

VALLEY
CATHOLIC
SCHOOL



ELEMENTARY SCHOOL

2011-
2012

PARENT/STUDENT HANDBOOK

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

September 2011

Dear Parents/Guardians and Students,

Welcome to the 2011-2012 school year!

It is our hope that you find this handbook helpful to you. We encourage you to print it and place it in a convenient place at home, where it can be easily referenced. We will keep you updated on our school's events and activities through a weekly letter from both the school president and the school principal, web page postings, and other e-mail updates. Please reference our online school calendar for a complete schedule for the school year.

Please understand that the ultimate goal of this handbook is to maintain an orderly, safe, and nurturing environment, where children can achieve optimum academic, social, physical, and spiritual growth. We are all partners in this effort – everyone is responsible for their part in making our school community a positive place that promotes teaching, learning, and living as Jesus did.

After reading the handbook with your child(ren), **PLEASE SIGN AND RETURN THE “PARENT/STUDENT HANDBOOK VERIFICATION FORM” BY MONDAY, SEPTEMBER 26.** This form is found at the end of the handbook. You can also pick up a hard copy of the form from the school office.

Continued blessings in the year ahead,

A handwritten signature in cursive script that reads "Joe Manning". The signature is written in black ink and is positioned above the printed name and title.

Joe Manning
Interim Principal

VALLEY CATHOLIC ELEMENTARY SCHOOL—2011-2012 PARENT/STUDENT HANDBOOK

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

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

A. Mission Statement

Valley Catholic Elementary School, sharing the charism and mission of the Sisters of St. Mary of Oregon, aspires to build a community committed to teaching, learning, and living as Jesus did.

B. Philosophy Statement

Valley Catholic Elementary School provides an academically rich faith-filled learning environment, creating a Catholic values-based education. We are a joyous faith community in which students, staff, and parents respect, affirm, and support one another. The Valley Catholic Elementary School community models and nurtures the development of a personal relationship with God through various forms of prayer and worship. We encourage students to develop a sense of justice, peace, compassion, and respect for all people.

Valley Catholic Elementary School supports each student's family in its role as the child's primary educator. We nurture the education of the whole child: spiritual, intellectual, cultural, social, emotional, and physical growth. We recognize the dignity and diversity of each student by fostering his/her ability to recognize and develop individual strengths and talents. We maintain high academic and social standards, preparing students for life long learning, leadership, and service in their community, country, and world.

C. School-Wide Learning Expectations

School-wide learning expectations (SLEs) describe exemplary graduates of Valley Catholic Elementary School. Our SLEs were revised in the spring of 2008 to make them more easily comprehended by our younger students, and to make their attainment measurable in some way.

The Students of Valley Catholic Elementary School will be:

Faith Witnesses who:

- *Pray and worship God*
- *Know scripture and Catholic social teaching*
- *Show respect for God's creation*
- *Participate in a faith community*

Lifelong Learners who:

- *Demonstrate a strong foundation in all subjects*
- *Use critical thinking and problem solving skills*
- *Exhibit knowledge of the fine arts*
- *Recognize and develop habits of healthy living*

Responsible Citizens who:

- Accept responsibility for their actions
- Demonstrate positive interactions with others
- Contribute to the community
- Respect human differences

Effective Communicators who:

- Express ideas clearly
- Work together to achieve a common goal
- Listen respectfully
- Use technology appropriately

D. School Prayer and Respect Pledge

Every day we say a part or all of our school prayer together during the morning announcements or as part of school liturgies and celebrations. The following prayer was created by some of our students during the 2007-2008 school year and is based on our SLEs:

Heavenly Father, be with us as Faith Witnesses: Help us to grow closer to you every day as we learn about you in the scriptures and the Bible. May we use this knowledge to treat others as Jesus would. Let us walk with you always, respectfully, in our faith community and everywhere.

Be with us as Lifelong Learners: Guide us so that we may understand and learn with joy in our hearts. Help us to show kindness to others, to exercise and eat right, to try our hardest, and to always help out where we can. Lead us as we try to do our best in school and do what is right in hard situations.

Be with us as Responsible Citizens: As we do our part in the world, may we respect people's cultures and remember we are blessed for what we have. Through our actions show us how to become good examples toward all. Give us the tools to make the world a better place, and teach us how to be responsible citizens.

Be with us as Effective Communicators: We ask for your guidance as we work and listen to one another, kindly and respectfully. Help us to try our hardest in everything we do, and remember to think about how other people feel. We ask for your guidance to follow in your footsteps and cooperate with each other to achieve our ultimate goals. Amen.

In addition to our school prayer, we also recite the following pledge on occasion, to remind ourselves to be kind and respectful toward everyone in our school:

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

II. NONDISCRIMINATION POLICY

Valley Catholic Elementary School admits students of any race, color, national, and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available at the school. We do not discriminate on the basis of race, color, national and ethnic origin in the administration of educational policies, admissions policies, scholarships, financial aid, loan programs, or athletic and other school-administered programs.

III. HISTORY OF THE SCHOOL

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

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

The residency program was closed in 1979. A school council was created in 1983, allowing for direction specifically for the grade school. In 1984 boys were allowed to enroll again, beginning with grades 1 and 2. A morning kindergarten program was initiated in 1985, and expanded to two classes in 1986. Logically, a second classroom of 1st grade was opened to accommodate the growing number of families in our community. The following years required

great changes as interest in our school increased. The 7th and 8th grades were moved to portable buildings next to the high school. This allowed us to expand to our present configuration of two classes in each grade, in kindergarten through grade 6. When our high school went co-ed in 1991, they changed their name to Valley Catholic School, while we retained the St. Mary of the Valley School name.

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

However, one thing that had not kept pace with the times was our beautiful, but overcrowded and outdated elementary school building. A major capital campaign was launched in the fall of 2003 to raise funds for a two-phased building project: (1) the construction of a new athletic facility at the high school, allowing us to take over the "old" high school gym; and (2) the construction of a new K-8 school building just to the east of the Early Learning School. The first phase was brought to completion with the dedication of the new high school athletic facility and the rededication of the "Eagle Gym" for our use in May of 2006. In anticipation of the construction of our new K-8 school building, and to unify the campus schools under one name, our school officially changed names from St. Mary of the Valley School to Valley Catholic Elementary School in the summer of 2008. We joyfully broke ground for our new school on May 5, 2010. The new school

was finished in time to welcome our elementary and middle school students on September 6, 2011.

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

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

We appreciate and honor the legacy of the Sisters, and we're looking forward to our second century of providing quality Catholic education for the greater Beaverton community!

IV. SCHOOL GOVERNANCE

Unlike the parish and area schools in the rest of the Archdiocese of Portland in Oregon, Valley Catholic School is not an Archdiocesan school. We are governed by the corporate structure of the SSMO Ministries Corporation. However, our school does follow Archdiocesan policies and guidelines much of the time. In our daily operation, our academic expectations, our policies and procedures, and the professional qualifications of our staff members, we are not much different than Archdiocesan schools. The biggest difference is that our parent corporation, the SSMO Ministries Corporation, and

the Valley Catholic School Corporation, work cooperatively with the school administration, to govern our school. We carry on the legacy and mission of our founders, the Sisters of St. Mary of Oregon. The Sisters' mission statement is:

We, the Sisters of St. Mary of Oregon, share in the mission of Jesus by proclaiming the good news of God's Love.

