



## **Student Handbook**

Principal: Ross Thomas

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

VALLEY CATHOLIC STUDENT/PARENT HANDBOOK  
VERIFICATION FORM

Valley Catholic School reserves the right to refuse admittance, revoke admittance, suspend, or expel any student who does not cooperate with the policies established in the handbook. The high standards adhered to by our school apply to after-school hours as well. If any parent or student refuses to follow the standards of the school, he or she places the student's admission or attendance at Valley Catholic School in jeopardy, and the student is subject to expulsion or revocation of the student's admission.

As signatories to this form, we acknowledge that we must be in agreement with the statement of Valley Catholic School, demonstrate a spirit of cooperation, and uphold the student handbook. We hereby agree and acknowledge that if either we or the student violate this agreement, the student may, within the discretion of the school, be subject to revocation of acceptance, suspension, or expulsion.

Student's Name: \_\_\_\_\_

Parent or guardian signature:  
\_\_\_\_\_

THIS FORM NEEDS TO BE RETURNED TO THE MAIN OFFICE  
BY  
SEPTEMBER 9, 2011.

## **I. MISSION, PHILOSOPHY, AND BELIEF STATEMENTS**

### **1.1 MISSION STATEMENT**

Valley Catholic School promotes the development of life-long learners and leaders by teaching and living Catholic values within a strong tradition of faith, service, and personal and academic excellence.

### **1.2 PHILOSOPHY**

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

The specific objective of the school is to provide a learning environment in which the body and mind of each student can develop to full maturity and responsibility as a citizen with Christian values.

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

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

### **1.3 BELIEF STATEMENTS**

Students can nurture a personal relationship with God.

Students can learn to respect themselves and others as valued gifts from God.

Students can develop a well-formed moral and social conscience.

Students can prepare for any college or university through the academic and college counseling program.

Students can develop creative expression, critical thinking, intellectual curiosity, active social responsibility and positive methods of communication.

Students can become life-long learners and can adapt to a rapidly changing world.

Students can develop the knowledge, attitudes, and skills to make positive choices throughout their lives.

Students can interact in a spirit of cooperation and collaboration.

Students can contribute to and participate within a safe physical environment.

## **II. POLICIES, GUIDELINES AND GENERAL INFORMATION**

### **2.1 ACCIDENTS/EMERGENCIES**

If a student is seriously injured at school, efforts will be made to reach the student's parents/guardians, the person listed as the emergency contact, or the family physician. The school will call the emergency number 911 for major injuries. First aid for minor injuries will be administered by a trained staff member.

## **2.2 ATTENDANCE**

Students are expected to be punctual and present for all classes and assemblies unless excused by parents and the school's administration. An attendance record is maintained by the school as a part of students' permanent records.

Students missing any class or school activity are ineligible for extracurricular activities on the day of the absence. (A pre-arranged dentist's or doctor's appointment, however, does not make a student ineligible.)

### **Late Work**

Following excused absences, students must confer with individual teachers to arrange a make-up work schedule. Late work is not accepted. Exceptions to this standard are at the discretion of the teacher.

### **Absentee Admittance Slip**

Parents/Guardian of an absent student must phone the school by 9:00 a.m. on the day of the absence. Students must obtain an absentee admittance slip from the school office before being readmitted to their first class. Students are responsible for clearing absences within one school day.

### **Excused Absences**

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

Students having medical or dental appointments during school hours will be excused pending verification of the appointment to the school

office. Students leaving for an appointment during the school day must follow check-out procedures.

Absences caused by participation in Valley Catholic activities (such as those for the Valley Catholic's athletic contests, musical performances, and field trips) are, of course, excused.

### **Unexcused Absences**

Absences caused by students' work schedules, sleeping late in the morning, or missing the bus or a ride are unexcused. No make-up work or re-testing will be provided when absences are unexcused.

### **Excessive Absences**

Students missing more than ten class days in a course during one semester may be required to petition for credit in that course.

### **Pre-Arranged Absences**

Absences for travel during school time are usually discouraged. Travel during school time may reduce academic success. Prearranged absences should be arranged at least ONE WEEK in advance of the anticipated absence.

Make-up work/tests will be considered on an individual basis. Families should not automatically assume that make-up work will be provided ahead of time. Meeting with teachers individually about make-up work is the responsibility of the student. Teachers will make clear to students what work can be made up and when it is due; they will also identify the work that cannot be made up and the effect of this missed work on the student's performance and grade. Teachers may choose to comment on the advisability of absence from their class. Please note school policy on excessive absences.

## **Tardiness**

Tardiness will be considered unexcused unless parents/guardians have given the school an appropriate written excuse. Students not in class when the bell rings are tardy. Tardiness for classes during the school day is reported to the office. For unexcused lateness, students will be liable to disciplinary action. Students delayed by a staff member must take a note from the staff member explaining the delay.

## **Early Dismissal**

When requesting an early dismissal, students must bring a note to the school office BEFORE school begins in the morning, pick up a dismissal form, have the teacher of the class the student is leaving sign the dismissal form, and return the form to the school office before leaving the building.

