

Parent/Student Handbook 2022-2023

*Let us not grow tired of doing good.
Galatians 6:9*

**Holy Cross Catholic School
Archdiocese of Portland
5202 N. Bowdoin Street
Portland, Oregon 97203
503-289-3010
www.holycrosspdx.org/school**

Dear Parents and Students,

For over 110 years now, Holy Cross Catholic School has educated children in the light of Christ. Our three essential priorities for each child are stated in our Schoolwide Learning Expectations:

- Faith-Filled Christians
- Responsible Citizens
- Lifelong Learners

While we continue to deal with the effects of the COVID-19 pandemic, our staff will continue to provide a robust, supportive, and academically rigorous curriculum. By focusing on our foundation of faith and providing high expectations with support, we will help your child to fulfill their God-given potential. Parents and guardians will have open communication with teachers and staff, sharing their wisdom and experience while receiving regular support from the school. We face incredible challenges, but we will meet them with resilience, creativity, and collaboration.

In partnership, our staff, administrators, pastor, and community will be here to guide your child as we navigate the fall. Thank you for supporting Holy Cross and for being a part of our family. Together let us pray that God, who has begun this good work in us, may carry it through to completion.

God bless you,

Julie Johnson
Principal

Holy Cross Catholic School Pledge

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

I. GENERAL INFORMATION

A. Purpose of the Catholic School

Catholic education is an expression of the mission entrusted by Jesus to His Church. Through education, the Church seeks to prepare its members to proclaim the Good News and to put this proclamation into action. Since the Christian vocation is a call to transform oneself and society with God's help, the educational efforts of the Church must encompass personal sanctification and social reform in light of Christian values.

The measure of success or failure of the educational ministry is how well it enables people to hear the message of hope contained in the Gospel, to base their love and service of God upon this message, to achieve a vital personal relationship with Christ, and to share the Gospel's realistic view of the human condition which recognizes the fact of evil and personal sin while affirming Catholic community to see the dignity of human life with the vision of Jesus and involve itself in the solution to the problems of society. Christians are obligated to seek justice and peace in the world. Catholics should join with other persons of goodwill in the effort to solve social problems in ways that reflect Gospel values.

The educational mission of the Church has three dimensions: the message revealed by God which the Gospel proclaims, fellowship in the life of the Holy Spirit, and service to the Christian community and the entire human community.

From TO TEACH AS JESUS DID
National Conference of Bishops
November 1972

B. History of the School

Holy Cross began in 1912 with the Sisters of St. Mary of Oregon as an all boys' boarding school. This school was located on the corner of Stanford and Bowdoin Streets. After 13 years, in 1925 the Sisters were asked to close the boarding school and to devote their entire services to parochial school duties to girls and boys. Construction on the current building began in 1962 and was completed in 1963. In 1986 Assumption merged with Holy Cross because of declining enrollment in the whole area. The Holy Names Sisters took over the leadership of the school with Sr. Mary Ryan, SNJM becoming principal and leading the school until 1998. In 1998-99 Sr. Mary Ryan took the Development position for the school and Sr. Ruth Frank, SSMO assumed the role of principal. Upon Sr. Ruth's retirement in 2010, Julie Johnson became principal. Holy Cross Catholic School expanded in 2014 to include a Pre-Kindergarten.

C. Mission Statement

We, Holy Cross Catholic School, take Jesus as our model, in order to serve our diverse parish, surrounding parishes, and our entire neighborhood. We open doors to a rigorous Catholic education for all children, pre-kindergarten through eighth grade. The school, in the light of Christ, nurtures, affirms, and challenges students in their pursuit of learning and the responsibilities of faith and citizenship.

D. Core Values

Belief: We guide children to a deeper understanding of their faith and inspire them to take a Christ-like role in the world, acting on faith and nourishing hope.

Learning: We challenge students to high academic exploration and achievement.

Righteousness: We form young people and their families to serve as Jesus served and further God's justice in the world.

Family: We strength the bonds of family, the first source of education and spiritual enlightenment. As part of the Body of Christ, we also enfold children in our nurturing Christian family.

E. Holy Cross Schoolwide Learning Expectations

1. As a Faith-Filled Christian, I will...

- A. Learn about the Catholic faith
- B. Show respect to all God's creation
- C. Pray reverently every day
- D. Serve others

2. As a Responsible Citizen, I will...

- A. Do what is right and kind
- B. Take responsibility for my choices
- C. Work cooperatively with others
- D. Solve problems peacefully

3. As a Lifelong Learner, I will...

- A. Listen and participate
- B. Challenge myself to do my best
- C. Communicate respectfully what I need
- D. Support my classmates in their learning

F. Personnel

1. 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 Archbishop is the enactor of all Archdiocesan policy and the ultimate decision-maker assisted and represented by the Department of Catholic Schools.

2. Department of Catholic Schools

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. The Superintendent of Catholic Schools heads the department.

The Department of Catholic Schools provides information, guidelines, assistance, and services to the schools that are ordinarily site-based managed and under the leadership of the principal. Although governance of the schools is at the local level, pastors and principals are expected to follow policies and guidelines approved for schools by the Archbishop. Schools are also expected to follow curricula guidelines.

In some special circumstances, decisions may need to be made by the Department of Catholic Schools that would ordinarily be made at the local level.

3. Pastor

The pastor, by direction of the Archbishop and Canon Law, is directly responsible for all parish endeavors. One such major endeavor is the parish or area school. The pastor can render service and leadership to

the parish or area school by acting as a religious leader, community builder, and administrator, working together with the principal, faculty, parents, and other parishioners in a joint effort to advance the education of the children. He is also responsible for the hiring of the principal and the renewal or non-renewal of the principal's employment agreement.

4. 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. He/she understands the Catholic school as part of larger communities, both religious and secular. The principal collaborates with parish, area, and/or Archdiocesan personnel in planning and implementing policies, programs and/or the use of facilities and grounds.

The principal is responsible for implementing school policies. He/she may amend the handbook as needed.

5. Vice Principal

The Vice Principal is appointed by the principal and is responsible for those tasks delegated by the principal.

6. Faculty

The faculty of the school 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.

7. Secretary

The school secretary is responsible to the principal for the efficient operation of the school office and for the performance of all secretarial, clerical, and other assigned duties.

8. Other Support Staff

Other staff is responsible to the principal for the efficient operation of the school and for the performance of duties according to their job description.

G. Parents as Partners

As partners in the educational process at Holy Cross Catholic School, we ask parents:

To set rules, times, and limits so that your child:

- Gets to bed early on school nights;
- Arrives at school on time and is picked up on time at the end of the day;
- Is dressed according to the school dress code;
- Completes assignments on time;
- Has nutritional sack lunch every day or lunch money; and
- Limits the amount of screen time, especially during the school year.

To support the religious and educational goals of the school;

To support your child in their faith formation:

If Catholic, attend Sunday Mass and teach the Catholic faith by word and example; or

attend service of your own faith community and teach the faith by word and example.

To actively participate in school activities such as Parent-Teacher Conferences;

To see that the student pays for any damage to school books or property due to carelessness or neglect on the part of the student;

To notify the school with an email or written note when the student has been absent or tardy;

To notify the school office of any changes of address or important phone numbers;

To meet all financial obligations to the school;

To inform the school of any special situation regarding the student's well-being, safety, and health;

To complete and return to school any requested information promptly;

To read school notes and newsletters and to show interest in the student's total education;

To support and cooperate with the discipline policy of the school; and

To treat teachers with respect and courtesy in discussing student problems,

H. Parent's Role in Education

We, at Holy Cross School, consider it a privilege to work with parents in the education of children because we believe parents are the primary educators of their children. Therefore, it is your right and your duty to become the primary role models for the development of your child's life---physically, mentally, spiritually, emotionally, and psychologically. Your choice of Holy Cross School involves a commitment and exhibits a concern for helping your child to recognize God as the greatest good in his/her life.

Good example is the strongest teacher. Your personal relationship with God, with each other, and with the Church community will affect the way your child relates to God and others. Ideals taught in school are not well rooted in the child unless these are nurtured by the example of good Catholic/Christian morality and by an honest personal relationship with God in your family life.

Once you have chosen to enter into a partnership with us at Holy Cross School, we trust you will be loyal to this commitment. During these formative years (Pre-K to 8), your child needs constant support from both parents and faculty in order to develop his/her moral, intellectual, social, cultural, and physical endowment. Neither parents nor teachers can afford to doubt the sincerity of the efforts of their educational partner in the quest of challenging, yet nourishing, the student to reach his/her potential. It is vital that both parents and teachers remember that allowing oneself to be caught between the student and the other partner will never have positive results. **To divide authority between school and home or within the home will only teach disrespect of all authority.** If there is an incident at school, you as parents must make the investigation of the complete story your first step. Evidence of mutual respect between parents and teachers will model good mature behavior and relationships. Talking negatively about a child's teacher at home will only create an attitude of distrust toward the teacher, the school, and the parent.