A. The Archdiocesan School Governance Structure

Though we are not an Archdiocesan school, we do have a close working association with the educational hierarchy of the Roman Catholic Church in Oregon, whose members and departments are:

1. The Archbishop

The Archbishop, as chief pastor of the Archdiocese, has the responsibility not only for the spiritual formation of the people, but also for every other factor that contributes to the development of the Catholic community. As authentic teacher in the Archdiocese, he articulates faith for the people of God, and calls them to the imitation of Christ. As chief administrator of the Archdiocese, he oversees the good order of the teaching mission. The Archdiocese is the enactor of all Archdiocesan policy and the ultimate decision-maker, assisted and represented by the Department of Catholic Schools.

2. The Department of Catholic Schools (DCS)

The Archbishop, in his role as Shepherd and Teacher, delegates the everyday administration of the Catholic Schools in the

Archdiocese to the Department of Catholic Schools (DCS). The Superintendent of Catholic Schools heads the department. The DCS provides information, guidelines, assistance, and services to the individual schools, which are ordinarily site-base managed and under the leadership of the Principal.

We do follow almost every DCS policy and guideline at Valley Catholic Elementary School. We also follow all of their curriculum and testing guidelines. Our Principal regularly attends DCS Principals' meetings, and participates in all of their special trainings, workshops, and retreats.

B. Valley Catholic Elementary School's Governance Structure

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

1. The Principal

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

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

2. The Valley Catholic School Corporation Board of Directors

The Principal works under the direction of Valley Catholic School President, Bob Weber, and the SSMO Campus Schools Corporation. The SSMO Campus Schools Corporation Board of Directors, also known as the Valley Catholic School Board of Directors, is accountable for the activities of the corporation to fulfill the mission of the Sisters of St. Mary of Oregon. This role involves responsibility for management oversight, including the development of strategic directions, financial expectations, and quality standards. This board oversees Valley Catholic School, Valley Catholic Elementary School, Valley Catholic Early Learning School, and the Valley Catholic Music School. The board usually meets at 6:30 p.m. on the first Tuesday of each month. Meetings are open to parents of Valley Catholic School students.

3. SSMO Ministries Corporation Board of Directors

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

2011-2012 VALLEY CATHOLIC ELEMENTARY SCHOOL FACULTY AND STAFF

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

Principal

Joe Manning

Classroom Teachers

Kindergarten - KD: Lauri Davis

Kindergarten - KK: Meghan Kincaid

1F: Nancy Fallin

1K: Mary Kiefer

2C: Meg Coussens

2G: Erlene Grove

3C: Tricia Croy

3S: Sr. Barbara Rose Sohler

4F: Christina Flint

4P: Carol Pausz

5H: Connie Heger

5W: Elizabeth White

Counselor

Sue Yockey

Specialty Teachers

Library: Shauna Jasperson

Computer: Barbara Taylor

Learning Specialist: Carla Adler

Music: Sr. Denise Klaas

PE: Eric Holstrom

Gr. 4 & 5 Adv. Math: Janet Rabe

Gr. 4 & 5 Science: Sarah Zinzer

Instructional Assistants

Kindergarten – K D: Heather Peneyra

Kindergarten – KB: TerrySue Gremaux

1st Grade – 1F: Caroline Marquiss

1st Grade – 1K & Library: Sr. Ellen Therese Berger

PE: Mike Segerdahl

K-8 Administrative Assistants

Secretary: Dede Morris

Registrar: Susan Honeyman

SSMO Ministries Finance Office

CFO: Mary Augustyn

CYO Athletic Director

Kelly Alfieri



V. ACADEMIC INFORMATION

A. Academic Honesty

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

B. Conferences

1. Scheduled by School

Parent/Teacher Conferences are held in the fall and late winter. Parents are encouraged to prepare by making a list of questions about how their child is doing academically and/or socially.

2. Requested by Parent

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

3. Requested by Teacher

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

4. Guidelines

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

C. Curriculum and Daily Schedule

Subjects taught at Valley Catholic Elementary School include:

- religion
- language arts
- mathematics
- science
- social studies
- handwriting
- art
- anti-bullying/pro-social skills
- physical education
- music
- library skills
- computer technology



Anti-bullying/pro-social skills, physical education, music, library, and computer are taught by specialists to all grades. A specialist teaches science in grades 4 and 5. Students in grades 4 and 5 may also be offered the opportunity to participate in advanced math with a specialist.

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

curriculum guidelines on our school website, once the updated versions are posted in the early fall.

All students, Catholic or non-Catholic, participate in religion classes, school Masses, and prayer services. Preparation for the Sacraments of First Reconciliation and First Eucharist are the responsibility of the parents, and are made in the children's parish to encourage a connection to their parish community.

Orchestra, choir, and a hand bell team are available through the music department as after-school activities. Private music lessons are available through the Valley Catholic Music School, which is separate from the school music department. The Music Center's phone number is 503-544-9181, extension 1206.

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

Daily Schedule:

- 7:25: Outside doors open – students go to cafeteria until 7:35. They are then led to their classrooms at 7:35. Students arriving at or after 7:35 report directly to their classrooms.
- 7:50: Classes begin
- 10:45-11:35: Kindergarten lunch and recess
- 10:55-11:40: Gr. 1 lunch and recess
- 11:15-12:00: Gr. 2 lunch and recess
- 11:20-12:05: Gr. 3 lunch and recess
- 11:40-12:25: Gr. 4 lunch and recess
- 11:45-12:30: Gr. 5 lunch and recess
- 2:50: Dismissal on Mon., Wed., Thurs., and Fri.
- 2:00: Dismissal on Tuesday**

D. Grading and Related Topics

1. Report Cards

Report cards reflect progress in the following areas:

Kindergarten: Social Development, Work Habits, Religion, Music, Physical Education, Reading/Writing Readiness, and Math Readiness.

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

Grades 4 & 5: Religion, Reading, Spelling, Math, English, Science, Social Studies, Computer, Physical Education, Music, and Individual Development.

2. Grades

The grading scales used are as follows:

- Kindergarten:
- X = Uses skills effectively
- / = Is making progress
- * = Needs more time and help
- U = Usually
- S = Sometimes
- N = Needs Reminding



Grades 1-3:

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



Grades 4 & 5:

- A+ = 99-100
 - A = 93-98
 - A- = 90-92
 - B+ = 87-89
 - B = 83-86
 - B- = 80-82
 - C+ = 77-79
 - C = 73-76
 - C- = 70-72
 - D+ = 67-69
 - D = 63-56
 - D- = 60-62
 - F = 0-59
- Outstanding
- Commendable
- Satisfactory
- Unsatisfactory
- Failing

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

3. Homework

The purpose of homework is to reinforce material already taught, and to foster habits of independent study. Homework could consist of studying for tests, working on special projects,

reading and finishing up assignments not completed in class. Much can be accomplished if parents will help foster systematic home study habits in their children and provide adequate study space, lighting and proper environment free from distractions.

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

Weekly bulletins are sent home with first graders at the beginning of each week.

Kindergartners do not have homework, although there is consistent communication from the teacher.

As a general guideline, homework assignments are given nightly and could be within these timelines:

- Grades 1-3: 20 – 30 minutes
- Grades 4 & 5: 30 – 60 minutes

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

4. Progress Reports

Parents will be notified at mid-term if a student's grade falls below S or C.