Students having an emergency appointment or becoming ill at school must obtain permission from a parent or guardian and the school secretary before leaving the building.

Students who become ill during the school day or who have medical, dental, or other necessary appointments must sign a register at the front desk before leaving.

## **2.3 AUTOMOBILES AND PARKING**

All drivers on campus must operate vehicles safely and obey the school's driving and parking regulations. In order to drive on campus student drivers must have written permission from a parent or guardian, register the cars they drive, and obtain a parking permit from the school office. The registration or re-registration forms students fill out each year have a space for families to register the cars their students will drive on campus.

Students are not permitted in the parking areas during school hours without permission from a school administrator.

The principal and the SSMO Oregon Campus Schools reserve the right to revoke the campus driving and parking privileges of any employee, parent, student, or visitor.

## **2.4 BACKGROUND CHECKS**

Volunteers who will be with students will be required to have background checks.

## **2.5 BOOKSTORE**

The bookstore is operated by the school to provide a convenient source for textbooks. Students will be able to purchase the majority of their textbooks from the bookstore on a specified date prior to the beginning of classes.

## **2.6 BUILDING HOURS**

The school buildings are open from 7:30 a.m. to 4:00 p.m. The school library is open until 4:00 p.m.; it is the only area supervised between 3:05 p.m. and 4:00 p.m. for students not participating in school activities. After 4:00 p.m.—and before 7:30 a.m.—there is no supervision for such students.

## **2.7 CHANGE OF ADDRESS, E-MAIL, OR PHONE NUMBER**

The school secretary should be notified immediately of any change of address, e-mail address, or phone number. Such notification is necessary for the maintenance of accurate school records and mailing lists and for communication with parents or guardians in emergencies.

## **2.8 CHILD-ABUSE REPORTING; FREEDOM FROM HARASSMENT; NON-DISCRIMINATION**

According to the Oregon Revised Statute 419B.101, "Any public or private official having reasonable cause to believe that any child with

whom the official comes in contact has suffered abuse, or that any person with whom the official comes in contact has abused a child, shall report or cause a report to be made." All school employees are included among "public or private officials," and will, as required by law, report child abuse.

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

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

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

Valley Catholic School is committed to providing an educational environment free from all forms of discrimination and harassment, whether based upon race, color, national origin, age, marital status, physical or mental handicaps, veteran status, on-the-job injuries,

religious preference, sexual orientation or gender, and will not knowingly tolerate discrimination against or harassment of school staff or students by anyone—supervisors, staff members, students, parents, guardians, vendors, or visitors. All complaints of discrimination or harassment should be reported to an appropriate staff member. They will be investigated promptly and as confidentially as circumstances permit.

## **2.9 CLOSED-CAMPUS POLICY**

Valley Catholic has a closed campus. Once students arrive at school, they must remain on campus throughout the entire school day. Parents must provide written permission in advance for a student to leave campus.

## **2.10 EMERGENCY CLOSURE**

When weather creates hazardous road conditions, the administration may close school. Valley Catholic usually follows the Beaverton School District's decision for school cancellation or late start caused by weather conditions. School closure is announced on most local radio and television stations. If the number of excused school days becomes excessive, additional days may be added to the school year.

## **2.11 EMERGENCY DRILLS**

Drills for fire, earthquake, lockdowns, and other emergencies are held regularly in compliance with state regulations. Students are to follow designated procedures.

## **2.12 FOOD**

Students may bring lunch from home or purchase food from the cafeteria. Lunch tickets are available in the school office all day.

Food and beverages are not permitted in the school lobby or auditorium.

Students are expected to clean-up after themselves. Leaving litter for others to clean up is wrong for many reasons. The most important is that it assumes students are a privileged class for whom others—of a lesser class—clean. Such an assumption violates Valley Catholic’s fundamental values. Littering will always be considered a serious offense.

### **2.13 IMMUNIZATIONS**

In order to be admitted to school all students must be immunized according to current Oregon State Law.

### **2.14 INSURANCE**

It is recommended that all students be covered by some plan of insurance. Student insurance information is available from the school office.

### **2.15 LIBRARY**

The library is for research and quiet study. Students are expected to use the library responsibly by respecting the rights of other users, checking out materials correctly, and returning them on time. Books can be checked out for three weeks and magazines for one week. Fines are charged: 10 cents each school day for late non-reference materials and 25 cents each school day for late reference materials. No food, beverages, cell phones or headphones are allowed. Library hours are 8:00 a.m. to 4:00 p.m.

### **2.16 LOCKERS**

Lockers are school property. Each student is assigned a locker in the school for school and personal items. Students are expected to keep lockers clean, neat and locked. No tape or other adhesives are permitted on the exterior of lockers. Students should not publicize lock combinations and may not change school lockers without permission. The school is not responsible for any loss, theft, or damage to books or other personal property. To safeguard the well-being of all students and staff, the school reserves the right to inspect

any locker at any time. Additional lockers in the gym are available for use during P.E. classes and athletic practices and contests. Locks for gym lockers may be obtained from the Physical Education Department; only school-authorized locks may be used on them, and they are subject to the rules described above.

