

# Resurrection Catholic Parish School



Parent Handbook  
2024-2025



# Resurrection Catholic Parish School

Dear Parents,

Welcome to the 2024-2025 school year at Resurrection Catholic Parish School. The administration, teachers, and staff are honored that you, the primary educators of your children, have chosen us to share this awesome responsibility. We respectfully enter into this collaborative ministry with you to educate, form, challenge, and inspire your children to be the very best of God's creation.

As parents, you are important members of our RCPS community. Parents play a vital role in the education of their children, and we want to coordinate our efforts with you so we work for the same goal. We believe that you will find the more you participate in the life, work, and worship of our community, the more meaningful your experience will be with us. For our veteran parents we ask that you reach out to our new parents/families and show them what it means to be a member of Resurrection. You can take pride in what you have helped us build.

This handbook covers topics of policy and procedures in place at our school. Please do not hesitate to give the office a call if you have questions that are not covered in this document.

Once again, welcome to the school year.

Peace and blessings,

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## INTRODUCTION

This Parent Handbook is provided to inform you of rules, policies, procedures, guidelines, and other information you may need or for which you are responsible during the school year. Answers to many frequently asked questions may be found herein and we encourage you not only to carefully review the handbook but to keep it readily available for reference throughout the year. If you have questions or concerns that are not addressed in the handbook, please contact your child's teacher or the principal.

The principal reserves the right to amend the handbook at any time. Revisions may be issued throughout the school year and will be effective as soon as the revision is posted to the official handbook on the website. Please visit our website on a regular basis to keep up with the latest activities and information about the school. Teachers have individual practices and procedures in their classrooms that may not be covered by this handbook. In all cases, the interpretation of the handbook remains with the administration.

### I. General Information

#### A. History of the School

Resurrection Catholic Parish originated in 1978 as a mission of Our Lady of the Lake Parish, located in Lake Oswego Oregon. In 1981 Resurrection officially became a parish. From 1978 until 1992, the church rented space from the Holy Name Sisters at Marylhurst University. It became apparent early on that a permanent home was needed.

In November of 1992, the church moved to its present site, the site of a former equestrian center. The first stage of the Resurrection campus took place with the remodeling of the horse stable into a temporary worship space. The space now functions as Rossman Hall. A new church was built and dedicated in November 2002. Through the generosity of parishioners, the construction debt was paid off and the next stage of campus development began.

After several years of planning and fundraising, the Moisant Center for Faith in Action was built and dedicated in September 2013. In the beginning, faith formation ministries for all ages used the building for a variety of activities. Also in September of 2013, Resurrection Catholic Preschool was founded on the main floor of the building. The Preschool initially served 3- and 4-year-olds. In the fall of 2015, kindergarten was added. Over the coming years, grades were expanded following an enrollment increase during the Covid pandemic of 2020-2021. In 2023, the pastor gave permission to add a junior high starting with 6<sup>th</sup> grade the fall in 2024. The official name of the school changed to Resurrection Catholic Parish School to reflect this new focus on serving a broader age range of students.

#### B. Mission Statement

Resurrection Catholic Parish School, a ministry of Resurrection Catholic Parish, is a loving, faithful community of students, staff, and families devoted to the spiritual, emotional, and intellectual development of each child.

#### C. Vision Statement

Our vision is to be a school of excellence in which children are empowered to use their active and creative minds, to grow in understanding and compassion for others, and to have the courage to act on their beliefs.

#### D. Philosophy

1. Resurrection Catholic Parish School values each student as a child of God.
2. We believe the primary purpose of Catholic education is the spiritual development of the child.
3. We foster learning through a safe, caring, and faith-filled environment.
4. We commit to a rigorous educational experience for all children in our care.
5. We challenge and support our students to become good citizens and to be of service to their school, parish, and community.
6. We assist parents in their role as the primary educators of their children.