5. Supplies

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

6. Textbooks

The Department of Catholic Schools and the Oregon State Department of Education determine the list of approved textbooks from which the school may select for each subject of the curriculum.

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

E. Standardized Testing

Valley Catholic Elementary School participates in the Archdiocesan standardized testing program in the early fall. The Iowa Test of Basic Skills (ITBS) and the Cognitive Abilities Test (CogAT), both "paper and pencil" tests, are administered to students in grades 3-5. (CogAT is not administered to students in grade 4 – just 3 and 5). Each student's individual scores will be sent home later in the fall. We implemented the Measures of Academic Progress (MAP) assessments in grades K-2 in the fall of the 2008-2009 school year. The MAP tests will be administered by computer in the fall and spring. Those progress reports will be sent home shortly after each testing window.

Standardized testing data is used by the school staff to develop and evaluate curriculum, and to plan group and individual instruction. The Archdiocese of Portland in Oregon has a strict policy of not releasing school standardized test scores to the public. Also, Oregon public schools administer a different type of assessment to their

students, so it is not possible to directly compare public school test scores with Oregon Catholic schools' scores. Please be assured, however, that Valley Catholic Elementary School is a very high performing school.

Please check the school calendar (available on our school's website) early each school year to see when MAP and ITBS testing is scheduled. It is very important for children not to miss school during these weeks!



VI. ELECTRONIC INFORMATION/COMMUNICATIONS

A. Valley Catholic School Technology Acceptable Use Agreement

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

Valley Catholic School recognizes the need to use technology ethically and effectively and consider the use of the computer network a privilege, not a right. Student and staff users are personally responsible for their actions in accessing and using the schools' computer resources. Network administrators may review communications and electronic files to maintain system integrity and ensure the appropriate use of the system. Those who do not abide by the Acceptable Use Agreement will be denied computer access and subject to disciplinary action.

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

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

omissions. All documents stored on the SSMO computer network become the property of the Valley Catholic School. Users obtain information via the Internet at their own risk. Valley Catholic School specifically denies any responsibility for the accuracy, quality, or nature of the information obtained through the Internet.

Activities warranting disciplinary action include (but are not limited to) the following:

- providing strangers with personal information of any kind (this includes your name, address, and phone numbers, as well as personal information of other users)
- using passwords other than those assigned to you (do NOT give your password to friends)
- transmitting offensive messages or harassing others (staff, student, or the Internet community)
- disrupting others when they are using the computers or network
- copying another student's or staff member's work or intruding into another user's files
- plagiarizing and/or violating copyright laws
- transmitting material in violation of U.S. or state regulations
- broadcasting messages on the network
- employing the network for commercial or political purposes;
- accessing student e-mail accounts, chat rooms or bulletin boards for non-educational purposes
- accessing, installing or playing games without teacher approval and supervision
- downloading or installing commercial software, shareware or freeware onto the network without Principal approval

- using resources excessively (e.g., uploading and downloading large files)
- vandalizing or misusing technology (e.g. harming or destroying data of another user, wasting resources, damaging PC keyboards, mouse or monitor, etc.)
- attempting to log into the network as a network administrator. Those seen using the network for any illegal purpose, “hacking”, or logging in as a system administrator should be reported to a staff member immediately.
- performing unethical or illegal activities of any kind (activities or messages related to or in support of illegal actions will be reported to the authorities)

B. Valley Catholic School – Teaching Appropriate Internet Usage

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

Valley Catholic School believes the Internet offers a wealth of educational material for our students and teachers. Access to the Internet enables students and staff to explore thousands of libraries, databases, museums and other repositories of information. With access to computers and people all over the world also comes the availability of material that may not be considered educational in the context of the school setting.

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

- It is impossible to block all inappropriate sites. A recent *Consumer Reports* article suggests that even the best filtering is only 70% accurate.
- A major complaint with filters is that they reject too much valid information and the “teachable moments” are long gone before a site can be un-blocked.
- Access speed is generally reduced when a filter is in place, thus increasing behavior problems and frustration.
- Filtering is an effort to enforce morality from an external source. As a Catholic institution, our schools strive to foster an internal moral code. Filtering inappropriate websites does not teach students to be ethical or responsible Internet users.

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

- Valley Catholic School has an Internet policy in place and it is enforced.
- All students and parents agree to the Technology Acceptable Use Policy described in their student handbooks when they are admitted to our school system. Students are expected to read, understand, and abide by the behavioral standards outlined there.
- Additional discussion of the Acceptable Use Policy is conducted in the school libraries and computer labs at the beginning of the school year.

- Faculty monitor student computer usage throughout the day by walking about the room as well as intermittently viewing computer screens remotely.
- One-on-one computer usage instruction occurs frequently in the labs and libraries.
- Faculty members spend a great deal of time preparing Pathfinders—hyperlinks to pre-selected websites—that fit the topic at hand. Pathfinders help focus student’s academic efforts more efficiently and reduce the opportunity for students to wander the Internet where they might stumble across inappropriate web sites.
- Valley Catholic School subscribes to information databases that supply appropriate information for many of the information-seeking projects teachers assign. By using these sources, students spend less time on the Internet at large and more time on focused searches.



VII. ATTENDANCE

Regular attendance is required of all students in order to support the academic climate of the school. School attendance is also required by law. The office staff will routinely monitor tardies and absences, and parents will be notified if there are concerns. Generally, there is concern if there are more than five tardies or absences noted in one grading quarter.

A. Reporting Process

1. When Tardy

Children who arrive late to school must check into the office upon their arrival. The official school starting time is 7:50 a.m. The morning announcements will start precisely at that time, and they indicate the official school starting time.

2. Returning After an Absence

A child who has been absent must, upon returning to school, bring a written excuse explaining the absence. If a child has been ill and returns to school, it is important that he/she returns well enough to be able to go outside at recess.

B. Excused Absences

The following reasons are considered excused absences:

- student illness
- illness at home requiring the student’s assistance
- family emergency
- court appearance

- funeral
- medical need
- other reasons with prearranged administrative approval

1. Number of Hours Constituting an Absence

Students are recorded as absent from school if they:

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

2. Notification of Student Absences

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

3. Doctor or Dental Appointments

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

4. Homework During an Absence

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

of each grade. Extended illness will be handled on an individual basis.

5. Non-scheduled Vacations

While recognizing the educational advantages of some types of travel, we ask parents to carefully consider the pros and cons of scheduling family vacations while school is in session.

In the event that school time must be taken for a family travel, parents have the responsibility of contacting the Principal first, and then letting the teachers know at least five days in advance of the dates of the student's absence. Please be advised that even when we know ahead of time that a child will be gone from school, it is impossible to recreate the entire classroom day, the assignments, and the activities for them. Your child will miss significant learning activities while she/he is gone. **Please avoid scheduling family travel during standardized testing time.** Check the calendar for these dates in September and April for grades K-2, and October for grades 3-5. It is very important for the students to be in school during that time, or any time, unless they are ill or there's a family emergency.