## **2.17 LOST AND FOUND**

The Lost and Found is located in the school office. Students finding lost articles are asked to take them to the school office where they can be claimed by their owner. Unclaimed articles are donated to local charities at the end of each month.

## **2.18 MEDICATION**

No medication of any kind will be provided by the school, and no medication will be administered by any school personnel without written direction of a parent or a guardian. Prescription medication requires a direct order signed by a licensed physician. Any medication students take for more than one day must be brought to the school office. The medication will be stored and locked in a designated place where students have no access to it. All medications, including over-the-counter medications, must be in an original container or prescription bottle. A parent or guardian must complete a medication authorization form from the school office before any medications may be given, and the parent or guardian must specifically request in writing that a specific dose of medicine be given at a specific time to the student. The medicine's administration must be documented by the staff member giving the medication. Valley Catholic High School students may carry with them medication necessary for one school day. In addition, students may carry inhalers.

## **2.19 RESIDENCE REQUIREMENT**

To enroll in school or attend classes, students must live in the same residence with one of their parents or legal guardians.

## **2.20 SEARCH AND SEIZURE**

On campus the school administration may search students, their personal property—including packs, bags, and cars—and all lockers at any time. Property deemed injurious or detrimental to the safety and welfare of the students or staff may be seized if the school administration has reasonable cause to believe that an illegal act or a violation of school rules has been committed, is being committed, or is about to be committed.

## **2.21 SIGNS**

All posters and signs must be approved by an administrator or club advisor. The content and placement is restricted. Plastic tape is never permitted on any wall, window, or other surface. Signs not meeting these requirements will be removed without notice.

## **2.22 FIELD TRIP PERMISSION**

A permission slip or a fax of the original form completed by a parent or guardian must be on file in the school office in order for students to leave campus on field trips. Telephone calls or e-mails will not be accepted as authorization for field trips.

## **2.23 STUDENT I.D. CARDS**

At the beginning of the school year students will be issued Valley Catholic School identification cards that may be used for admission to certain athletic and social events.

## **2.24 STUDENT INFORMATION DISCLOSURE**

Valley Catholic School will disclose directory information for uses such as the school phone and address directory, yearbook, and school newspaper. Disclosable information includes any part of an education record that would not generally be considered harmful or an invasion of privacy if disclosed. Valley Catholic will not release student information to the general public without explicit permission from

parents/guardians. Phone numbers, however, may be released to media sources seeking information about athletes or other performers. Photographs and videotapes of unnamed students may be used for recruiting purposes. An information-release statement is included with the registration forms for both new and returning students; parents may choose there to allow or refuse the use of such photographs and videotapes of their students. Please contact the school office if you have questions regarding student photographs or videotapes.

## **2.25 STUDENT MESSAGES**

Parents/Guardians: please note this carefully: Calling a student to the office interrupts the entire class. These calls will be made in emergencies only.

## **2.26 STUDENT WITHDRAWAL PROCEDURES**

Parents or legal guardians of students transferring to another school or withdrawing from school must complete the Formal Withdrawal Procedure Form and submit it to the school office prior to withdrawal.

## **2.27 TELEPHONES AND ELECTRONIC DEVICES**

Cell phones and headphones may be brought to school and used until 8:00 a.m. by those students with a 0-period class or 8:45 a.m. by those whose school day begins at 8:45 a.m. From the beginning of school, however, until the beginning of lunch and then from the end of lunch until the end of the school day the use of cell phones and all kinds of headphones is prohibited—they may not, that is, be used during passing periods or morning break or, of course during classes. They may be used after the conclusion of the day's last class. Students who have cell phones or headphones out of their lockers or bags at any time during the school day except lunch will be subject to disciplinary action. A second offense will result in more serious disciplinary action and a call to the student's parents/guardian. In addition, cell phones and headphones are prohibited in the library at all times, even before school, during lunch, and after school.

## **2.28 VISITORS**

All visitors to Valley Catholic, including parents and guardians, must have necessary business to conduct at the school, must obtain prior approval of the administration to visit the school beyond the school office, and must report at the school office on their arrival.

Students attending other schools are not allowed as guests of Valley Catholic students unless their visit has been scheduled through the Director of Admissions as part of the Spend-a-Day program.

## **III. RELIGIOUS ACTIVITIES**

### **3.1 CHAPEL**

The chapel is located on the second floor near the front stairs. All students and staff are encouraged to drop in for brief prayer throughout the day. To maintain a prayerful atmosphere, please travel in a quiet, respectful way in the hall outside the chapel.

### **3.2 LITURGIES**

As a Catholic community, the Eucharist is our most sacred expression of faith. The entire Valley Catholic community gathers once a month to celebrate the Mass together, and a second, optional, Mass is also offered every month.

### **3.3 RETREATS**

Retreats are an important part of Valley Catholic's educational program. A retreat is a chance for students to get away from everyday pressures and distractions to contemplate their lives and God in their lives. Once a year, freshmen and sophomores go on a one-day retreat; juniors and seniors go on an overnight retreat. Once students have made a retreat, they are eligible to apply to serve as leaders on that retreat.