Students are naturally eager to grow and learn. However, sometimes in the process of maturation new interests may cause them to lose focus. As this natural process occurs, the student needs both understanding and discipline. At times, your child may perceive discipline as restrictive. However, it is boundaries and limits which provide a young person with both guidance and security.

It is essential that a child take responsibility for grades he/she has earned and be accountable for homework, long-term assignments, major tests, service projects, and all other assignments. Parents are encouraged to let their child experience a logical consequence for an inappropriate action or behavior. This responsibility also extends to times of absence.

Together, let us begin this year with a commitment to partnership as we support one another in helping your child to become the best person he/she is capable of becoming.

I. Right to Amend

Holy Cross Catholic School reserves the right to amend this Handbook. Notice of amendments will be sent to parents via the weekly Constant Contact newsletter or through email communication.

II. ADMISSIONS AND WITHDRAWAL

It is the goal of Holy Cross Catholic School to educate children of Catholic families. Registration means that the family is willing to comply with the programs and policies of the school and actively participate in the activities, which support the school in its programs and philosophy. Catholic schools are a primary means of Catholic education. The Catholic school is to assist Catholic families in the formation and education of their children in the Catholic faith, Gospel values, and traditions.

Holy Cross Affirmative Action Policy

Holy Cross Catholic School in Portland, Oregon admits students of any sex, race, color, and national or ethnic origin to all rights, privileges, programs and activities generally accorded at or made available to all schools. It does not discriminate on the basis of sex, race, color, or national or ethnic origin in administration of its educational policies, admission policies, financial assistance programs and athletic and other school administered programs. It does not discriminate on the basis of sex, age, race, color, national or ethnic origin or age in its enrollment or employment practices. **Attendance at a Catholic school is a privilege, not a right.**

A. Application Priority Policy

In the event that there are more applicants for a grade than there are openings, selection of new students will be made following this list of priorities:

1. Members of Holy Cross Catholic Parish
2. Members of other Catholic Parishes
3. Non-Catholic students

Please note that Holy Cross Catholic School faculty members have parishioner status and priority will be given to children of families who have children enrolled at the school.

B. Entrance Requirements

For Pre-Kindergarten, children must be four years of age by September 1 of the year they enter.

Kindergarten students must be five years of age by September 1st of the year they enter. First graders must be six by September 1st of the year they enter.

C. Application Process

Parents fill out the registration packet and pay the current Registration Fee and Activity Fee. If accepted into Holy Cross Catholic School, these fees are non-refundable. Students may be required to take a grade placement test and to visit the school. The following items must accompany the application before the admission decision is made:

- A. Birth certificate (state-issued) and immunization record for all new students, plus certificate of baptism for all new Catholic students
- B. Signed Records Release allowing exchange of information from the student's current school
- C. Copy of all records from the current school, including academic, behavioral, and testing (academic, emotional, and psychological)

New students must meet all school admissions requirements. The first 90 calendar days in attendance will be considered probationary for all students on the basis of ability to be successful within the academic and behavior standards at Holy Cross Catholic School. Continuous evaluations will be made and at the end of this period an evaluation by the principal and teacher(s) will determine continued enrollment eligibility.

D. Withdrawal

Families are to provide written notice of their intent to withdraw if a student is leaving before their contractual agreement has expired. All financial obligations must be met before records are released. The new school will request transfer of the withdrawing student's records

If a parent/guardian withdraws their student prior to the end of the school year, the parent/guardian remains obliged to pay the student's tuition according to the terms of the enrollment contract with Holy Cross Catholic School. The remaining balance will be pro-rated. Registration and activity fees are non-refundable under any circumstances.

III. ACADEMIC INFORMATION AND STANDARDIZED TESTING

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 midway through the first trimester and again as needed during the second trimester. Parents are encouraged to prepare by making a list of questions about how their child is doing academically and/or socially. The school office will provide information to parents about scheduling their conference.

2. Requested by Parent

Parents desiring longer conferences than those scheduled by the school or parents who wish to meet with the teacher at times throughout the year are encouraged to call the school office or email the teacher to arrange an appointment.

C. Curriculum

Local curriculum development is the responsibility of the principal and faculty following the approved Archdiocesan guidelines.

Holistic education is the goal of the Holy Cross Catholic School curriculum. In a comprehensive, Christ-centered program, we endeavor to foster spiritual, academic, social, emotional, physical, and creative development. Student progress is measured through a variety of means, including daily and long-range assignments, discussions, and assessments.

Graduation Requirement: It is expected that all eighth grade students will successfully complete all subjects in order to receive their diplomas. Failure, however, of any core subject---Religion, Language Arts, Sciences, Mathematics, Social Studies---may result in the student receiving a certificate of completion versus a diploma. The principal, in concert with the pastor, will make this decision.

1. Religion

Religious Education based on the Catholic faith is a key element in our program. Our relationship with God and with each other, an understanding of the Church and its teachings, and application of Christian values to our daily lives are topics of serious concern. Religion is taught on a daily basis. Sacramental preparation is taught through the Religious Education Program at the parish. Contact the Parish Office at 503-289-2834 for further information.

2. Computer Education

All students in Kindergarten through eighth grade are involved in learning about computer literacy, including digital citizenship and safety, and the use of various software programs to enhance their learning.

3. Language Arts

The Language Arts program strives to develop a student who:

- a) reads and comprehends well;
- b) is able to analyze and appreciate what is presented;
- c) communicates thought and feeling with clarity and correctness in both written and spoken forms; and
- d) is able to express oneself with confidence in both written compositions as well as in oral dialogue.

Furthermore, a student is encouraged to use technological resources to provide research data and enhance his or her communication with others.

4. Mathematics

The Mathematics program strives to develop students who are:

- a) confident and competent in understanding math concepts, inferring mathematic relationships, and solving multidimensional problems;
- b) mathematically literate with prompt recall of basic knowledge and skills;
- c) astute in creative problem solving; genuinely fascinated by the logic, order, and beauty of math; and stimulated to discover and investigate new possibilities;
- d) aware that mathematics skills are an indispensable means for survival and growth in the everyday world; and
- e) exposed to the various uses of technology as mathematical tools to support and enhance learning

5. Music

All students in Pre-Kindergarten through eighth grade have music at least twice per week. Students have the opportunity to explore the elements of music and participate in song, movement, and dance. The Music program includes participation in our annual Christmas Program.

6. Physical Education

All students Pre-Kindergarten through eighth grade have physical education twice a week. This program emphasizes lifetime sports and physical fitness. By emphasizing exploratory movement in the primary grades, as well as ongoing skill development in all grade levels, Holy Cross Catholic School is able to prepare its students for both competitive and leisure activities.

7. Science

The Science program from Pre-Kindergarten through eighth grade involves a balanced coverage of all science disciplines including earth, physical, and life sciences. The integration of these sciences with each other and the integration of the science disciplines with other subjects is emphasized. Outside classroom experiences, current events in science, and science careers are included in the enhancement of the program.

8. Social Studies

Social Studies is taught in Pre-Kindergarten through eighth grade. Students are introduced to an awareness and understanding of our dynamic world. Geography, history, and government courses comprise our offerings.

D. Daily Schedule

The school day begins at 8:00 a.m. and the doors to the classrooms open at 7:50 a.m. Students arriving after 8:00 a.m. will be marked tardy. Dismissal is at 2:00 p.m. every Wednesday for grades PreK-4, and 2:10p.m. every Wednesday for grades 5-8. On other days, students in PreK-4 are dismissed at 3:00 p.m. and students in grades 5 – 8 are dismissed at 3:10 p.m.

Kindergarten classes will be dismissed at 12:00 noon the first week of the school year.

Morning drop-off and afternoon dismissal maps and procedures are included at the back of this handbook.

E. Electronic Information/Communications

The mission of Holy Cross Catholic School is to educate students to become self-directed, continuous learners and ethical, responsible citizens prepared to meet the increasing challenges of a global, technological society. In addition, the school believes that technology should be used as a vehicle of communication, analysis, and research in light of Catholic values and moral decision-making.

Therefore, the school is committed to the integration and effective use of current and future technology to further the educational mission of the school and the Church's mission of spreading the Gospel to all people. The Bishops of the United States have supported the use of technology as a means of evangelization.

Telecommunications, electronic information sources and networked services significantly alter the information landscape for schools by opening classrooms to a broader array of resources. Electronic information research skills are now fundamental to preparation of citizens and future employees.

Access to telecommunications will enable students to explore thousands of libraries, databases, and bulletin boards while exchanging messages with people throughout the world. The school believes that the benefits to students from access in the form of information resources and opportunities for collaboration are critically important for learning.