VIII. STUDENT BEHAVIOR EXPECTATIONS

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

A. Conduct

The basic conduct expectations in our school include:

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

B. Policies Regarding Behavior

1. Leaving the Campus During the School Day

Leaving any of the school buildings, the designated playground areas and school grounds, or the campus without permission or without being under the direct supervision of a school staff member, parent volunteer supervisor, or a child's own parent or guardian is viewed as truancy ("ditching" or skipping school).

No student may leave the school grounds during school hours unless accompanied by a parent or guardian.

2. Student Supervision During Dismissal and After School

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

3. Physical Restraint or Removal

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

4. Search and Seizure

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

5. Vandalism/Property Damage

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

6. Personal Valuables

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

7. Cell Phones

Students are not to have cell phones or any other personal communication device on their person at school. These items fall under the category of "Personal Valuables." While we understand that parents may want their children to have such items for communication convenience after athletic or other

after-school activities, they are not to be directly accessible or used at any time during the school day.

8. Illegal Substances

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

9. Fighting and Rough Play

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

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



10. Teasing, Bullying, Harassment, or Cyber Bullying

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

Teasing, bullying, and harassing is defined as:

- any physical, spoken, or written act of abuse, violence, harassment, intimidation, or extortion
- the use of vulgarity, cursing, or making remarks of a personally destructive nature toward another person
- any restriction or prevention of free movement of another person

Cyber Bullying is defined as:

- the use of technology, such as e-mail, cell phones, pagers, text messages, instant messaging, hurtful personal Web sites, voting sites, or a combination of these, to support repeated and mean-spirited behavior by one person or a group, with the purposeful intention of frightening or making fun of another person or group.

We will take action when students misbehave in this manner. Possible actions for dealing with these types of problems include, but are not limited to: issuance of behavior slips,

detention, discussions with parents, meetings with a School Resource Officer, suspension, a requirement that the student attend counseling, and/or expulsion. It is within the Principal's sole discretion to determine, which of these responses is appropriate, based on the circumstances and severity of the offense.

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

C. Consequences for Misbehavior

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

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

- 1) The classroom teacher or any school staff member in charge of student supervision will handle minor infractions. Depending on the situation, the teacher or staff member may initiate a verbal or nonverbal intervention, serving as a warning to a student to stop off task, disruptive, or potentially unsafe behavior. This is usually the only action needed at this level.
- 2) If there is repeated misbehavior, or the infraction is of a more serious nature, a “Behavior Notice & Refocus Form”

may be given to the student. These are forms, with a copy for the student and his/her parents, a copy for the student's classroom teacher, and a copy for the Principal. The student will take the form home to show her/his parents and to get their signature. The grade form has a guided, three-step problem solving assignment for students to finish writing. Parents are asked to sign the form, and remove and keep the bottom copy. The student brings the other parent-signed copy back to his/her teacher the next school day. We hope that this consequence motivates the student to discontinue his/her misbehavior.

- 3) If a grade K-2 student receives three notices throughout the school year, the Principal will call for a meeting of the student, his/her parents, and the student's teacher to develop a plan to help the student make more positive behavior choices.
- 4) If a grade 3-5 student receives a total of three notices over any length of time during the school year, the consequence is usually after-school detention. After-school detention is 30 minutes. Parents need to adjust their plans to accommodate their child's later dismissal from detention. After-school activities, including those taking place at our school, are missed while a student serves detention. If a student has gone through the behavior slip/detention cycle two times (six notices), and is in a third cycle, a suspension is usually given upon receiving a ninth notice. The Principal determines the type of suspension. At any point during the accumulation of notices, the Principal may call for a meeting of the student, and the student's parents and teacher.

- 5) Depending on the infraction, misbehaving students may be referred directly to the Principal. Parents are always personally contacted, usually by phone before the end of the school day, when students have been referred to the office. A meeting with the student's parent may be called.
- 6) Unresolved or very serious discipline problems may lead to suspension and/or expulsion.

D. Serious Disciplinary Actions

1. Suspension

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

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

- academic dishonesty
- parent interference or lack of cooperation (see p. 19)

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

2. The Two Types of Suspension Are:

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

b) **Out-of-School Suspension**. Out-of-school suspension may be for a period of five days or less, depending on the misbehavior. Parents are totally responsible for the care of their child during an out-of-school suspension. Students are expected to complete assigned work during the suspension.

3. Expulsion

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

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

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

- failure to comply with any step of an individual behavior plan that has been put in place by the Principal
- acts, which, in the judgment of the school, endanger the moral, academic, emotional, or physical well-being of the student body
- prolonged and open disregard for school authority
- illegal acts as defined by law. The school may take disciplinary action regardless of whether or not criminal charges are brought.
- **parental interference or lack of cooperation** with the school. Under normal circumstances, a student should not be deprived of a Catholic education on grounds related to the attitude or actions of their parent(s). Nevertheless, a situation may arise in which the uncooperative, negative, or destructive attitude or actions of a parent threatens or interferes with the effectiveness of the school. Valley Catholic Elementary School reserves the right to refuse admittance, revoke admittance, suspend, or expel any student whose parent(s) do not cooperate with the policies established in this handbook. The high standards adhered to by our school apply to after-school hours as well. If any parent refuses to follow the standards of the school, the student's admission or attendance at Valley Catholic Elementary School will be placed in jeopardy, and the

student is subject to expulsion or revocation of admission.

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



IX. STUDENT RECORDS

Student records are highly confidential and are kept in the school office in a locked cabinet. Parents and legal guardians are permitted to review their child(ren)'s records. Requests must be in writing to the Principal, and they will be honored as promptly as an appointment mutually acceptable to the parent and the Principal can be made for that purpose. Parents may also request photocopies during a meeting for the purpose of inspecting or reviewing those records.

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

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



X. UNIFORM POLICY:

Uniform options include:

GIRLS	BOYS
Rampart plaid jumper – K-3	Gray or navy twill pants
Rampart plaid skirt – 4-5	Gray or navy twill walking shorts
Rampart plaid skort	Long or short-sleeved white polo shirt w/VCS logo
Navy skort	Royal blue short sleeved polo shirt w/VCS logo
Navy corduroy skort with attached lycra shorts	VCS navy or royal blue crew neck sweatshirt
Navy anchor twill pleated skirt with attached shorts	VCS navy blue 1/4 zip sweatshirt
Navy anchor twill walking shorts	VCS navy polar fleece vest or jacket
Navy anchor twill pants	VCS navy micro fleece vest or jacket
Plain white or short sleeved collared blouse	VCS long sleeved V-neck or crew neck button front cardigan sweater
Long or short-sleeved white polo shirt w/VCS logo	Plain socks in navy, royal blue, gray, or white
Royal blue short sleeved polo shirt w/VCS logo	
VCS navy or royal blue crew neck sweatshirt	
VCS navy blue 1/4 zip sweatshirt	
VCS navy polar fleece vest or jacket	
VCS navy micro fleece vest or jacket	
VCS long sleeved V-neck or crew neck button front cardigan sweater	
Plain anklets, knee-highs, or tights in navy, royal blue, gray, or white	
FOR PE FOR BOTH BOYS & GIRLS – GR. 4-5:	
Navy blue shorts	
Light blue VCS PE T-shirt	

You may purchase most of these uniform items at the Dennis Uniform Company store in Portland at 135 SE Hawthorne Blvd. Their phone number is (503) 234-7431 or (800) 854 & 5951. Store hours are Monday through Friday, 10:00 a.m. to 5:00 p.m., and Saturday, 10:00 a.m. to 2:00 p.m. You can also purchase Dennis Uniform clothing online and have it delivered to your home. Dennis Uniform’s website is <http://www.dennisuniform.com>. Our school code is: 59100.