Students on retreat remain responsible for all academic requirements. Students will not be penalized for missing extracurricular activities while on retreat.

### **3.4 SERVICE**

The Sisters of St. Mary of Oregon declare in their charism statement that they are called to be “compassionate, joyful servants of the Lord.” Following that example, incoming freshmen take part in a four-year program emphasizing different areas of service each year. Students who complete the prescribed hours will receive a ‘Satisfactory’ on their transcript each semester for Service.

There will be a significant change to the importance of satisfactorily completing the service hour requirement each semester starting with the 2010/2011 school year. Successful completion of your service hours allows you to remain a student in good standing and enables you to be eligible for special appointments, awards and recognition. Students who serve as class officers, student body officers, encounter team and crew, retreat small group leaders and students who are being considered for special awards or privileges may be asked to step down or not be considered if they have not received a Satisfactory for service hours.

## **IV. BEHAVIOR POLICY AND GUIDELINES**

### **4.1 EXPECTATIONS AND RESPONSIBILITIES**

The Valley Catholic community is expected to comply with the entirety of the VCS Handbook and adhere to the values and mission of Valley Catholic School.

**The school reserves the right to refuse admittance, revoke attendance, suspend or expel any student who does 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, guardian, or student refuses to follow the standards of the school, he or she places the student’s admission or attendance**

**at Valley Catholic School in jeopardy, and the student is subject to expulsion or revocation of the student's admission.**

**As signatories of the registration form parents or guardians acknowledge that they must be in agreement with the above statement, demonstrate a spirit of cooperation, and uphold the school handbook, and they agree and acknowledge that if either they or their student violates this agreement, the student may, within the discretion of the school, be subject to revocation of acceptance, suspension, or expulsion.**

In order to promote school safety and civility and to promote students' self-discipline, Valley Catholic students are required to follow these rules:

Treat adults, other students, and visitors with courtesy and respect.

Comply with all classroom guidelines set by individual teachers.

Avoid words or actions of a violent or threatening nature.

Never bring harmful or illegal substances or weapons to school.

Behave appropriately in class.

Always be honest and respectful towards the property of others.

Refrain from bringing valuables or large sums of money to the campus.

Maintain the cleanliness of the building and surrounding campus.

Refrain from chewing gum.

Be responsible for honest and ethical behavior in all pursuits. Many assignments are completed on the honor system with no monitoring of student behavior. The standards for ethical behavior are the same whether the work is completed inside or outside the classroom.

Do not plagiarize. Plagiarism is cheating. Plagiarism will result in a 0% for the assignment with no opportunity for resubmission. As defined by the Oregon Council of Teachers of English, plagiarism is the use of

another person's words, ideas or facts as your own without giving credit to the original writer . . . [using] more than three words in a sequence from someone else without giving credit to that source . . . [allowing] someone else to copy your paper [or any part of your paper] . . . [turning] in another student's writing as your own . . . [copying] materials from sources without using an in-text citation.

Scholarly writing must include accurate citations, copies of rough drafts, and photocopies of all source materials.

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

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

### **Consequences for Major Infractions**

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

### **Examples of Infractions That Might Be Major**

Assault, fighting, intimidation, threat, or any form of harassment

Insubordination—an open act of defiance or disrespect toward a staff member

Consumption, possession, sale or supply of alcohol, marijuana, or other illegal narcotics or dangerous substances

Abusive language or action toward a staff member

Theft of school or personal property

Vandalism or abuse of school or personal property

Setting fires, setting false alarms, bomb threats, possession of explosives, weapons or other potentially dangerous instruments.

Inappropriate use of the internet or any other technology, on campus or off. Examples include—but are not limited to—bullying, threatening, belittling, spreading destructive rumors, planning illegal activities, and writing or posting inappropriately sexual material.

Refusal to report to detention

Repeated behavioral referrals

Truancy

Leaving school premises without permission

Dishonesty or unethical behavior in writing, speech, or actions

Dangerous driving

### **Consequences for Minor Infractions**

The consequence for a minor infraction may include confiscation of contraband items, copying pages of the school's rules, detentions, parent conferences, probation, or suspension from school activities or

classes. Repeated violations will result in more serious disciplinary action, including dismissal.

### **Examples of Infractions That Might Be Minor**

Disruption or non-compliance at school or a school activity

Use of profanity

Inappropriate campus parking

Improper display of affection

Unexcused absences from classes or school activities

Tardiness to class

Inappropriate attire

Food or gum violations

Cell-phone violations

## **4.2 DISCIPLINARY SANCTIONS**

### **Assessment**

As a condition of attendance, the school may request that a student have a professional psychological or substance abuse evaluation made at the expense of the parents.

### **Pages**

One of the two most common sanctions is the requirement to copy pages of the school rules. Students who do not turn in a page of the rules at the time it is due will usually receive a detention.

## **Detentions**

Detentions are one or more after-school work details of an hour and a half or more.