#### E. Student Learning Expectations (SLE's)

SLE #1: Be a Child of God who:

- Loves neighbor and self
- Helps those in need
- Joins in worship and prayer
- Is honest and forgiving

SLE #2: Be a Communicator who:

- Shares feelings, thoughts and needs
- Listens carefully
- Uses learning tools responsibly

SLE #3: Be a Learner who:

- Is curious and asks questions
- Does his/her personal best work
- Is a problem solver
- Can work well alone and with others

SLE #4: Be a Growing Child who:

- Respects God's world
- Follows Jesus
- Is a good citizen
- is courteous and polite
- Takes responsibility for his/her actions

## **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 see 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. Office for the Mission of Catholic Education (OMCE)**

The Archbishop, in his role as Shepherd and Teacher, delegates the everyday administration of the Catholic Schools in the Archdiocese to OMCE. The Director of Catholic Education heads the department. OMCE 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 Archdiocesan curriculum guidelines. In special circumstances, decisions may need to be made by OMCE that would ordinarily be made at the local level.

### **3. Pastor**

In the Diocese of Portland, the Pastor oversees the school in his appointed parish. He, along with the principal, establishes the school's policy on matters not already determined by state and diocesan regulations. The principal and pastor retain the right to adjust any policy as appropriate and deemed necessary.

### **4. Principal**

The educational leader of the school is the principal. The principal is directly responsible to the Pastor and OMCE for the spiritual development of students and staff in conjunction with the Pastor, the organization and administration of the school, for encouraging creative and innovative teaching methodologies, and establishing good relationships with the school, parish, and local community.

### **5. Faculty and Staff**

Resurrection Catholic Parish School is staffed by a qualified faculty. All teachers are certified according to the Standards of the State of Oregon. The school staff includes teachers, administrative assistants, and other educational personnel who provide assistance in various areas of the academic program. Professional competency

## II. Admissions

### A. Nondiscrimination Policy

In accordance with the Office for the Mission of Catholic Education Policies and Guidelines 3020 for admissions, this school admits students of any race, gender, color, national or ethnic origin, disability, or religious affiliation to all the rights, privileges, programs, and activities generally accorded or made available to students, although Catholic students are given an admission priority.

While the school does not discriminate against students with special needs, a full range of services may not be available to all students. Decisions concerning the admission and continued enrollment of a student in the school are based upon the student's emotional, academic, and physical needs and the resources available to the school in meeting these needs.

### B. Parental Role

RCPS deeply appreciates the choice parents make to enroll in a Catholic school. Truly, this is a commitment for life and many families make considerable sacrifices of time, talent, and treasure to support their children. All schools in the Archdiocese are intended to be environments that educate, nurture and support students according to the basic Christian principles of charity and love of neighbor. Everyone involved in the development of children and youth – teachers, administrators, parents, family, and friends – is required to behave in accordance with these principles. We, at Resurrection Catholic Parish 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. Your choice of Resurrection Catholic Parish School involves a commitment and exhibits a desire to help your child to recognize and develop their God given abilities.

### C. Parental Responsibilities

Once you have chosen to enter into a partnership with Resurrection Catholic Parish School, we trust you will be loyal to this commitment. During these formative years, your child needs constant support from both parents and teachers in order to develop his/her moral, intellectual, social, cultural, and physical growth. Neither parents nor teachers can afford to doubt the sincerity of the efforts of their educational partner in the quest of challenging each 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. Evidence of mutual respect between parents and teachers will model good mature behavior and relationships. Parents are expected to work courteously and cooperatively with the school to assist the student in meeting the school's academic, moral, and behavioral expectations. Students and parents may respectfully express concerns, however, it must be done in a civil and Christian manner.

Parents may be requested to remove their child from the school for ANY of the following reasons:

- Behavior that is discourteous, scandalous, rumor driven, disruptive, threatening, hostile or divisive.
- Refusal to cooperate with school personnel.
- Insulting or abusing school personnel.
- Refusal to adhere to Diocesan or local policies and regulations.
- Interference in matters of school administration or discipline.
- Misconduct at any school function

In all cases, reasonable effort to elicit parental/guardian cooperation shall be made and documented. The principal must verify that parents/guardians were told to terminate the inappropriate behavior and to cooperate with the school and the consequence for failure to do so. If such efforts do not correct the situation, and after consultation with the pastor, the principal may require the parents/guardians to withdraw their child.

### D. Registration Priority

- Active members of the parish and siblings of current students receive priority consideration.
- Preschool students must be a minimum of three (3) years of age to enroll in the school and are potty



trained.