F. Grading and Related Topics

1. Grade Equivalents

The grading scale for Grades 3-8 is as follows: A=90-100; B=80-89; C=70-79; D=69-60; F=0-59.

The grading system for grades Pre-K-2 is appropriate to the grade level.

a) Academic Probation and Contract

A student whose academic performance indicates serious deficiencies may be placed on academic probation. **Academic probation is for students who *can* learn, but choose not to learn.** Students on academic probation will be placed on a monitored improvement plan, and the student's academic progress will be assessed. Students whose average is an F will not be allowed to participate in any sport or academic competition until the grade has improved to a passing grade of D (60% or higher).

b) Honor Roll

Grades 6-8 will recognize students who meet the criteria for honor roll: maintain a minimum 3.5 GPA and receive no disciplinary referrals

2. Homework

Formal home-study is assigned to help students become self-reliant and self-directed. Assignments are designed to reinforce daily lessons, to supplement and enrich class work, and to prepare for certain lessons through various experiences.

Since each student has different capabilities and interests, it would be difficult to denote the specific amount of time to be spent on an assignment. A good range would be 10 minutes for each grade. For example, students in Grade 1 would have approximately 10 minutes of homework; Grade 3 – 30 minutes, etc. If a problem arises, the teacher should be contacted.

a) Homework due to Vacations/Planned Absences

The school calendar provides for extended weekends throughout the school year. Parents are encouraged to schedule trips or family outings during these times so as to eliminate the need to interrupt a child's learning process. Missed assignments are the student's responsibility.

Teachers are not required to give make-up tests or assignments for absences due to vacations. No assignment will be given in anticipation of the vacation. There will be no exceptions to this policy.

b) Homework Policy Due to Illness

When a student is absent, a parent may call the school office before 9:30 AM to arrange for homework assignments. Homework assignments may be picked up at the school office between 3:00 PM – 4:00 PM. Students may also, receive missed assignments from their teacher when they return to school.

Students will be allowed one day for each day of absence due to illness. For example, a student who was absent three days should be given three school days to complete the missed work.

3. Report Cards

Report cards are sent home at each trimester to indicate student progress. Parents are able to access student information during the school year through TeacherEase, an on-line grading program. Do not hesitate in reaching out to your child's teacher if you have any questions or concerns regarding your child's progress.

4. Supplies

Students are responsible for obtaining and maintaining their own basic school supplies. This includes but is not limited to items such as pencils, paper, and pens. Supply lists are sent to families via email in July, and are also available on the school website and in the school office. Some supplies may need to be replenished throughout the year.

5. 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. Families will be billed for lost or damaged textbooks.

G. Graduation

1. Graduation Ceremony

Graduation from elementary school is marked by a simple and dignified celebration that gives recognition to the unique value of the Christian education just completed.

2. Graduation Attire

Appropriate attire should be worn for the occasion. Expectations will be communicated to families in the spring.

H. Promotion and Retention

1. Promotion

A student satisfactorily completing each grade's work will be promoted to the next grade.

2. Guidelines for Retention of Students

The teacher, in consultation with the principal and parents, makes recommendation for retention of students. Such decision is based on the total evaluation of a student's growth in all areas of development.

In all cases, the final decision for retention rests with the parents after consultation with the teacher and the principal.

Students not performing up to grade level after the first quarter may be placed in the previous grade. Students not promoted will not be placed in the next grade the following year.

I. Standardized Testing

STAR 360 assessments are administered to all students in grades K through 8. The test scores are used to measure a student's progress and to evaluate and refine the educational programs. A permanent record of the scores is placed in each student's cumulative record folder. In addition, ACRE testing is administered to students in grades 5 and 8. The Department of Catholic Schools sets the dates for standardized testing and these dates may not be changed.

IV. ATTENDANCE

Prompt and regular attendance at school is an important practice for each child. It provides the regularity which supports full participation in the total school program, and is required by law. Teachers are not required to make lessons for students absent from school. It is the responsibility of the student to obtain his/her missed work and complete it by the designated time.

A. Reporting Process

Parents must notify the school via email or phone by 8:00 A.M. if their child will be tardy or absent from the school that day.

Any student who must be absent from school for a specific period of time should bring a note from the parent/guardian requesting that the student be excused. Please notify both the school office and the teacher.

B. Doctor or Dental Appointments

Parents are requested to schedule doctor/dental appointments outside regular school hours, if at all possible.

C. Releasing Your Child During the School Day

If you must remove your child from school during the day for any reason, a signed, dated note, an e-mail, or a phone call from the parent/guardian is required. A parent must come to the school office to sign out a student. Students are not allowed to wait outside the building. If someone other than a parent/guardian will be picking up the child, that person **MUST** be authorized by the parent/guardian. An ill student will be released only to a parent or authorized person as listed on the Emergency Information section of the student's registration form.

D. Vacation Absences

The dates of school vacations are given on the annual calendar and on the monthly calendars. We strongly urge families to plan vacations within these dates. Some vacation experiences have significant educational value, but extending vacations into classroom time usually disrupts the child's progress. Parents should discuss any vacation absences with their child's teacher, and make arrangements to receive a list of missing assignments upon their return to school. **Assignments will not be given in advance.**

E. Truancy

A student who is absent from school without a valid excuse for a period deemed unreasonable may be considered a truant. Parents will be contacted.

F. Tardies

There is an expectation that all students will arrive at school and be “ready to learn” in their classrooms by 8:00AM each morning, except in the case of illness, emergency, or pre-planned appointments. It is further expected that students be “ready to learn” at the beginning of each class period throughout the day. Late arrivals disrupt the learning environment of the classroom and excessive tardiness adversely affects an individual student’s progress and achievement. **Parents are asked to make morning arrival a priority for the benefit of their child and his or her classmates.**

Four or more tardies in a trimester are deemed excessive. Any excessive tardiness for an individual student may result in a conference with the parents, teacher, and/or principal, as needed, to discuss a plan for improvement in these areas. Possible consequences may include community service to the school and/or Saturday School attendance by the student.

Students may enter their classrooms at 7:50AM. A student who is not in the classroom at 8:00AM will be considered as tardy.

V. DISCIPLINE

The purpose of discipline is to provide an atmosphere conducive to learning. Discipline is an aspect of moral guidance.

Families are expected to honor and support the privacy and confidentiality of all individuals in regard to matters relating to student disciplinary issues and actions.

A. Conduct

In accordance with the Mission Statement, Core Values, and Schoolwide Learning Expectations of the school, which emphasize deep respect for the human dignity and uniqueness of every individual, each student will be considerate of the rights of others in all interactions. All students are expected to cooperate with the spirit and policies of the school which are designed to foster mature development and personal responsibility. This requires courtesy in all personal relationships, promptness in fulfilling obligations, concern for the environment, and many other factors which the students’ sense of appropriateness will indicate to them.

The Principal reserves the right to determine the appropriateness of an action if any doubt arises. The Pastor will be consulted as needed.

Items such as, but not limited to, spinners, questionable books and pictures, toys, trading cards, laser lights, or anything that will detract from a learning situation are not allowed at school at any time. **Key chains and toys may not be attached to student backpacks.** Items taken away from students will be returned to the parent(s)/guardians(s).

B. Discipline Policies

Holy Cross Catholic School endeavors to provide a climate which is appropriate for a Christian learning community and which fosters in its students self-discipline, responsibility for one’s actions, problem-solving skills and respect for the rights and property of others. Students are expected to behave with respect for the

educational environment of the school and to conduct themselves in a manner that will permit teachers to teach and students to learn without interference or disruptions. Students are expected to behave in a manner that will ensure the physical and emotional welfare of other students and staff. Students are also expected to demonstrate an acceptance of religion and Christian values.

1. Consequences for Behaviors

Each teacher will discuss school rules and disciplinary action with students at the beginning of the school year. Each student, under the direction of the teacher, is responsible for helping establish rules and procedures of his or her own classroom. Behaviors that are contrary to the school's Mission Statement, Core Values, and Schoolwide Learning Expectations will necessitate disciplinary action.

Infraction of school rules will result in disciplinary procedures subject to the age of the student and seriousness of the incident. Conference with principal, parents, and student; suspension of 1-5 days; or expulsion could result if behavior does not change.

2. Dress Code

Please see uniform policy at the back of this handbook.

3. Illegal Substances

The use or possession of illegal substances on school premises or at school sponsored activities, including but not limited to tobacco, marijuana, drugs, alcohol, and various types of inhalants is prohibited and is grounds for disciplinary action up to and including expulsion.

4. Bullying

Bullying is a form of abuse. It comprises repeated acts over time that involve a real or perceived imbalance of power with the more powerful individual or group abusing those who are less powerful. Bullying consists of four basic types of abuse: emotional, verbal, physical, and cyber.