## **Probation**

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

## **Suspension**

Suspension is a period during which a student must remain off campus and away from all school-sponsored activities. In-school suspension is a period during which a student is under administrative supervision at school and removed from regular school activities. Parents/Guardians will be notified immediately of the suspension, and a conference between the parents and the administrators will be arranged. Suspended students are required to complete all class work assigned during their suspension and are subject, at each teacher's discretion, to academic penalties for missed class participation.

## **Dismissal (Expulsion)**

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

The Dean of Students administers most of the school's discipline; suspension and dismissal, however, are at the sole discretion of the principal after consultation with the Dean of Students.

Dismissed students will not be allowed back on the Valley Catholic campus at any time for any reason and will not be allowed to attend

any function that is the sole activity or event of Valley Catholic whether on Valley Catholic's campus or elsewhere.

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

### **4.3 DRUG AND ALCOHOL POLICY**

Consumption, possession, sale or supply of alcohol, marijuana, or other illegal narcotics or dangerous substances on or about school premises or at any school-sponsored activity, on or off campus, is strictly prohibited, and will result in disciplinary action, up to and potentially including expulsion.

## **V. ACADEMIC INFORMATION**

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

### **5.1 ACADEMIC ASSISTANCE**

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

Mrs. Becky Kemper will hold a math lab in room 204, Monday through Friday, at 8:00 am.

Mrs. Kathy Johnson will be available for additional writing help immediately after school in room 103.

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

## **5.2 ACADEMIC PROBATION**

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

## **5.3 COLLEGE AND CAREER GUIDANCE**

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

## **5.4 CREDITS FROM COLLEGES**

All work taken at the college level for application to graduation requirements at Valley Catholic High School must be approved, in advance and in writing, by the chair of the department and the Academic Liaison. Approval will be given only in extraordinary circumstances (when fulfilling the requirements at Valley Catholic is impossible). College courses must be given a letter grade if they are to be counted for credit at Valley Catholic. College semester and trimester courses will generally be given a semester credit at Valley Catholic.

## **5.5 CREDITS FROM OTHER SCHOOLS**

Valley Catholic High School recognizes credits earned by students before they enrolled at Valley Catholic from any secondary institution

accredited with a regional association. The administration reserves the right to evaluate classes to determine their applicability toward satisfying graduation requirements.

Summer and correspondence courses must be approved by department heads if credit is expected. Such classes may receive credit and advance a student to a higher level of study at Valley Catholic, but they will not usually satisfy a graduation requirement. For example, three years of high-school mathematics—that is, math through Algebra II—is required to graduate from Valley Catholic. A student who has taken Algebra I and Geometry at Valley Catholic and then Algebra II in summer classes would still have to take another year of math, probably Pre-Calculus, at Valley Catholic in order to satisfy the three-year requirement. Three years means three years at Valley Catholic. Another example: a year of American History is a graduation requirement. This year must be taken at Valley Catholic.

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

## **5.6 IMPOSSIBILITY OF EARLY GRADUATION**

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

## **5.7 ADDING AND DROPPING CLASSES**

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

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

A class dropped within ten class days from the beginning of a semester will not appear on a transcript.

A class dropped after the tenth day from the beginning of a semester but before the end of the twentieth day will appear on a transcript as a WP if the student was passing the class at the time of the drop or a WF if the student was failing the class. Neither a WP nor a WF affects the GPA, and neither earns any credit.

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

Students wishing to drop a class, whether in the first ten days or the second ten days, need written parental permission and the approval of the teacher, department head, and the academic dean.

## **5.8 INDEPENDENT STUDY**

Independent study is not offered at Valley Catholic.

## **5.9 ELIGIBILITY FOR EXTRACURRICULAR ACTIVITIES**

**I left the current policy so we can compare because I think this change is a delicate one.**

**Valley Catholic students must have a minimum GPA of 1.7 (C-) AND be passing all of their classes. Eligibility will be determined at the end of each grading period. Should a student not meet the requirements then the period of ineligibility is for one marking period. Students who do not meet the minimum requirements at the end of second semester will be considered ineligible until the end of first quarter unless they recover credit during the summer. All credit recovery must be approved by the Department Chair and Academic Dean.**

**The Administration reserves the right to designate a student ineligible at any point during the course of the year.**

## **5.10 FOREIGN STUDENTS**

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

No more than one English-department credit may be given to international students for ESL classes. Students must then earn three more English credits in order to graduate. International students intending to receive a Valley Catholic diploma must fulfill all Valley Catholic requirements and earn a TOEFL score of 500 or higher.

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

## **5.11 GRADING**

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

A	4.0	Exceptional/Superior
A-	3.7	
B+	3.3	
B	3.0	Above Average
B-	2.7	
C+	2.3	
C	2.0	Average
C-	1.7	
D+	1.3	
D	1.0	Below Average
D-	0.7	
F	0.0	Failure

P	Pass (“P” is not used in calculating GPA, but full credit for the class is granted)
I	Incomplete (The teacher will set a date by which work must be completed; after this date an Incomplete will become an F.)
WP	Passing at the time of withdrawal, no credit
WF	Failing at the time of withdrawal, no credit

Valley Catholic does not give the grade of A+.