A. Dress Code Directives:

1. Pants and Shorts

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

2. Skirts, Skorts, and Jumpers

Skirts and skorts must fit at the waist. Skirts, skorts, and jumpers must be no shorter than 3 inches above the knee.

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

Plain white polo shirts may be purchased from any retailer. They may be long or short sleeved, and they must have a plain (no lace or scalloped edges) pointed collar, banded sleeves, and a 2-3 button placket. They must have no logos. Polo shirts purchased from Dennis

Uniform will have the school logo. The royal blue polo shirts must be purchased from Dennis Uniform.

Plain white, long-sleeved mock or true turtle neck shirts may be purchased from any retailer.

Shirts and blouses must be kept tucked in.

All shirts, blouses, sweatshirts, cardigan sweaters, and fleece vests and jackets must fit at the shoulder seams. Sweatshirts, cardigan sweaters, vests, and jackets must be purchased from Dennis Uniform, and they will have the VCS school logo.

4. Shoes and Socks

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

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

Socks may be plain white, navy, or gray, with no patterns or designs. Plain white, navy, or gray tights with attached feet are OK for girls, but leggings and legwarmers are not.

5. Other Dress Code Information:

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

- Colored nail polish, earrings on boys, makeup, colored or bleached hair, and extreme hairstyles are inappropriate for elementary school children and are not allowed.
- Boys' hair should not touch the shirt collar or hang over the eyes.

Any VCES staff member can determine whether students are in compliance with dress code guidelines. Parents will be contacted through e-mail, written note, phone call, or behavior notice to call attention to dress code violations. Resolution of repeat problems will be at the discretion of the principal and staff.

6. Physical Education Uniform

Students in grades 4 and 5 will need navy blue shorts and light blue PE T-shirt, sold by Dennis Uniform. Swimsuits for all grades will be needed for about two months of the year. Lower grades will need to have shorts for PE during tumbling season. Notice will be given at those times. PE tops may not be worn under a white shirt. If PE shorts are worn under skirts, they must not show beneath a girl's hemline.

B. Free Dress Days

1. General Guidelines

If the free dress day is not a First Communion celebration, theme-dress, or field day, students are to come to school dressed in regular street clothes—not party dresses, sweats, or sports uniforms. Students must be able to participate in regular classes and activities. Students must bring their gym clothes if it's a P.E. day.

2. Pants, Shorts, Skirts, and Dresses

Pants and shorts must fit at the waist. They cannot be sweats or warm-ups, unless it is a sports-theme free dress day. Spandex, jeggings, or other tight fitting clothing is never allowed. Jeans, capris, cropped pants, etc. are fine as long as they fit properly. Shorts must be mid-thigh or longer. The longer-length athletic shorts are OK. Skirts and dresses must be no shorter than 3" above the knee.

3. Shirts

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

4. Shoes

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

5. Special Occasions and Theme Dress Days

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

6. "Free Dress for \$1 Day"

Each month the VCES Student Council promotes a "Free Dress for \$1 Day" to get our students personally involved in supporting student-driven service projects.

7. Free Dress Coupons

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

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



XI. HEALTH AND SAFETY

A. Emergency Information

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

B. Updated Emergency Information File

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

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

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

C. Illness at School

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

If your child is not feeling well in the morning, please keep him/her home. Too often, students who have been ill the previous evening, arrive at school in the morning only to return home sick early in the school day. A child's temperature should be normal for 24 hours before returning to school. Also, they should not come to school if they have vomited or had diarrhea the previous evening.

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

D. Injured Students

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

E. Asbestos Notification [*This required official notification letter will be made available on our website when it's made available to us*]

F. Emergencies

In case of a lockdown, or any serious emergency situation, such as an earthquake, major storm, or fire, PARENTS SHOULD NOT CALL THE SCHOOL. If our phone lines are usable, they must be available to communicate with emergency personnel. We understand how frightening a true emergency is for parents, and that your first reaction is to call the school. Please be assured that we will call parents as soon as we are able.

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

1. School Lockdowns

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

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

2. School Evacuations and Earthquakes

In the event of evacuation:

- do not phone the school
- the school will take care of your child until you arrive
- do not park in the driveways, which need to be clear for emergency vehicles

- in the event of an earthquake, all Valley Catholic School students (from the Early Learning School through the High School) will be evacuated to the tennis courts just west of the track.

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

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

3. Emergency Drills

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

G. Major Community Emergencies

Beaverton and Washington County public safety officials have designated our campus as a possible local emergency center staging site. It is centrally located in the community and the expansive front lawn is well-suited to serve as a heliport. If our campus is ever utilized as a local emergency center, there will be a

number of health care professionals and public safety personnel stationed here. As frightening as the thought of a major disaster is, this is a very safe place for your child to be in the case of a community emergency!

H. School Closures

In times of inclement weather, first look to our school's website (www.valleycatholic.org) for weather-related delays or closures. You can also listen to or look for announcements about Valley Catholic School on the radio or TV. Announcements about Valley Catholic School include all levels of our school, from the Early Learning School through Valley Catholic High School. Also check for weather-related announcements on our website at www.valleycatholic.org.

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

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



XII. MEDICAL POLICIES

A. Communicable Diseases

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

Students who have restrictable diseases or conditions must be excluded from school.

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

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

B. Parent-to-School Notification

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

C. Immunizations

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

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

D. Vision Screening

Students are screened for vision impairments each school year.

E. Medication

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

administer either prescription or non-prescription medication to a student.

In the case of a **non-injectable prescription medication**, the information requested on the authorization form shall include the written instructions of the health care provider, including:

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

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

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

If there is a possibility your child may need an emergency Epi-pen injection at school, you must provide us with an Epi-pen or Epi-pen Jr., complete with an attached prescription label. Please make note of the Epi-pen’s expiration date. We cannot administer an expired Epi-pen. We also cannot administer another student’s Epi-pen. We will call 911 if we have no prescription Epi-pen on hand for your child in an emergency. **All injection paraphernalia must be kept locked until use. Students cannot keep this equipment on their person.**

School employees are prohibited from administering injectable insulin or glucagon to diabetic students. If we do have a diabetic student in our school, members of the staff will be trained by the American Diabetic Association (ADA) to recognize symptoms of high and low blood sugar and when to call paramedics.

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

Self-medication of non-prescription or prescription medication is not permitted, except in cases where a student must carry such medication on his/her person for immediate access (e.g. **inhalers**).

A “Student Permission to Carry an Inhaler” form (available in the school office) must be kept on file in the school office. Permission to self-medicate with an inhaler may be revoked if a student violates any part of the permission form agreement. Additionally, students may be subject to discipline, up to and including expulsion, for violation of the agreement. Sharing an inhaler with another student would be an example of a violation subject to severe discipline.