Holy Cross Catholic School maintains a zero-tolerance policy towards bullying in any form. It is the responsibility of the parents to monitor the use of the computer and other avenues of communication the students possess outside of the classroom. Even when the harassment happens outside of the school it still has a major effect on not only the harassed student's ability to effectively learn in class, but also the dynamic of the class as a whole. Therefore, Holy Cross Catholic School reserves the right to use any means available to help ensure the physical and mental well-being of every student.

5. Leaving School Grounds during School Day

No student may leave the school grounds during school hours without the permission of the principal and written authorization of parents or guardian.

6. Gum Chewing

Gum chewing is not allowed on school property.

7. Student Cell Phones/Electronic Devices

Students are not permitted to have cell phones or other electronic devices, such as iPods or video games, with them during school hours. Student cell phones must be turned in to their classroom teacher each morning, and may be picked up by the student at dismissal. Other electronic devices should not be brought to school. Any cell phone or electronic device kept by a student in the classroom or on the playground will be confiscated, and returned only to a parent.

8. Physical Restraint

Corporal punishment is not used as a means of student discipline. However, there are times when physical restraint may be necessary to maintain order in the school or classroom or at a school activity or event, whether or not it is held on school property or to prevent a student from harming him/herself, other students and/or school/staff property. Oregon law and the policy of the Archdiocese permit a teacher, administrator, school employee or school volunteer to use reasonable physical force upon a student when and to the extent the individual reasonably believes it necessary for such purposes.

9. Search and Seizure

Desks and personal belongings are subject to search at any time by school administration or teachers for the protection of students and school employees. Desks and any other storage areas at the school remain in the possession and control of the school even though they are made available or assigned for student use. The school reserves the right to search anything brought on school property, including backpacks, cell phones and other electronic devices.

10. Vandalism/Property Damage

Students and their parent/guardian are liable for all damage to equipment or school property. A bill will be given to them to pay for repair or to replace equipment or property.

11. Off-Campus Conduct

The administration of Holy Cross Catholic School reserves the right to discipline its students for off-campus behaviors that impact the school/classroom environment and that are not in line with behavior expectations of its students during the course of a school day. This off campus behavior includes, but is not limited to, cyber bullying.

C. Discipline Stages

1. Discipline Process

Holy Cross Catholic School reserves the right to use any means available to help ensure the physical and mental well-being of every student, including, but not limited to:

- a. Conference with the involved student(s) by teachers and/or principal
- b. Parent-Teacher conference
- c. Suspension
- d. Expulsion

2. Referrals

- a. Dress Code
- b. Conduct: Minor
- c. Conduct: Major

3. Contract

A conference is held with those involved (student, teacher, parent) and a Plan of Action is written.

4. Suspension

Suspension, the temporary prohibition of a student's attendance at school and school-related activities, is within the jurisdiction of the principal and pastor. Suspension may be invoked for a sufficient reason and ordinarily will be limited to a maximum of five school days.

- a. Causes for Suspension
Any of the reasons listed for expulsion, with mitigating circumstances, is adequate case for suspension of a student
- b. Class Exclusion or In-School Suspension
Class Exclusion or In-School Suspension is a method of disciplinary action that denies a disruptive student the ability to attend a particular class, ordinarily for a period of two days or less. During this time of exclusion, the student is expected to work on classroom assignments while under the supervision of other teachers or staff members. The purpose of class exclusion is to place disruptive students for periods of time in an appropriate, supervised, in-school learning environment where student learning can continue.

5. Expulsion

Expulsion is the permanent exclusion of a student from a school. The decision to expel a student will be a joint decision of the principal and the pastor, in consultation with the Department of Catholic Schools. A meeting with the student and parents/guardians will be held prior to any decision.

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:

- a. Acts which, in the judgment of the school, endanger the moral, academic, or physical well-being of the student body;
- b. Prolonged and open disregard for school authority;
- c. Illegal acts as defined by law. The school may take disciplinary action regardless of whether or not criminal charges are brought.

D. Electronic Information/Communications Policy/Agreement

1. Appropriate Use Policy and Guidelines

Holy Cross Catholic School offers on-line electronic information services to the internet for students who agree to follow the school Internet Policy. Holy Cross Catholic School strongly believes in the educational value of such information services and recognizes the potential of such to support the curriculum and student learning in our school. The school's goal in providing this service is to promote educational excellence by facilitating resource sharing, innovation, and communication. Holy Cross Catholic School will make reasonable effort to prevent students from misusing the information services. However, a student is also responsible and must be continuously on guard to avoid inappropriate and/or illegal interaction while connected to the information services.

Listed below are the provisions of this agreement. If a student violates these provisions, access to information services may be denied and the student may be subject to disciplinary action.

a) Privileges

The use of the information system is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. The school will develop guidelines on what is appropriate use for subject areas and/or classroom usage. The principal or a teacher may remove a user at any time deemed necessary or appropriate. The administration, staff, or faculty of Holy Cross Catholic School may request that the principal deny, revoke, or suspend specific users.

b) Personal Responsibility

The student will accept personal responsibility for reporting any misuse of the network to the appropriate authority (computer teacher, principal, classroom teacher). Misuse may occur in many forms, but it includes using a program(s) or game(s), visiting web site(s), or sending or receiving messages that indicate or suggest pornography, unethical or illegal solicitation, racism, sexism, inappropriate language, as well as violating provisions of Sections c, d or e listed below.

c) Acceptable Use

The use of any information services must, in the judgment of Holy Cross Catholic School, be related to student education and research in accordance with the educational goals and objectives of Holy Cross Catholic School. The student is personally responsible for compliance with this provision at all times when using information services.

The student may not:

- i. Use, reproduce or transmit any material in violation of any federal, state or local laws. This includes, but is not limited to copyrighted material, threatening or obscene material, or material protected by trade secret;
- ii. Use the information services for any commercial or profit-making activity;
- iii. Use the information services to advertise a product or for lobbying or other political purposes.

Inappropriate use of electronic information resources may be a violation of local, state and federal laws.

d) Network Etiquette and Privacy

The student is expected to abide by the generally accepted rules of network etiquette. These rules include (but are not limited to) the following:

- i. Be Polite: Never send, or encourage others to send, abusive messages;
- ii. Use Appropriate Language: The student is a representative of the school on a non-private system, which may be viewed globally. Never swear, use vulgarities, or any other inappropriate language. Illegal activities of any kind are strictly forbidden.
- iii. Privacy: The student should not reveal his/her home address or personal phone number or the addresses and phone numbers of other students.
- iv. Electronic Mail: Electronic mail (email) at school is not guaranteed to be private. Messages relating to or in support of illegal activities must be reported to school authorities.
- v. Disruptions: Do not use the network in any way that would disrupt use of the network by others.

e) Security

Security on any computer system is a high priority because there are so many users. If the student identifies a security problem, notify the computer teacher or staff in charge at once. Never demonstrate the problem to other users. Never use another individual's account or password. Any user identified as a security risk will be denied access to the information services.

f) Vandalism

Computer vandalism is the intentional harming or destroying of the school's computer hardware and/or the school's software and/or data of other user(s) or any other agencies or networks that are connected to the system. This includes, but is not limited to, the uploading or creating of computer viruses. Vandalism may result in the loss of computer privileges, disciplinary action, and/or referral to law enforcement officials.

2. Services

Holy Cross Catholic School makes no warranties of any kind, whether expressed or implied, for the service it is providing. Holy Cross Catholic School will not be responsible for any damages suffered while on this system. These damages may include but are not limited to loss of data as a result of delays, non-deliveries, mis-deliveries, or service interruptions caused by the system or student errors or omissions. Use of any information obtained via the information system is at the student's own risk. Holy Cross Catholic School specifically disclaims any responsibility for the accuracy of information obtained through its information services.

VI. EMERGENCIES

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. Emergency Information Form

The school has a binder containing current emergency care information for each student. Each parent is responsible for annually updating the following information, and to immediately notify the school of any changes during the school year.

C. School Lockdown

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

1. Doors will be locked;
2. Drapes and/or blinds will be closed;
3. No one will be permitted to enter or leave the building;
4. Lockdown will continue until the school receives an "all clear" signal from emergency personnel.

Parents should not call the school so the phone will be available to emergency personnel.

D. Emergency Plan

Holy Cross Catholic School has prepared an emergency evacuation plan. In the event of such an emergency, circumstances permitting, the building will be evacuated and students will be moved to one of two secure designated locations:

1. The University of Portland Chiles Center
2. Off Campus – Portsmouth Park

An alternative site may be chosen if the situation warrants.