## 5.12 GRADUATION REQUIREMENTS

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

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

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

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

will be required to retake the course or take a challenge test covering the material before admittance to Pre-Calculus.

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

++Students must take Religion each semester they attend Valley Catholic.

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

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

### **5.13 HONORS**

Students are awarded honors each quarter according to the GPA they have earned.

FIRST HONORS are awarded to students whose GPA is 3.800 to 4.000

SECOND HONORS are awarded to students whose GPA is 3.550 to 3.799

THIRD HONORS are awarded to students whose GPA is 3.250 to 3.549.

Graduating seniors who have been enrolled at Valley Catholic High School for at least three years and whose cumulative GPA is a minimum of 3.800 qualify for graduation with honors and will receive a diploma signifying that achievement.

#### **5.14 PARENT/GUARDIAN/TEACHER CONFERENCES**

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

#### **5.15 PROGRESS REPORTS**

Valley Catholic School grading system offers on-line parent/student access to students' grades. Parents and students are given password codes at the beginning of the first year. We strongly encourage parents to discuss with your child their academic progress but caution to not be overly concerned with individual grades on specific assignments. Having access to grades is meant to be helpful – not punitive. The website for access is: <http://ps.valleycatholic.org> In some cases, weekly progress reports may be appropriate. This can be requested by contacting the Academic Liaison.

#### **5.16 REGISTRATION FOR CLASSES**

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

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

#### **5.17 FINANCIAL AID AND SCHOLARSHIPS**

Valley Catholic offers financial aid based on need. Parents apply by filling out a form administered by Private School Aid Application may be made electronically or by a paper form (available in the school office). Please carefully observe application deadlines. Late

application may reduce financial aid or make it impossible at all. Application for Financial Aid is made through the Finance Office.

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

### **5.18 TEACHER AIDES**

Junior and senior students may serve as teacher assistants. TA's will be assigned with the approval of the Academic Liaison. The teacher aide will be graded on a Pass/ Fail basis and will receive 0.5 credit per semester.

### **5.19 TESTING**

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

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

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

### **5.20 VALEDICTORIAN/SALUTATORIAN ELIGIBILITY**

Valedictorian and Salutatorian are determined on cumulative high school GPA through a student's seventh semester. The Valedictorian and Salutatorian speak at Commencement. If two or more students are

tied for Valedictorian, Co-Valedictorians will be named, and there will be no Salutatorian. If there is a single Valedictorian and two or more students are tied for Salutatorian, Co-Salutatorians will be named. In order to be eligible as Valedictorian or Salutatorian, students must have attended Valley Catholic for their entire sophomore, junior, and senior years.

## **VI. STUDENT SUPPORT SERVICES**

### **6.1 COLLEGE COUNSELING**

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

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

### **6.2 PERSONAL COUNSELING**

A personal counselor is available to all Valley Catholic students in grades 7-12. Students may seek out counseling on their own or be referred by teachers, administrators, or parents/guardian. Personal counseling addresses the wide array of issues facing the adolescent.

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

## **VII. EXTRACURRICULAR ACTIVITIES**

### **7.1 ATHLETICS**

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

#### **Competitive Sports**

Valley Catholic High School offers the following OSAA-sponsored sports (OSAA is an acronym for Oregon Scholastic Activities Association): cross country, volleyball, football soccer, basketball, swimming, dance, baseball, softball, track and field, golf, and tennis. Valley Catholic students also compete, under the jurisdiction of Oregon High School Lacrosse Association in lacrosse games.

Students wishing to participate in sports not offered by Valley Catholic should consult the athletic director.

### **7.2 ASSEMBLIES**

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

### **7.3 CLUBS AND ORGANIZATIONS**

Valley Catholic has a wide variety of clubs, many of them student-initiated. The following are a few perennial and large clubs. There are, however, many others; every year new clubs appear.

**Harbinger**—*The Harbinger* is a student-produced literary magazine that showcases Valley Catholic's best literary pieces.

**Computer Club**—The Computer Club is for students who are interested in furthering their technological skill. Regular meetings are

held in the computer lab to share knowledge and learn new software and hardware programs. Interest areas include Lego Robotics, web page design, film editing, multimedia, and programming.

**International Club**—International Club seeks to explore the traditions of foreign cultures (particularly French, Spanish, and Japanese) and further the awareness of these cultures among the students and faculty of Valley Catholic. Members learn appreciation of all cultures.

**National Honor Society**—The National Honor Society (NHS) creates enthusiasm for scholarship, stimulates a desire to render service, promotes leadership and develops character in students. NHS is an honor club; membership is by invitation only. Qualifications for membership include academic excellence (3.5 G.P.A.), service, leadership, and character. Members serve as tutors, organize the Red Cross Blood Drive, put on holiday parties for disadvantaged children, serve as tour guides for school events, and give other service to communities beyond the school.