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

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

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

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



XIII. OTHER IMPORTANT PARENT INFORMATION

A. “VCES News to Use”

Important announcements and VCES news will be posted each week on the Valley Catholic School website (www.valleycatholic.org). All Valley Catholic School parents will receive an e-mail each week with a letter from the school president, and a link to the elementary school’s main page on the school website. Readers of the website will find weekly letters from the principal and the latest school news available there. The “VCES News to Use” is the primary vehicle of communication between VCES parents, the Principal, the Valley Catholic School President, the VCS parents’ “VALOR Network”, the SSMO Foundation, CYO, and the Valley Catholic School Board of Directors. Please read it faithfully.

Any announcements placed by parents or others in the “VCES News to Use” must be reviewed and approved by the Principal.

B. Classroom Visits

All school visitors, including parents, must report to the office, check in at the visitor/volunteer check-in station, and wear a visitor badge—if you wish to walk your child into the building and to their classroom outside of the normal drop-of time. We want all parents to feel welcomed in our school, and we appreciate the many hours of volunteer help you give to us each year. However, we do ask for your full cooperation with this important school safety policy, if your intention is to visit a classroom, volunteer for a school or class activity, eat lunch with your child, or

do anything more than just drop into the school office for more than a few minutes to take care of business or obtain information.

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

C. Student Visitors

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

D. Non-Custodial Parent Visitation Guidelines

A visit of a non-custodial parent may be permissible, if not specifically prohibited by court action. In the absence of a legal document regarding custody or visitation rights, the Principal will:

- verify the identity of the parent
- inform the custodial parent that the non-custodial parent has requested permission to visit the child at school.

E. Releasing Students During the School Day

An ill student will be released only to a parent or authorized person as listed on the Emergency Information Card. Parents must report to

the school office and ask for the office staff to page the classroom to send their child to the office for pick-up. Children may not be picked up directly from the classroom, when leaving during the school day. Parents will also be asked to sign their children out when leaving school during the day.

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

F. Mandatory Reporting

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

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

G. E-Mail or Phone Communication with School Staff

Please understand that we are very busy at school during the day. We sometimes have very few breaks. If you contact us by e-mail or phone, we may not be able to reply until the students have left for the day. We will do our best to be timely with our replies and we ask for your patience and understanding!

H. Messages To and From Students During the School Day

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

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

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

I. Parties

1. In-School Parties

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

We believe very strongly in trying to instill in our students an awareness of excessive consumerism. We do not wish to reinforce that aspect of our culture with overindulgence at school. We would like them to experience and appreciate the simplicity and joy of sharing small treats and each other's company while celebrating holidays and other special occasions together at school. We ask you to respect our request to keep classroom parties simple. We are also compelled to comply as a school community with our School Wellness Policy (see XIII. J. "Food Treats at School" on p. 32).

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

2. Movies at School Parties

If a movie is planned for a classroom party, it must be rated “G”. Anything other than “G” movies are not allowed, either for instruction or entertainment.

3. Out of School Party Invitations

Unless everyone in a class is invited to a party, invitations are not to be brought to and/or distributed at school.

4. Birthday Celebrations

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

J. Food Treats at School

A committee of VCES parents and school staff developed a “School Wellness Policy” during the spring and early summer of 2006. Our policy prohibits “foods of minimal nutritional value” from being served or sold in our school. Food treats brought to school for parties or other celebrations, must come only from a list of approved, healthful foods. These treats may include such items as:

- raw vegetables, such as celery, carrots, cauliflower, broccoli, green pepper, green beans, cucumbers, mushrooms, or zucchini, which may be served with a low-fat dip
- fresh fruit in season, cut in slices or halves, such as apples, oranges, bananas, peaches, grapefruit, grapes, melons, pears, plums, or strawberries
- low-fat quick breads and muffins, such as pumpkin, zucchini, banana, or bran
- non-sugared cereals, snack mixes made with popcorn, and whole grain cereal
- Low-fat yogurt with fresh, frozen or canned fruit.
- frozen low sugar, low-fat, or nonfat yogurt, soy milk, or ice milk treats
- shakes with low-fat milk or yogurt and fruit
- unsweetened fruit juices

Please remember that **home baked or prepared food items are prohibited by school law.** We ask you to also consider bringing non-food items for celebrations.

K. Teacher/School Staff Gifts

Please do not take it upon yourself as a parent to individually purchase, or plan to purchase, a gift for a teacher or other school staff member, with the intention of asking the rest of the parents in the class to contribute toward the gift. Please consult with the Principal first if you or several parents are considering purchase of a large group gift. This is not generally allowed. Other parents may have their own personal gift or sentiment planned. They may not be able to help pay for, or appreciate being asked to contribute toward the purchase of a group gift. The initiator of the large group gift

idea may end up disappointed with the lack of support for the gift they've chosen. However, there may be special circumstances where a large group gift is appropriate, such as a wedding, the birth of a child, or retirement—especially if all the families in the classroom have been consulted and included in the planning. If in doubt, please consult with the Principal before setting out to ask other parents to contribute to the purchase of a large group gift.

L. VCES Parents' "VALOR Network"

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

M. SSMO Foundation

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

N. Complaint/Issue Resolution

Our goal is to resolve issues at the lowest possible level. We will make a good faith effort to:

- listen to you
- make sure we understand the issue from your perspective
- explain our view of the issue and how our policies apply
- come to a resolution that all parties can accept.

The procedure for resolving concerns or complaints at Valley Catholic Elementary School are as follows:

1. If at all possible, concerns regarding individual school staff members should first be directed to that staff member. Please call, e-mail, or make a brief personal contact to schedule a convenient, uninterrupted, private time for both of you to meet.
2. If the issue is not resolved, the parent should then address it with the Principal. The Principal will notify the staff member that a parent has contacted her/him with a concern. The Principal may include both the staff member and the parent with him/her in the mediation of the issue.
3. If the issue is not resolved at the Principal level, then Bob Weber, President of the Valley Catholic School Corporation, should be contacted next.
4. If there is no satisfactory resolution at the Valley Catholic School President's level, the last step is to contact the SSMO Ministries Corporation President, Sr. Adele Marie Altenhofen.

Concerns or complaints about after-school athletics should be directed to our school's CYO Athletic Director, Kelly Alfieri. There is an Athletic Board, which handles complaint mediation.

O. Withholding Report Cards

According to Oregon School Law (*ORS 339.260*) and Archdiocese of Oregon Department of Catholic Schools policy (*DCS 3300*), report cards and diplomas may be withheld if a student owes fees or has lost, damaged, or not returned borrowed school property, such as library books.

P. Verification of Compliance

At the beginning of each school year, we require all parents and students to sign a written statement, verifying awareness of, and compliance with, all policies and procedures in this handbook. This signed agreement will be kept on file in the school office. **You will find this form at the back of this handbook. Please print it, fill it in, sign it, and return it to the school office by the specified date on the bottom of the form.**



XIV. DROP-OFF AND PICK-UP OF STUDENTS

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

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

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

The Principal will contact parents who are habitually early or late picking up their children, to resolve the problem. Please remember that the Valley Catholic Early Learning School is available for after-school care. However, you need to pre-arrange this care with the ELS.

A. Drop-Off/Pick-Up Times

Car rides, carpools and public bus transportation should be planned so that students arrive no sooner than 7:25 a.m., and depart no later than 3:10 p.m (3:20 p.m for students with middle school siblings) unless involved in an organized after-school activity, like after-school sports, a music ensemble, club, etc. If your schedule does not allow you to pick up your child by this time., please make arrangements for after-school care at Valley Catholic Early Learning School (503-520-0214). Please note that the Early Learning School is not able to provide before-school care for our students.