E. School Closure

Holy Cross makes its own decisions on weather-related school closures. Families and staff will be notified via text

message through the school's OneCallNow service, and the information will also be posted on the school's Facebook page. Please do not call the school for closure information.

VII. AFTER SCHOOL CARE

Holy Cross Catholic School provides care in the school hall after school. There is a fee for this service. Information and registration paperwork is available from the Holy Cross Catholic School office.

VIII. FINANCIAL

Please address all financial questions/concerns to the School's Business Manager.

A. Insurance

Student Accident Insurance coverage is optional, although encouraged. An enrollment form is available throughout the school year.

B. Tuition

Tuition is **critical** to the financial integrity and operation of the school. It is essential that parents take responsibility for their child or children's tuition and make all payments promptly. If financial difficulties arise, please make an appointment with the principal and/or the business manager in order to discuss the situation.

C. Fees

Registration and Activity Fees are due at the time of registration. The Activity Fee is also a book fee and covers a variety of items throughout the school year, including, but not limited to: textbooks, consumables, workbooks, classroom supplies, assignment books, art materials, physical education equipment (playground balls, jump ropes, etc. for use by classrooms during recess times), audio-visual licenses, field trips, school community events and other school activities. The Activity Fee does not cover overnight trips.

D. Tuition Assistance

Any family seeking tuition assistance through the Archdiocese or Holy Cross Catholic School **must** first apply through the FACTS program. If you chose not to apply in early March, you may be denied at a later date. Copies of your previous year's 1040 form must be made available. All families that apply will be notified either by the Archdiocese or Holy Cross Catholic School regarding their acceptance. Qualified families will be notified as to the amount of assistance granted. Holy Cross Catholic School itself has very limited scholarship funds available.

E. Tuition/Fees - Non-Payment

The school reserves the right to do any of the following with regard to the payment of past due accounts for which no payment arrangements have been made:

1. Withhold grade reports;
2. Deny a student enrollment for the following trimester;
3. Exclude the student until tuition is current;
4. Deny enrollment for the next school year;
5. Deny the student participation in field trips, activities, or graduation events.

IX. MEDICAL

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), chicken pox, mumps, measles, pinkeye, and strep throat.

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

B. Immunizations

Prior to initial attendance, students entering Archdiocesan schools must provide records documenting evidence of immunization, a physician's letter for medical vaccination exemptions, or a Vaccine Education Certificate for nonmedical vaccine exemption.

C. Medication

The school recognizes that administering of medication by the school to students and self-medication may be necessary when the failure to take such medication would jeopardize the health of the student or the student would not be able to attend school if medication were not made available during school hours. Consequently, students may be permitted to take non-injectable prescription or non-prescription medication to school, on a temporary or regular basis under school supervision.

As required by the State of Oregon, parents/guardians shall make all requests **in writing** for the school to administer medication to a student. Requests shall include the written instructions of the physician for the administration of a prescription medication to a student or the written instructions of the parent/guardian for the administration of a nonprescription medication to a student. A prescription label will be deemed sufficient to meet the requirements for written prescription. Medication must be delivered to the school office in its original container by a parent/guardian.

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

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

1. Prescription Medication Dispensation Guidelines

The following is required for: *"...any non-injectable drugs, chemical compounds, suspensions or preparations which are taken either internally or externally by a student under the instruction of a physician."*

- a. Written instructions from the doctor which include:
 - i. Name of student
 - ii. Name of medication
 - iii. Dosage
 - iv. Time and/or frequency of administration
 - v. Method of administration (e.g., mouth, nose, ear, etc.)
- b. It is recommended that the physician note any possible adverse reactions and action required. These instructions may be included on a prescription label or in separate written directions from the physician. "Take as directed" or "as needed" cannot be taken as specific direction.

- c. The authorization form attached must be signed and filled out completely by the parent or guardian.
- d. All prescription medication must be in the prescription bottle and clearly labeled. (If the student is also taking the medication at home, the medication can be issued by druggist in two separate bottles.)
- e. Unused medications must be picked up by parent when treatment is complete or at the end of the school year. Medication left at school past the end of the school year will be destroyed.

2. Prescription Medication (Injectables)

The following is required for: “...any injectables for students who have severe allergic responses to insect sting, to other specific allergens and to students who are experiencing severe hypoglycemia when other treatment has failed or cannot be initiated.

- a. Written instructions from the doctor which include:
 - i. Name of student
 - ii. Name of medication
 - iii. Dosage
 - iv. Time and/or frequency of administration
 - v. Method of administration (e.g., mouth, nose, ear, etc.)
- b. The parent shall make the request in writing for the school to administer, as necessary, injectable medication (*medication administered by the intramuscular route*) to the student.
- c. The request must include written instructions of the doctor for the administration of an injectable medication to the student. (A prescription label on the original container of the injectable medication is deemed sufficient to meet the requirements for written physician instruction).
- d. Since the training of staff members to be 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.

3. Non-Prescription Medication

The following is required for “...only commercially prepared, non-alcohol based medication to be taken at school that is necessary for the student to remain in school. This shall be limited to eyes, nose and cough drops, cough suppressants, analgesics (pain relievers), decongestants, antihistamines, topical antibiotics, anti-inflammatories and antacids.”

- a. Written instructions from the parent which include:
 - i. Name of student
 - ii. Name of medication
 - iii. Dosage
 - iv. Time and/or frequency of administration
 - v. Method of administration (e.g., mouth, nose, ear, etc.)
- b. All non-prescription medication must be in original container or packaging.
- c. Unused medications must be picked up by parent when treatment is complete or at the end of the school year. Medication left at school past the end of the school year will be destroyed.

4. Medication Dispensation Authorization Form

Forms are available from the school office.

D. 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, Covid-19, chicken pox, pinkeye, strep throat, and/or head lice.

E. Severe Allergic Reactions

Holy Cross School follows State and Archdiocesan Policies to meet the needs of students with severe allergic reactions

1. It is the parents' responsibility to notify the school of a child's severe allergic reaction. The school relies on the family physician to provide a safety plan, which the school will then implement or notify the parents if any aspect of the plan is not possible to put in place. These steps must be completed and the safety plan in place before the child attends school.
2. Safety practices will be put into place whenever there is a student in the school who requires them as part of their safety plan. Examples of safety practices include providing nut-free lunch tables, or eliminating latex products from the school.
3. Designated school staff members have received training on how to safely administer physician-prescribed epinephrine using an EpiPen. It is the family's responsibility to provide the EpiPen for use at school according to the doctor's prescription. EpiPens will be kept in a locked cabinet with other prescription medications.

X. PARENTS

A. Custodial Rights

It is the responsibility of the parents to share any official custodial information decided through the courts. Official custodial agreements will be kept in a locked confidential file in the school office. In the absence of any court document, the school will view each parent as having full legal custody of his/her child. In the absence of a court order to the contrary, non-custodial parents have the right to receive records about their child's academic progress or lack thereof. The school reserves the right to charge a shipping and processing fee for extra records sent to more than one home address. It is a great benefit to the child to have both parents involved in his/her education.

B. Home School Communication

Holy Cross Catholic School uses Constant Contact for the distribution of the weekly school newsletter. The weekly newsletter shares important information regarding events at the school. It is important that parents/guardians read this newsletter every week. It is expected that the parents/guardians will notify the school office if they are not receiving the electronic newsletter or if their email changes. A hard copy of the newsletter will be sent home on Mondays for those parents who are not able to access the electronic copy. In addition, parents are asked to read classroom newsletters in classrooms where these are shared. Finally, TeacherEase is an important tool for parents to access and review their child's grades and assignments. Parents should contact the school if they have difficulty accessing this website.

C. Classroom Interruptions

All visitors including parents must report to the office and sign in. Please help us keep classroom disruptions to a minimum and learning time to a maximum, and make arrangements with your student's teacher(s) prior to your visit.

D. Complaint/Issue Resolution

Concerns regarding individual school staff members should first be directed to that staff member. If the issue is not resolved, the parent should then address it with the principal. Finally, if the concern is still unresolved, the pastor should be contacted.

E. Family Cooperation/Removal of Students Resulting from Parental Attitude

Under normal circumstances a student should not be deprived of a Catholic education on grounds relating to the attitude of the parents. Nevertheless, a situation may arise in which the uncooperative or destructive attitude of parents so diminishes the effectiveness of the school that the family may be asked to withdraw from the school.

F. Parties

1. In school

Celebrations are arranged with individual teachers. The health department regulates that treats must be purchased and not home-baked.

2. 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.

G. School Advisory Council

In the Archdiocese of Portland, all school councils are advisory in nature. A school advisory council participates in decision-making by formulating and recommending, but never enacting policy.