**SOC (Serving Our Community)**—This student-initiated service club serves the school and broader community. Special projects include helping with Special Olympics, SOLV-IT, Habitat for Humanity, Beach Clean-up, and volunteering at nursing homes, hospitals and children's homes.

## **7.4 DANCES**

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

Students leaving the dance for any reason must leave the campus immediately and may not return. Students may not go to cars during the dance. Dances are held from 8:00 p.m. until 11:00 p.m. Students will not be admitted after 9:30 p.m. Valley Catholic's Winter Semi-

Formal and Spring Junior/Senior Prom are more formal dances. Students from Valley Catholic may bring dates of the opposite sex or may attend by themselves.

## **7.5 STUDENT COUNCIL**

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

## **VIII. CO-CURRICULAR FINE ARTS**

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

### **8.1 DRAMA**

The Drama Department presents two productions each year: a children's-theater performance in the fall and a musical in the spring. In both the emphasis is not only on performance but also on student involvement in stage management, production, and design.

### **8.2 MUSIC**

Valley Catholic High School provides numerous musical opportunities for its students. Students who demonstrate the requisite skills may participate in the following (based on availability and feasibility):

Curricular groups: band, choir, orchestra, and jazz band.

Extra-curricular groups: Pep Band, String Ensemble, Kings Men, Varsity Women Chorale, Liturgy Band.

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

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

### **8.3 LETTERING IN MUSIC AND DRAMA**

Students may letter in fine arts by fulfilling the prescribed requirements. Students intending to letter must be approved by their instructors.

## **IX. PUBLICATIONS**

### **9.1 MIRIAM**

Valley Catholic's yearbook, the *Miriam*, is published annually with a fall distribution the following school year. Each edition highlights the people, events, activities and achievements that make the year special.

### **9.2 VALIANT PRIDE**

The school newspaper, *Valiant Pride*, is distributed several times a year. Serving as a medium of both news and student expression, the *Valiant Pride* keynotes student activities and the school's interaction with the community.

### **9.3 VALLEY CATHOLIC WEBSITE**

The Valley Catholic website ([www.valleycatholic.org](http://www.valleycatholic.org)) features a special section dedicated to High School news, photos, and events.

#### **9.4 E-MAIL**

Parents will be kept informed on school events and special announcements through parent e-mail addresses.

### **X. STUDENT DRESS AND APPEARANCE**

The attire of students has an important influence on the attitude toward learning within any school. Regard for the adults and other students with whom the student works and for individual expression, modesty, self-respect, and pride for Valley Catholic are all factors in determining the dress code. "Appropriate" describes dress that is proper for the task at hand. Tasks at school include spiritual growth and serious learning within a respectful social setting. Student attire also must reflect pride and respect for the job of learning.

#### **10.1 DRESS CODE**

Students are to dress and groom themselves at all school-sponsored activities in a manner modest, clean and appropriate to a Catholic-school academic environment. While parents and students have primary responsibility for students' personal appearance, school personnel are responsible for interpreting dress-code regulations.

Students in violation of the dress code will be sent to the school office. There they may be asked to change to school-issued clothing, or parents/guardians may be notified and asked to provide appropriate garments. Repeated disregard of the dress code will result in disciplinary action.

The dress code applies to all school days and activities, including finals, PSAT tests, and Class Day.

**Please note this change from last year's rule: students may not wear sweatpants or athletic shorts on Mass days.**

The following guidelines are used to determine appropriate dress:

Shorts should be neat, tasteful and hemmed.

Skirts, shorts, and dresses can be no shorter than two inches above the knee.

Stomachs and backs must be entirely covered.

All shirts and blouses must have sleeves and a modest neckline:  
“modest” means “completely covering cleavage.”

Sheer, tight, or clingy clothing is not allowed. This includes, but is not limited to, tights, leggings, jeggings, and similar wear.

Students’ hair must be clean, neatly groomed, and not interfere with eyesight.

No extreme cuts, styles, colors, or designs cut into the hair are allowed. The interpretation of “extreme” is the school’s.

Mustaches and beards may be worn if neat and trimmed.

Footwear must be worn for all classes, including P.E.

Visible piercings are acceptable for boys and girls only in the ear lobes.

Students may not wear dog-collar type jewelry, studded wristbands, belts with chains, ropes, or studs. Regarding the interpretation of appropriate jewelry is the school’s.

Students may not wear sunglasses in the school building.

No hats of any type, including sweatbands, bandanas, or visors, may be worn by either boys or girls.

Specifically noted as inappropriate are garments with holes or in disrepair, tattered clothing, visible underwear, spandex or running shorts, beachwear (such as cutoffs & swimwear), underwear T-shirts, gang-related symbols or clothing, and clothing advertising sex, alcohol, tobacco, drugs, gangs, violence, profanity, or cult groups.

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

## **10.2 STUDENTS REPRESENTING THE SCHOOL**

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

## **XI. TECHNOLOGY USE GUIDELINES**

### **11.1 SSMO CAMPUS SCHOOLS TECHNOLOGY ACCEPTABLE USE AGREEMENT**

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

Users are given 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.