B. Drop-Off/Pick-Up Procedures

The traffic flow patterns are designed for the safety of both you and your children!

1. Morning

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

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

You may park briefly at the curb in the designated drop-off area, to help your child get out of the car and gather his/her things. Train your child to exit the car only on the curb side.

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

The school doors open at 7:25 a.m. Between 7:25 and 7:35, students will report to the cafeteria. At 7:35, students in the cafeteria will be led to their classrooms. All students arriving at or after 7:35 will report directly to their classrooms.

Students arriving after 7:50 a.m., which is the official VCES school starting time, should report to the office for a tardy slip. The ringing of the school bell and the beginning of the morning announcements on the school's public address system signals the official beginning of the school day.

2. Afternoon

Beginning at 2:50 p.m. on Monday, Wednesday, Thursday, and Friday, and 2:00 on Tuesday, all students will be in a staging area within the school awaiting our school dismissal.

Students going to VCELS for after-school care will meet VCELS staff inside the school building and will be escorted to VCELS.

Athletes who have practice right after school will be released to meet their coaches inside the school building.

Students participating in orchestra or hand bells will be released to meet Sr. Denise inside the school building.

Students signed up for any other after-school activities held in our building, such as Kids Like Languages, Chess Club, Mad Science, Girls Inc., Cub or Girl Scouts, will be released to their leaders inside the school building.

Drivers should enter the campus only at St. Mary's Drive at dismissal, unless you plan to park and wait outside the building at the end of the school day. St. Mary's Drive has been widened to accommodate a line of waiting cars.

You will have a family pick-up number, which you will receive the first day of school or prior to it, if you are a new family. Returning families keep the same number as long as their children are at VCES. If you elect to walk up to the school's doors, you will give your pick-up number to the faculty/staff member at the door. If you are driving, as you enter the pick-up line, show your number to the faculty/staff member standing near the street with a walkie-talkie. Your family pick-up number will be relayed inside and announced over a loud speaker to the students waiting in the school. Students will exit the school's front doors and walk directly to you, if you walk up, or to where your car has stopped along the curb in the pick-up line. Older children in a carpool should be responsible for the younger members of the carpool. Parents are asked to remain in their cars and let the children come to them. Please do not park and leave your car in the drop-off/pick up line.

Please pull into the space where you are directed, and go forward as far as possible before your child gets into the car. Keep the line moving forward. If you reach the head of the line,

you may stay for a short period of time. If your child does not arrive right away, please stay in your car and have a teacher call him/her again.

We appreciate your patience and cooperation during pick-up time. We have a large number of students to assist in exiting the building and we want to do it as swiftly and safely as possible.

C. Parking on Campus

During the school day, apart from the drop-off and pick-up times, you may park most anywhere on campus. However, please do not park at any time in the circle in front of the convent. Those spaces are reserved for the Sisters, their employees, and their guests.

PLEASE BE PATIENT AND RESPECTFUL OF OTHERS, AND OBSERVE ALL SPEED LIMITS AND PARKING DIRECTIONS ON OUR CAMPUS. We ask you to model Christian behavior when driving and parking here. Please consider the example you are setting for the children!



XV. PARENT VOLUNTEERS

A. Service Hours

Each family is expected to provide up to 30 service hours each year. Single parents commit to 15 hours. Parents help us keep operating costs down by performing volunteer tasks. Hiring additional personnel directly affects the cost of tuition. In that regard, we consider service hours to be part of our tuition structure. Volunteering also gives parents an opportunity to become actively involved and feel more a part of our school community. It's a great way to get acquainted with other families!

Since service hours are part of our tuition structure, these hours must be served working in direct support of Valley Catholic Elementary School. They cannot be accumulated by coaching athletic teams outside of our own school community, or leading or assisting with a broader community-based Girl or Boy Scout troop, 4H club, or the like. However, an exception is allowed if the teams, troops, or clubs are primarily comprised of current Valley Catholic Elementary School students. They usually are not given for attending school events or meetings, like "Curriculum Night", evening music programs, or parent/teacher conferences. They are not given for volunteering in your own church or other charitable, non-profit service organizations or events. Also, donated goods cannot count toward service hours. However, service hours will be given for volunteering to help with our own school community's extra-curricular activities, fundraising and social events, the auction, classroom activities, the elementary school VALOR Network Executive Council and various VALOR Network committees, lunchroom or playground supervision, room parents,

field day, field trips, or wherever an unanticipated need for volunteer help might arise during the year. A link to a listing of volunteer opportunities is located online in the Elementary School's Parent Guide. We also have an agreement with the middle school to allow you to earn volunteer service hour credit for assisting with their speech tournament, science fair, CYO athletic teams, and the Beaverton Celebration Parade. However, at this time, these are the only campus events outside the elementary school that may count for service hours.

Service hours in excess of the 15 or 30 expected of each family each year may not be carried over to the next year. However, check with your employer to see if they have a volunteer grant program. Many companies give grants to schools where their employees volunteer. Often there is no limit to the number of volunteer hours employees may perform.

The VCES branch of the VALOR Network coordinates and keeps an accounting of all volunteer service hours. Once you have established an account on the VCS Volunteer Website, you can log your time and request approval of your volunteer hours. The link to the site is found in the Elementary School's Parent Guide available from the Elementary School's main page.

Please understand that service hours are part of the elementary school's tuition structure. If the hours are not served, or if a family does not make the initial decision to pay a \$500 fee in lieu of performing service hours, unserved hours will be billed at a rate of \$17 per hour at the end of the school year. Also be aware that if this bill is not paid, admission for the coming school year may be denied.

B. Parent and School Volunteer Criminal Background Checks and *Called to Protect* (CTP) Training

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

In addition, all school volunteers must attend a *Called to Protect* (CTP) child safety training session, which lasts about an hour and a half. The *Called to Protect* training program was mandated for all Catholic school and parish volunteers by the Archdiocese of Portland in 2007. The training sessions are scheduled periodically throughout the school year at our elementary and high school. You may attend a training in either building, and you may also attend the training at other Catholic schools and churches, as long as you have proof of attendance to show us in the office. Please see the school calendar at <http://www.valleycatholic.org> for our scheduled *Called to Protect* trainings.

The types of activities and events requiring criminal background checks and CTP training include the following, among others:

- assisting in the classroom with student reading groups, art lessons (including Art Literacy), or other instructional activities
- giving guest classroom presentations or demonstrations
- volunteering at lunch recess
- assisting with swimming during PE classes

- volunteering for events, such as the Jog-a-thon, Field Day, the Halloween Carnival, or any other events involving our students
- assisting with extra-curricular school-sponsored activities, such as orchestra, handbells, or Chess Club
- chaperoning classroom field trips
- helping with classroom parties and activities
- eating lunch at school with your child and other children

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

C. Volunteer Code of Conduct

Volunteers serving in the school will support and model the moral teachings of the Catholic Church.

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

should be reported directly and immediately to a school staff member.

Volunteers are also entrusted to refrain from talking at large about school personnel. If there is a concern about a teacher or other school staff member, the complaint procedure outlined in Section XIII.O (p. 33) of this handbook is to be followed.