H. Verification of Compliance

A written statement signed by the parent should be returned at the beginning of each school year. Such statement verifies that the parent is aware of and will comply with all regulations as written in the handbook. (See Signature Page at the end of the handbook)

I. Scrip Program

An essential source of school funding is the merchandise scrip program, which is managed by the Parents' Club. Participation in the scrip program is required for all families. Scrip is a term for gift cards and gift certificates, and is tendered just like cash. The Parents' Club purchases scrip at a discount, and sells them at face value. The difference between the discounted purchase rate and the face value provides funding for school programs. Each family is required to purchase \$2,000 in scrip per school, an average of \$200 worth of scrip each month. You may "opt out" for \$200, the average amount that Holy Cross Catholic School would earn from your scrip purchases. Friends and relatives may also purchase scrip through Holy Cross to help meet your goal.

J. Share Hours

The Share Hours program helps us to provide a high quality education by utilizing the gifts of our families in a variety of volunteer positions. The Share Hours program involves parents in their child's education, and also helps to build community. Each family is required to contribute a minimum of 20 volunteer hours per school year. Volunteer opportunities are announced in the weekly school newsletter and by classroom teachers. **Each family is responsible for reporting their completed hours.** Families also have the option to "opt out" of working their hours for \$300 (\$15 per hour).

K. Auction: this obligation is currently under review

The school's major fund-raiser is our annual auction. Each family is asked to help support the success of the auction by volunteering on a committee and attending the event.

L. Raffle

Each family is required to sell a minimum of five raffle tickets at \$20.00 per ticket, or opt out for a one-time payment of \$100.00.

M. Jog-a-thon

Each student is required to raise a minimum of \$100.00 from donors/sponsors (\$200.00 maximum for families with three or more children).

XI. SAFETY

A. Asbestos Notification

Please see the letter at the end of the handbook.

B. Bicycles

Bicycles may be ridden to and from school. They must be locked to the bike racks during the school day and not removed until dismissal. Walk bikes while on school property and on all sidewalks. **Helmets must be worn at all times.**

C. Earthquake Drills

The principal will enact earthquake drills in accordance with state regulations and the Archdiocese of Portland.

D. Fire Drills

The principal will enact fire drills in accordance with the state regulations and the Archdiocese of Portland.

E. School Closure

School closure and late opening information will be communicated via text message with the OneCallNow system. When possible, closure information will be also posted to the school website or Facebook page. If an emergency arises after school begins, students will be kept on location in a safe place until parents arrive for pick-up.

F. Skates, Skateboards and Scooters

Skates, skateboards and scooters are not to be used on the school grounds at any time. If they are used for transportation to and from school, they must be placed in a secure area until dismissal. Gas powered scooters may not be brought onto school property at any time.

G. Transportation

Please see the diagram at the end of the handbook for drop off and pick up procedures. We ask that all drivers follow this procedure to ensure the safety of our students.

H. Visitors

All visitors must report to the main office.

I. Weapons Policy

Ordinarily, any student in possession of a weapon will face disciplinary consequence up to and including expulsion from school. This includes CYO games or any activities on school property. Under Oregon law, the principal who has reasonable cause to believe that a person while at school or on grounds adjacent to the school is, or within the previous 120 days, has been in the possession of a firearm or destructive device must report the person to a law enforcement agency. For the purposes of reporting, a weapon is defined as but not limited to a firearm, a knife or similar instrument (other than an ordinary pocket knife, which school rules ordinarily forbid), mace/tear gas/pepper mace, a club bludgeon or similar instrument, or a deadly or dangerous weapon.

XII. STUDENT ACTIVITIES

A. Altar Servers: currently under review

Training and scheduling of altar servers is the responsibility of the parish staff. If students are interested in becoming altar servers, please contact the Holy Cross Parish Office at 503-289-2834.

B. Assemblies:

The school staff will schedule assemblies during the year. Assemblies will be used to support activities taking place in the school or to enhance curriculum.

C. CYO Handbook/Guidelines

Please see separate CYO Handbook for information. CYO information is also available on their website at www.cyocamphoward.org.

D. Field Trips

Parent support and chaperoning of field trips is necessary in order to provide enrichment opportunities to students. Parent chaperones are necessary to supervise the students, and ensure safety while away from school grounds. Siblings and other minor children are not allowed to participate in field trips with chaperones.

For each field trip the following information must be available:

1. Student Permission Slips
2. Driver responsibilities
3. Proof of Insurance
4. Chaperones must be in compliance with the requirements of Creating A Safe Environment (CASE).

Additional Information about Field Trips

1. Field trips are designed to correlate with teaching units and to achieve curricular goals.
2. Field trips are re-evaluated each year to determine the compatibility of the field trip with curricular goals.
3. A field trip is a privilege and not a right.
4. There are no "traditional" field trips. Class participation in a particular field trip over consecutive years does not mean that this trip has become a school tradition.
5. All grades do not always have the same number of field trips.
6. Field trips are permissible for all grades when advanced planning, location, and the experience insure a successful learning opportunity.

7. Individual teachers, in consultation with the administration, reserve the right to restrict or deny student participation on any field trip due to, but not limited to, poor academic performance and/or poor conduct.
8. A written **official permission slip**, signed by the parent, is required before a child will be permitted to attend a field trip activity. Verbal permission **cannot** be accepted. Permission slips are due to the teacher at least twenty-four hours before the scheduled field trip.
9. A **telephone call** will **not** be accepted in lieu of the proper field trip permission slip.
10. Parents may refuse to permit their child from participating in a field trip by stating so on the proper form. Students who do not attend a field trip will remain at home with the parent and will be marked absent for the day.
11. **Cell phones** are **not allowed** on field trips unless otherwise directed by the teacher and/or administration.
12. Parents who are not “official” chaperones may not drive their car to a field trip destination with the plan of accompanying the class on the field trip. The archdiocese insures the “official” chaperones through a risk management insurance company, and participation by unofficial chaperones jeopardizes the protection for our students and all other “official” adults on the trip.
13. Parents who chaperone a field trip may not bring pre-school or school-age siblings on the field trip.
14. All chaperones must be 21 years of age or older.

E. Service Projects

Schoolwide and grade-level service projects are an integral part of Holy Cross Catholic School. Service projects are arranged in order to empower students to be an example of Christ in the community while instilling the responsibility to care and support our local and global community. Parent support and chaperoning of off-site service projects is necessary in order to provide these opportunities to students. Parent chaperones are necessary to supervise the students, and ensure safety while away from school grounds. Siblings and other minor children are not allowed to participate in service projects with chaperones. Eighth grade students are required to complete a Capstone Project which includes ten hours of service outside of the school day, reflective essay and presentation. Details regarding the Capstone Project are shared at the beginning of the year.

F. Student Council

Student Council positions are elected positions. Elections will be held in the spring.

G. Choir

The process for selecting choir members will be announced in the fall.

H. After School Activities

A variety of after school activities are available to students. Offerings may change each trimester, and there may be a fee for the activity. Offerings are advertised in the weekly school newsletter.

I. Items Brought to School

Holy Cross Catholic School is not responsible for loss or damage to any items brought to school by a student. This includes, but is not limited to, all electronic devices.

J. Telephone

Permission to use the telephone must be obtained from the school secretary. The office phone is a business phone and students are permitted to use it only in case of an emergency. Forgotten homework, PE clothing, etc. do not constitute emergencies. The telephone in the classroom is for the use of the teacher only. Arrangements for after-school visits with friends should be made at home.

XIII. STUDENT INFORMATION DISCLOSURE

A. Annual Notification

In accordance with Oregon law concerning student education records, parents of students currently in attendance at Holy Cross Catholic School have a right to:

1. Inspect and review the student's education records.
2. Request the amendment of the student's education records to ensure that they are not inaccurate, misleading, or otherwise in violation of the student's privacy or other rights.
3. Consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that the law permits disclosure without consent.
4. File with the U.S. Department of Education a complaint concerning alleged failures by the school to comply with the requirements of the Family Educational Rights and Privacy Act; and
5. Obtain a copy of the policy regarding how Holy Cross Catholic School meets the requirements of Oregon law concerning student education records. Copies of this policy may be obtained in the office of the principal.

Holy Cross Catholic School forwards education records requested by an educational institution in which the student seeks enrollment or services within ten days of receiving the new educational agency's request.

B. Directory Information

Holy Cross Catholic School has designated the following as directory information, which the school may disclose without specific consent: the student's name, address, telephone listing, and grade level.

A parent is entitled to refuse to let the school designate any or all of these items about the student as directory information. Notice from a parent that he or she does not want any or all of these types of information about the student designated as directory information must be made in writing on the Directory Information Form included in the registration packet.

C. Emergency Disclosure of Information

The school is required by law to disclose personally identifiable information from a student's education record to law enforcement, child protective services, health care professionals and other appropriate parties in connection with a health and safety emergency if knowledge of the information is necessary to protect the health and safety of the student or other individuals.

