasting resources such as paper, internet bandwidth or network space: damaging keyboards, mouse or monitor, etc.)
- Attempting to log into the network as a network administrator
- Performing unethical or illegal activities of any kind (activities or messages related to or in support of illegal actions will be reported to the authorities)
- Posting any unauthorized media of students, staff or likeness of the school logo and images including photos and videos taken at school or school events, classmates or school projects on any internet site; social media or otherwise.
- Use of electronic devices at school without teacher permission

10.2 Teaching Appropriate Internet Usage

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

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

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

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

- VCS has an internet policy in place, and it is enforced.
- All students and parents agree to the Technology Acceptable Use Policy printed in this handbook when they are admitted to Valley Catholic High School. Students are expected to read, understand, and abide by its standards.
- The Acceptable Use Policy is discussed at the beginning of each school year.

- Faculty monitor student computer use throughout the day by walking about the room and by viewing computer screens remotely.
- Faculty members spend a great deal of time preparing Pathfinders –hyperlinks to pre-selected websites—that fit the topic at hand. Pathfinders help focus students' academic efforts and reduce opportunities for them to wander the internet where they might stumble on inappropriate websites.

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

Appendix A. 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, retaliation, and teen-dating violence for all students at Valley Catholic School and school employees. Valley Catholic School will provide ways for individuals to report incidents of harassment, intimidation, or bullying, cyberbullying, hazing, menacing, retaliation, and 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 students or damage to the students 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

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 victim of harassment, intimidation, or bullying, cyberbullying, hazing, menacing, retaliation, or teen-dating violence, anyone who witnesses such behaviors, and anyone who has credible information that such behaviors have occurred should make a report of such behaviors immediately to the school Principal or the school counselor. Further, if such behavior constitutes abuse or sexual conduct as set forth in the Suspected Abuse and Suspected Sexual Conduct Reporting Policy at Appendix B, the appropriate reports also shall be made pursuant to that policy.

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. Failure to do so may result in disciplinary action that may include suspension of duties or dismissal. As appropriate, school employees and adult volunteers 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.

Responsibility of Students: Students 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 or the school counselor. 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.

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.

Appendix B. 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 must follow the abuse-reporting requirements set forth by Oregon state law under ORS 419B.005-ORS 419B.050.

Further, all school employees who have reasonable cause to believe that another school employee or a contractor, agent, or volunteer has engaged in abuse or sexual conduct, that a student has engaged in abuse, that a student has been subjected to abuse by a school employee, contractor, agent, volunteer, or student, or 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 they have been abused or subjected to sexual conduct should immediately notify the Principal or the school counselor.

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. Further, 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.

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 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 C. 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 or complete a written document (*Behavior Report*), available in the school office and online on the school's website, which formally begins the process for investigation. Students are encouraged to report bullying concerns to their classroom teacher, school counselor, another school staff member, or Principal or to complete the form. The building Principal, or his/her designee (dean of students or counselor) will take reports and receive reports from other faculty and staff members and conduct a prompt investigation of any report of an act of hazing, harassment, intimidation, menacing, bullying, or cyberbullying.

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

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

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

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

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

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

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

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

Investigation/Response

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

SOURCES

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

Appendix D: Athletics Attendance Policy

It is expected that athletes attend all scheduled practices and competitions for the teams to which they commit. Excused absences must be communicated by the athlete or parent to the coach who is in charge of the student's team or event at least 24 hours in advance aside from an emergency or illness. Athletes cannot relay messages to coaches regarding absences for their teammate. It is each athlete's own responsibility to communicate with their coach. Examples of excused absences include, but are not limited to the following:

- Illness
- Family Emergency
- Important family event
- Church event/Religious Holiday
- Required VCHS event - for example Band, Choir and Orchestra concerts
- Coach/Athlete agreed upon absence due to training time and overlapping event

Family vacations can cause challenges during athletics season. If one is unavoidable, then the absence must be communicated during tryouts or during the first week of practices. An extended absence could affect which team an athlete is placed on.

Unexcused absences may result in an athlete not being able to participate in upcoming competitions or in the dismissal of an athlete from the program.

Examples of unexcused absences include but are not limited to the following:

- Haircuts
- Social events
- Vacations
- Medical/Dental appointments that can be scheduled outside of practice time

The goal of this policy is to ensure that athletes are fully committed to the programs they choose to join. With a no-cut policy at Valley Catholic High School, it is vital that students attend the team events that they commit to. Early communication with coaches is important. We do allow students to participate in multiple activities happening at the same time at Valley Catholic, which would of course result in absences in each activity, however, communication and clarity on scheduling is critical.

Sports Waiver Academic Credit Requirements

Valley Catholic High School allows students to receive a sports waiver to satisfy 0.5 credit hours for Physical Education. In order to qualify for a sports waiver, students must have successfully completed two full seasons of the same OSAA sport at Valley Catholic High School. In order to show successful completion, the student must have demonstrated satisfactory attendance and met all VCHS athletic department policies and requirements.

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