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

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

XVI. STUDENT ACTIVITIES

A. Extra-Curricular Activities

It is expected that students who participate in extra-curricular activities hold academics as a high priority, do not neglect their schoolwork, and maintain an acceptable grade point average.

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

- after-school team sports, such as volleyball, basketball, swimming, and track and field
- cross country club
- music ensembles, such as orchestra, choir, and handbells
- Student Council
- Mad Science Classes
- Chess Club

- after-school Spanish instruction, such as “Kids Like Languages”
- Girls Inc.
- Boy and Girl Scouts

B. Field Trips

Whenever a student leaves the school grounds for a student activity, a parent permission slip completed by the parent or guardian must be on file in the school office. Telephone calls cannot be accepted for authorization of attendance at such activities. Parents must arrange with the office and the teacher for administration of medication during field trips.

C. Buddy Classes

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

D. Service Projects

Valley Catholic Elementary School considers service as an integral part of a Catholic values based education. The students participate in school sponsored service projects several times during the school year. Occasionally there is opportunity for some students to experience an extension of a project by assisting in the delivery of goods after a collection drive, for example. In this event, students

will be asked to get written permission from parents prior to such an activity.



XVII. STUDENT SERVICES

A. Hot Lunch Program

Valley Catholic Elementary School offers a hot lunch option for our students for \$3 each day. Different entrees are offered each day, along with a choice of fruits, vegetables, and other side items from a salad bar, plus milk. Students are able to return to the lunch line after eating to purchase an additional entree for \$1.50. We are able to make many accommodations for students with special nutritional needs or food allergies, if requested. Monthly lunch menus are

posted on our school website. Paper copies of our lunch menus may also be requested from the school office.

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

VCES uses a computerized payment system, called MealTime, for student lunch and milk purchases. Students use a finger-scanning pad in the lunchroom to identify themselves and to purchase their lunch. The finger-scanning system offers complete privacy and does NOT store a copy of the student's fingerprint.

Lunches and milk are paid online through the MealTime website at www.mymealtime.com. During the first two weeks of school, you will receive an e-mail with your child's ID number, which you will use to set up your child's MealTime account and make deposits by credit/debit card (minimum deposit is \$50 and may be divided among multiple children). Please deposit funds at least 24 hours in advance, to ensure credit by lunch time the following day. For each deposit you will receive a receipt and confirming email message.

We do allow cash or check deposits to MealTime accounts for the first two weeks of school, the first two weeks in January, and the last two weeks of the school year. The minimum amount accepted is \$50, although we will accept smaller amounts during the last two weeks of school for any students not returning the next year. **Cash and checks are not accepted at any other time.** Please identify your child/children's name(s) and grade(s) when paying by cash or check during these three two-week windows. You may also send a check for lunch payments directly to the Finance Office

during the summer, in order to have lunch funds available the first day of the school year.

Our school lunch charge policy allows a student to "charge" his/her lunch once only when funds are insufficient to cover the purchase of the lunch. If your student has to charge a lunch because his/her lunch account has low/no remaining funds, your child will come home with a lunch charge notice (*this replaces the Snoopy stamp used in previous years*). An email will be sent or a phone call will also be made to alert you.

Statements will be sent home each week, via email, to inform parents of low or negative balances. We ask that you take care of low or negative balances immediately upon notice. **Please let the Finance Department know right away if your e-mail address changes.**"

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

B. Milk Program

Milk is also available on a daily basis for students bringing a cold lunch to school. **Milk is provided in the cost of a hot lunch and may be purchased separately for 60¢.** At present we purchase and serve low fat, hormone-free milk.

C. School Telephone Use

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

D. Academic and Social/Emotional Support

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

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

E. Before and After-School Care

Valley Catholic Elementary School does not provide before or after-school care. However, Valley Catholic Early Learning School, which is located close by and is one of our campus schools, does provide after-school care. You may contact them at 503-520-0214

XVIII. PLAYGROUND GUIDELINES

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

PLEASE DO:

- ☺ STAY IN THE DESIGNATED PLAYGROUND AREA
- ☺ WAIT FOR YOUR TURN WHEN SHARING EQUIPMENT
- ☺ BE COURTEOUS AND AVOID INVADING OTHERS' STUDENTS' SPACE WHEN PLAYING RUNNING GAMES
- ☺ SLIDE DOWN THE SLIDE ON YOUR BOTTOM ONLY -- "SIT DOWN AND SLIDE DOWN"
- ☺ SWING ON THE TIRE SWING WITH LEGS DOWN, BOTTOM ON TIRE, HOLDING ON WITH BOTH HANDS AND HEAD ALWAYS INSIDE
- ☺ HAVE ONLY ONE PUSHER ON THE TIRE SWING
- ☺ ASK PERMISSION TO USE THE BATHROOM AND TELL THE ADULT WHO LET YOU GO WHEN YOU RETURN
- ☺ LAUGH, GIGGLE, AND HAVE FUN!!!

PLEASE DON'T:

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

ON RAINY DAYS IN THE PLAYCOURT:

- ☔ DO NOT PLAY KICKBALL GAMES OR FOOTBALL IN THE PLAYCOURT. THERE IS JUST NOT ENOUGH ROOM!

- ☔ BE COURTEOUS AND AVOID INVADING OTHER STUDENTS' SPACE WHEN PLAYING RUNNING GAMES
- ☔ SHARE THE BASKETBALL HOOPS
- ☔ DO NOT CLIMB THE CHAINLINK FENCING OR TENSION CABLES SURROUNDING THE PLAYCOURT
- ☔ RETURN BALLS, JUMP ROPES, OR OTHER EQUIPMENT TO THE STORAGE CART WHEN YOU ARE FINISHED PLAYING WITH THEM
- ☔ ASK PERMISSION TO USE THE BATHROOM AND TELL THE ADULT WHO LET YOU GO WHEN YOU RETURN

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

PLEASE NOTE: *We especially appreciate volunteer help during lunch recess (11:00-12:30). Please call the school if you are able to help during that time, and you have met all the requirements to volunteer at school.*



Valley Catholic Elementary School
Parent/Student Handbook Verification Form

Parent Agreement

I/We, _____,
[Please print parent/guardian name(s).]

have read the Valley Catholic Elementary School Parent/Student Handbook with our child(ren). As signers of this verification form, we acknowledge that, in the spirit of cooperation, we are in agreement with the policies and procedures set forth in this handbook. We hereby agree and acknowledge that if either we, or our child(ren), violates this agreement, our child(ren), at the discretion of the school, may be subjected to revocation of acceptance, suspension, or expulsion.

Parent/Guardian Signature _____ Date _____

Parent/Guardian Signature _____ Date _____

Student Agreement

I/We, _____,
[Please print student name(s).]

[Please print student name(s).]

have read the Valley Catholic Elementary School Parent/Student Handbook with my/our parent(s) and agree to follow and uphold the school policies and practices while I/we am/are enrolled in the school.

Signature _____ Grade _____ Date _____
[first child in the family attending the school]

Signature _____ Grade _____ Date _____
[second child in the family attending the school, if applicable]

Signature _____ Grade _____ Date _____
[third child in the family attending the school, if applicable]

Signature _____ Grade _____ Date _____
[fourth child in the family attending the school, if applicable]

Signature _____ Grade _____ Date _____
[fifth child in the family attending the school, if applicable]

Please print and return this form to school by Monday, September 26.