D. Title IX

Holy Cross School adheres to the tenets of Title IX: "No person in the United States shall, on the basis of sex, be excluded from participating in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving federal financial assistance."

XIV. STUDENT SERVICES

A. Lunch Services: weekly program currently under review

Holy Cross Catholic School does not have a daily school lunch program. Louie's Pizza lunches will be available for purchase on Tuesdays beginning September 13.

B. Milk Program

Holy Cross Catholic School offers milk to all students. Milk is not sold on a daily basis. If you wish to purchase milk, it must be paid for in advance. Forms will be available from the school office for those families wishing to apply for government subsidized milk.

XV. VOLUNTEERS

Volunteers assist the school in providing for the development and education of the students and provide a benefit to the school.

A. Volunteer Background Checks

The Archdiocesan Child Protection Policy requires that all volunteers who have direct or personal contact with minors undergo a criminal background check and must complete additional training as required by the Archdiocese of Portland Office of Child Protection/Victim Assistance website at <https://archdpdx.org/child-protection-victim-assistance>. Criminal records are public records. Nonetheless, the information received as a result of a criminal records check is treated with a high degree of confidentiality and is shared only with those who have a legitimate need to know. If a volunteer's background check reveals an adult criminal conviction, they will not be able to volunteer. Holy Cross Catholic School reserves the right to accept or decline the services of a volunteer and request a volunteer to withdraw from service activities whenever it is in the best interest of the school to do so.

B. Volunteer Code

Volunteers serve to enhance the school's ability to provide for the students' development and to benefit the school. They serve in a variety of capacities, which include, but are not limited to: School Advisory Council and Committees, Parents' Association Board and Committees, Annual Auction Committee, classroom assistance to teachers, lunch program, Classroom Liaisons, field trip chaperones, and other activities relating to the talents and gifts of the volunteer population.

Volunteers serving in the school will support and model the moral teachings of the Catholic Church and function faithfully within the mission and structures of the school, parish, and Archdiocese with proper respect for those serving in ministries.

Volunteers work in a collaborative role with others ministering to the development of the children and the school as an educational institution. Volunteers are asked to recognize confidentiality as a living principle and respect the dignity of those with whom they work and come into contact.

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.

Should volunteers come into conflict on school/parish related issues, it is the responsibility of both to resolve the dispute through personal diplomacy and/or an executive decision by school principal and/or the pastor of the parish.

Any person who has a conflict with a school/parish volunteer outside of the boundaries of school/parish activities must settle that dispute outside of and without involving or using school/parish resources.

XVI. TEEN DATING VIOLENCE AND DOMESTIC VIOLENCE POLICY

Pursuant to ORS 339.366 and 339.368

Teen dating violence is unacceptable and prohibited at Holy Cross Catholic School. Each student has the right to a safe learning environment. Holy Cross Catholic School will comply with all current requirements (including those in Oregon law) for education its students, personnel, and others on the prevention, recognition of, and reporting requirements for teen dating violence and domestic violence. This policy applies to behavior on school grounds, at school-sponsored activities, on school-provided transportation.

A. Education and Training

Students in grades 7 through 12 will receive age-appropriate education about teen dating violence and domestic violence in the curricular program at Holy Cross Catholic School annually.

The following resources are currently in place and/or at use at Catholic Schools in the Archdiocese of Portland:

- Committee for Children Second Step (grade 7 and 8)
- Unit 2: Recognizing Bullying and Harassment
- Unit 4: Managing Relationships & Social Conflict
- Virtus Online (grades 7 and 8)
- Lesson 2: Safe Adults, Safe Touches, and Special Safe Adults
- Lesson 3: Boundaries, You have Rights

School faculty and staff, including agents, contractors, and volunteers at Holy Cross Catholic School will receive training on the topic of teen dating violence and domestic violence annually.

Holy Cross will provide training for all faculty, staff, agents, contractors and volunteers at the school including,

- Review of SB 197
- Review and discussion of Second Step and Virtus materials

Holy Cross Catholic School has adopted a poster that contains information, in both English and Spanish, regarding domestic violence, including a toll-free hotline number that a student may call to obtain information and help regarding domestic violence. Posters are in clearly visible locations on the school campus.

B. Response and Reporting Procedures

Any violation of this policy must be reported immediately to the school principal or designee in absence of the school principal.

Procedures for reporting incidents of teen dating violence that takes place on school grounds, at school-sponsored activities, on school-provided transportation includes:

- Completing Reporting Teen Dating Violence or Domestic Violence Documentation Form
- Notify the principal of the incident of teen dating violence that the staff member became aware of and share the Documentation Form.
- Complaints against the principal shall be filed with the Pastor. Complaints against the Pastor shall be filed with the Archdiocese of Portland.
- The official receiving the complaint shall promptly investigate. Parents will be notified of the nature of any complaint involving their student. The official will arrange such meetings as may be necessary with all concerned parties within [five] working days after receipt of the information or complaint. The parties will have an opportunity to submit evidence and a list of witnesses. All findings related to the complaint will be reduced to writing. The official(s) conducting the investigation shall notify the complainant and parents as appropriate, [in writing,] when the investigation is concluded and a decision regarding disciplinary action, as warranted, is determined.
- The principal has the responsibility for investigations concerning incidents of teen dating violence.

C. Notification of Policies

At a minimum, Holy Cross shall make the policy:

- Annually available to parents, guardians, school employees, and students in a student or employee handbook; and
- Readily available to parents, guardians, school employees, volunteers, students, administrators, agents, contractors, and community representatives at each school office or at Holy Cross Catholic School office and on the school website.

The school principal at Holy Cross Catholic School is responsible for ensuring the policy is implemented.

D. Definitions

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

“Domestic violence” means abuse as defined in ORS 107.705 (Definitions for ORS 107.700 to 107.735) between family and household members, as those terms are defined in ORS 107.705 (Definitions for ORS 107.700 to 107.735).

“Teen dating violence” means a pattern of behavior in which a person uses or threatens to use physical, mental, or emotional abuse to control another person who is in a dating relationship with the person, where one or both persons are 13 to 19 years of age; or behavior by which a person uses or threatens to use sexual violence against another person who is in a dating relationship with the person, where one or both persons are 13 to 19 years of age.

XVII. SEXUAL HARRASSMENT POLICY

Pursuant to ORS 342.704

Holy Cross Catholic School is committed to providing a safe environment for all its staff and students free from discrimination on any ground and from harassment at school or school sponsored activities including sexual harassment. Holy Cross Catholic School treat all incidents seriously and promptly investigate all allegations of sexual harassment. Any person found to have sexually harassed another will face disciplinary action, up to and including dismissal from Holy Cross Catholic School. All complaints of sexual harassment will be taken seriously and treated with respect and in confidence. No one will be victimized for making such a complaint.

Holy Cross Catholic School has certain standards of performance in the workplace and rules of conduct that apply to all employees and students. Conduct that interferes with our ministry, discredits the school or parish, or is offensive to coworkers or others may result in disciplinary action, up to and including termination

Sexual Harassment Policy applies to all staff members and student.

- Sexual harassment of students by staff members and other students.
- Sexual harassment of staff members by students and other staff members

A. Education and Training

Students in grades 7 through 12 will receive age-appropriate education about sexual harassment in the curricular program at Holy Cross Catholic School annually.

The following resources are currently in place and/or at use at Catholic Schools in the Archdiocese of Portland:

- Committee for Children Second Step (grade 7 and 8)
 - Unit 2: Recognizing Bullying and Harassment
 - Unit 4: Managing Relationships & Social Conflict
- Virtus Online (grades 7 and 8)
 - Lesson 2: Safe Adults, Safe Touches, and Special Safe Adults
 - Lesson 3: Boundaries, You have Rights

School faculty and staff, including agents, contractors, and volunteers at Holy Cross Catholic School will receive training on sexual harassment annually.

Holy Cross will provide training for all faculty, staff, agents, contractors and volunteers at the school including,

- Review of SB 197
- Review and discussion of Second Step and Virtus materials

Holy Cross Catholic School has adopted a poster that contains information, in both English and Spanish, regarding domestic violence, including a toll-free hotline number that a student may call to obtain information and help regarding domestic violence. Posters are in clearly visible locations on the school campus.

B. Response and Reporting Procedures

Any violation of this policy must be reported immediately to the school principal or designee in absence of the school principal.