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

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

Providing strangers with personal information of any kind (including 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 the approval of the principal and the IT department

Using resources excessively (i.e. uploading or downloading large files)

Vandalizing or misusing technology (e.g. harming or destroying data of another user, wasting resources such as paper, Internet bandwidth or network space; damaging 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.)

## **11.2 TEACHING APPROPRIATE INTERNET USAGE**

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

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

The SSMO Campus Schools computer network uses domain filtering software to block objectionable sites. SSMO Campus Schools do 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.

Filters reject much valid information, and "teachable moments" may pass 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.

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

VCS has an Internet policy in place, and it is enforced.

All students and parents agree to the Technology Acceptable Use Policy printed in this handbook when they are admitted to an SSMO Campus School. Students are expected to read, understand, and abide by its standards.

The Acceptable Use Policy is discussed in the school library and computer labs at the beginning of each school year.

Signs are posted in the school library and lab clearly stating suitable Internet practice and the consequences for inappropriate use.

Faculty monitor student computer use throughout the day by walking about the room and by viewing computer screens remotely.

One-on-one computer-use instruction is given frequently in the lab and library.

Faculty members spend a great deal of time preparing Pathfinders—hyperlinks to pre-selected website—that fit the topic at hand. Pathfinders help focus students' academic efforts and reduce opportunities for them to wander the Internet where they might stumble on inappropriate websites.

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

**HIGH SCHOOL DAILY CLASS SCHEDULES  
2011-2012**

<u>Regular Schedule</u>	<u>PM Assembly Schedule</u>
Period 0: 8:00 - 8:41	Period 0: 8:00 - 8:41
Period 1: 8:45 - 9:30	Period 1: 8:45 - 9:23
Period 2: 9:35 - 10:20	Period 2: 9:28 - 10:06
Break: 10:20 - 10:29	Break: 10:06 - 10:15
Period 3 (HR): 10:34 - 11:21	Period 3 (HR): 10:20 –
Period 4: 11:26 - 12:11	11:00
Lunch: 12:11 - 12:41	Period 4: 11:05 - 11:43
Period 5: 12:45 - 1:30	Period 5: 11:48 - 12:26
Period 6: 1:35 - 2:20	Lunch: 12:26 - 12:56
Period 7: 2:25 - 3:10	Period 6: 1:00 - 1:38
	Period 7: 1:43 - 2:21
	Assembly: 2:26 - 3:10
<u>AM Assembly Schedule</u>	<u>Short Assembly Schedule</u>
Period 0: 8:00 - 8:41	Period 0: 8:00 - 8:41
Period 1: 8:45 - 9:23	Period 1: 8:45 - 9:27
Period 2: 9:28 - 10:06	Period 2: 9:32 - 10:14
Break: 10:06 - 10:15	Short Assembly: 10:18 -
Period 3 (HR): 10:20 –	10:32
11:00	Break: 10:32 -
Assembly: 11:05 – 11:50	10:41
Period 4: 11:55 - 12:35	Period 3 (HR): 10:46 -
Lunch: 12:35 – 1:05	11:29
Period 5: 1:10 - 1:47	Period 4: 11:34 -
Period 6: 1:52 - 2:30	12:16
Period 7: 2:35 - 3:10	Lunch: 12:16 - 12:46
	Period 5: 12:50 - 1:35
	Period 6: 1:40 - 2:22
	Period 7: 2:27 - 3:10

<u>Mass Schedule</u>	<u>Half Day Schedule</u>
Period 0: 8:00 - 8:41	Period 0: 8:00 - 8:41
Period 1: 8:45 - 9:21	Period 1: 8:45 - 9:07
Mass: 9:25 - 10:25	Period 2: 9:12 - 9:34
Break: 10:25 - 10:32	Period 3: 9:39 - 10:01
Period 2: 10:37 - 11:13	Period 4: 10:06 - 10:28
Period 3 (HR): 11:18 - 11:56	Period 5: 10:33 - 10:55
Period 4: 12:01 - 12:37	Period 6: 11:00 - 11:21
Lunch: 12:37 - 1:07	Period 7: 11:25 - 11:48
Period 5: 1:11 - 1:48	
Period 6: 1:53 - 2:29	
Period 7: 2:34 - 3:10	
<u>Class Meeting Schedule</u>	<u>Late Start Schedule</u>
Period 0: 8:00-8:41	Period 1: 10:00 - 10:36
Period 1: 8:45-9:27	Period 2: 10:41 - 11:17
Period 2: 9:32-10:14	Period 3: 11:22 - 11:58
Break: 10:14-10:23	Period 4: 12:03 - 12:38
Period 3: 10:28-11:10	Lunch : 12:38 - 1:08
Period 4: 11:15-11:57	Period 5: 1:12 - 1:48
Lunch: 11:57-12:27	Period 6: 1:52 - 2:29
Period 5: 12:31-1:09	Period 7: 2:34 - 3:10
Period 6: 1:13 -1:59	
Period 7: 2:04-2:46	
Class Mtg.: 2:51-3:10	

**In the event of severely inclement weather, listen to Portland radio and television stations for additional information.**