Procedures for reporting incidents of sexual harassment that takes place on school grounds, at school-sponsored activities, on school-provided transportation includes:

- Complete Sexual Harassment Documentation Form
- Notify the principal of the incident of sexual harassment that the staff member became aware of and share the Documentation Form.
- Complaints against the principal shall be filed with the Pastor. Complaints against the Pastor shall be filed with the Archdiocese of Portland.
- The official receiving the complaint shall promptly investigate. Parents will be notified of the nature of any complaint involving their student. The official will arrange such meetings as may be necessary with all concerned parties within [five] working days after receipt of the information or complaint. The parties will have an opportunity to submit evidence and a list of witnesses. All findings related to the complaint will be reduced to writing. The official(s) conducting the investigation shall notify the complainant and parents as appropriate, [in writing,] when the investigation is concluded and a decision regarding disciplinary action, as warranted, is determined.
- The principal has the responsibility for investigations concerning incidents of sexual harassment.
- Take action necessary to ensure the student is protected and promote a non-hostile learning environment, including:
 - Provide resources for support measures to the student
 - Take any actions that are necessary to remove potential future impact on the student, but that are not retaliatory against the student or the staff member who reported to the principal

C. Notification of Policies

At a minimum, Holy Cross Catholic School shall make the policy:

- Annually available to parents, guardians, school employees, and students in a student or employee handbook; and
- Readily available to parents, guardians, school employees, volunteers, students, administrators, agents, contractors, and community representatives at each school office or at Holy Cross Catholic School office and on the school website.

The school principal at Holy Cross Catholic School is responsible for ensuring the policy is implemented.

D. Definitions

Sexual Harassment is defined as . . .

- A demand or request for sexual favors in exchange for benefits
- Unwelcome conduct of a sexual nature that is physical, verbal or nonverbal and that creates an intimidating, offensive or hostile environment
- Assault when sexual contact occurs without a person's consent because the person is under the influence of drugs or alcohol, is unconscious or is pressured through physical force, coercion or explicit or implied threats.

Holy Cross Catholic School 2022-2023 School Uniform and Dress Code Policy

- The Holy Cross Catholic School uniform policy was designed to be workable for parents, enforceable by the school, and to help students focus on learning and not on what other students are wearing. All faculty and administrators have the right to judge what is and what is not appropriate regarding student dress code, and to enforce consequences for inappropriate dress.
- Uniform items may be purchased through such retailers as Dennis Uniform, JC Penney, & Target. We ask that you make your purchases using school scrip whenever possible. The school also maintains a Uniform Closet of donated, gently-used clothing, which is available to all families at no charge. An order for our official school sweatshirt will be placed in the fall.
- **Violation of the Uniform and Dress Code Policy will result in the student not being allowed to participate in the next Free Dress Theme Day.**

SHIRTS:

Plain white or navy polo, long or short sleeves, no logos
Plain white or navy turtleneck, no logos
Must fit the wearer: must not be oversized or tight-fitting
Students in grades 5-8 must tuck shirts in
No skin may be visible between waistband of pants and hem of shirt when arms are raised above the head
Girls may wear **plain** white cotton blouses with collars and sleeves
No colored undershirts or T-shirts worn under polo shirt

SWEATSHIRTS/SWEATERS:

Sweatshirts are considered “outerwear”, and a collared shirt must be worn underneath
Navy Holy Cross Catholic School sweatshirts
First and/or last names only on sweatshirts, no nicknames
Plain navy or white cardigan sweaters
Plain navy sweatshirt jackets (no designs or logos)
No sweatshirts with logos other than Holy Cross School are to be worn in the classrooms
Jackets and coats cannot be worn in the classrooms

PANTS:

Solid navy or khaki (Dennis Uniform or French Toast color), twill or corduroy
No low-rise, baggy, or tight-fitting slacks
Leggings may not be worn as pants
Middle school students must wear a belt
Capri pants must be hemmed
No cargo or carpenter pants, or pants that convert to shorts
No sweatpants

WALKING SHORTS:

Solid navy or khaki (Dennis Uniform or French Toast color), twill only
Fitted at the waist
Hem must be an appropriate length (which will be determined by the school)

SKIRTS, JUMPERS, & SKORTS:

Any item in the **Marymount Plaid**
Solid navy or khaki (Dennis Uniform or French Toast color)
Hem must be an appropriate length (which will be determined by the school)
It is recommended that shorts be worn under skirts and jumpers

SHOES & SOCKS:

Tennis shoes or rubber-soled shoes that are fully laced and/or otherwise fully fastened. **Velcro shoes for all students unless they can tie their own shoes independently.**

Girls may wear closed-toe flats

Socks must be worn at all times

Tights and leggings must be solid color: white, black, or navy only. Leggings can be worn under skirts or jumpers.

NO open back shoes, sandals, flip-flops, clogs, Crocs, heels, or platform shoes

MAKE-UP & NAIL POLISH:

Light make-up may be worn only by middle school girls
Clear nail polish **only**, no colors
NO acrylic (fake) fingernails

JEWELRY & ACCESSORIES:

Small stud or small hoop earrings ONLY
NO smart watches
Plain headbands only (no cat ears, flowers, etc.)
No piercings other than earlobes
No tattoos
No bandanas may be worn, as headbands or otherwise

HAIR:

Hair must be kept clean, neat, & styled in such a way as to not be a distraction to learning
No unusual hair colors or hair styles

A student who is inappropriately dressed at any time will be sent to the principal’s office. The student will be taken to the Uniform Closet to change into approved attire. Parents will be notified. If no uniforms are available in the student’s size, parents may be asked to take the student home to change clothes

FREE DRESS and THEME DAYS:

Other than uniform clothing, dress code policy (shoes, jewelry, etc.) still applies.

Jeans must be fitted at the waist and must not be tight-fitting or baggy. No jeans with holes or rips.

Skirts and shorts must be an appropriate length.

Leggings or tights cannot be worn as pants. No yoga pants or exercise pants/exercise leggings.

No tank tops. T-shirts or sweatshirts may have logos, sayings, etc. as long as they are appropriate for wear at a Catholic grade school.

September 1, 2022

Dear Parents, Teachers, Staff and Building Occupants

Uncontrolled asbestos contamination in buildings can be a significant environmental and public health problem. Both the public and private sectors have been dealing with the asbestos issue for many years. In 1986, Congress enacted the Asbestos Hazard Emergency Response Act (AHERA) primarily to require school districts to identify asbestos-containing materials (ACM) in their school buildings and take appropriate actions to control the release of asbestos fibers. In 1987, the U.S. Environmental Protection Agency (EPA) finalized a regulatory program, which enforces the AHERA.

In compliance with the AHERA regulations, we had our school facilities inspected by an EPA accredited building inspector. During the inspection, samples were taken of building materials suspected of containing asbestos. The results of the inspection and laboratory analysis of the samples have confirmed the presence of ACM in portions of the school facilities. It is important to note that these materials are in a form and condition that does not pose a health threat to students, faculty or employees.

With confirmation of the presence of ACM, an Asbestos Management Plan was developed for our schools by an EPA accredited management planner. The Management Plan includes the inspection and physical assessment reports, the training program for our custodial and maintenance personnel, the plans and procedures to be followed to minimize disturbance of the asbestos-containing materials, and a program for regular surveillance of the ACM. Every three years, a re-inspection by an accredited inspector must be conducted on all friable and non-friable known or assumed asbestos containing building materials (ACBM) to determine whether the condition of the ACBM has changed and to make recommendations on managing or removing the ACBM.

During the 2022-23 school year, **periodic surveillance inspections** will be conducted to check the condition of the asbestos and to determine if any action is needed. Schedules are pending

For further details on the locations of the ACBM or on the asbestos activities, you are welcome to review a copy of the Asbestos Management Plan in our school administrative office during regular office hours. Mr. David Hodgin, Property and Risk Management Coordinator of the Archdiocese of Portland, is our asbestos program coordinator and all inquiries regarding the plan should be directed to him at (503) 233-8313 or dhodgin@archdpdx.org

Sincerely,

Julie Johnson
Principal

SIGNATURE PAGE

Parent Agreement

I/We _____
Parent(s) or Guardian(s)

have read the material in the Holy Cross Catholic School Handbook, and reviewed this information with my student(s). I/We agree to follow and uphold the school policies while my/our son/daughter is enrolled as a student.

Parent/Guardian Signature _____

Date _____

Parent/Guardian Signature _____ Date _____

Student Agreement

I/We _____

(Student Names(s))

have read the material in the Holy Cross Catholic School Handbook and agree to follow and uphold the school policies while enrolled at Holy Cross Catholic School.

Signature: _____ Grade: _____ Date: _____
(First student in the family attending the school)

Signature: _____ Grade: _____ Date: _____
(Second student in the family attending the school-if applicable)

Signature: _____ Grade: _____ Date: _____
(Third student in the family attending the school-if applicable)

Signature: _____ Grade: _____ Date: _____
(Fourth student in the family attending the school-if applicable)

Signature: _____ Grade: _____ Date: _____
(Fifth student in the family attending the school-if applicable)