- Pre-K students must be a minimum of four (4) years of age on or before September 1st of the school year and are potty trained.
- Kindergarten students must be a minimum of five (5) years of age on or before September 1st of the school year.
- First grade students must be a minimum of six (6) years of age on or before September 1st of the school year.
- All students must comply with Oregon immunization and health requirements prior to enrollment.
- Students are considered for enrollment based on the ability of RCPS to meet their needs.
- The pastor and principal will annually review a student's continued eligibility for enrollment in the parish school.

Registration of currently enrolled returning students, siblings and parish families will take place in January. The registration fee is \$250 and paid through FACTS family portal. The registration fee is in addition to regular tuition and is non-refundable. New family registration takes place beginning February 1<sup>st</sup>. Our admissions policy requires:

- Complete registration through FACTS
- Payment of registration fee
- Copy of legal birth certificate
- Immunization Record
- New student developmental/academic screening

#### **E. Tuition Planning and Payment Schedule**

Tuition is the main source of revenue for the school. RCPS uses FACTS, a tuition management service that has all accounts computerized. This allows our accounting office to be up to date and provides various options for payment. All families are expected to use FACTS. All families are asked to be faithful and on-time with payments. The school is providing an essential service to the family and relies on the tuition income to meet its operational expenses. If there is difficulty in meeting the commitment on time, please notify the school promptly.

Options for payment:

- One full payment by July 1st of the upcoming school year, paid through FACTS.
- Two equal payments – Set up on FACTS Payment Plans due by July 1st of the upcoming school year and the second payment due by February 1st of the current school year. FACTS fee of \$25 for this arrangement.
- Monthly payment plan (10 payments) set up on FACTS Payment Plans that begin July 1<sup>st</sup> and will bring the balance to zero by April 1st of the current school year. FACTS fee of \$55 for this arrangement.
- No cash or checks will be accepted as payment.

The chosen method for payment must be indicated through the FACTS family portal. If a family has not paid the first month by the July due date or made other arrangements, their registration will be considered inactive and they will not be enrolled. If a payment is not made during the school year, for whatever reason, the following process will be followed:

- The parents/guardians will be notified through FACTS of the payment not being received.
- The parents/guardians will be given 20 calendar days to bring the account to current status or meet with school administration to have an adjusted payment contract approved (not a guarantee).
- If the account is not brought to current status, or an adjusted payment contract is not agreed upon and approved by school administration, the student enrollment will cease at the end of the current month.

#### **F. Financial Aid**

RCPS opens their application process for the upcoming school year in January and FACTS Grant and Aid application forms are available for parents/guardians to submit for financial aid. If families have applied to FACTS Grant and Aid by February 28, and the student attends the school during the upcoming school year, the FACTS application fee will be deducted from the student's tuition. Once parents/guardians have completed the FACTS Grant and Aid financial aid application process and this information has been verified, financial aid award letters will be sent by the school at the end of May. This letter will inform parents/guardians of any financial aid awards and will calculate the new tuition rate.

#### **G. School Finances and Unexpected Circumstances**

In the event of a natural disaster, disease outbreak, or any other circumstances which in the judgment of the school

administration make it unfeasible, unsafe, or otherwise imprudent to continue campus-based education, school educational programs shall resume as soon as practical by way of distance learning and/or other methods adopted by the school administration and faculty. Due to the school's continuing financial obligations related to its operations, there will be no suspension, reduction, or refund of tuition in these circumstances.

#### **H. Fair Share Hours**

Tuition, although a large portion of the operating budget, does not cover the full cost of educating our students. Volunteers are essential to the support of the school and to moderate costs. Fundraising and community involvement are important and integral aspects for the continued existence of RCPS and help build genuine community.

Like most archdiocesan schools, each family is required to complete 20 hours of verified volunteer service to Resurrection Catholic Parish School and related activities over the course of the school year. Volunteer hours include purchasing items for parties, school events, wish lists & gift cards for the school/ classrooms. Volunteer hours are tracked exclusively online through FACTS on your family portal. If you choose to buy items, mark the amount spent. Volunteer hours may be "bought out" at the rate of \$25 per hour.

Any family that has not completed their 20 hours prior to June 4<sup>th</sup>, will be emailed a detailed report of all unserved hours as well as an invoice. Payment for unserved hours will be collected through Facts "Incidental Billing" by June 12<sup>th</sup> if hours remain unserved.

#### **I. Withdrawal**

If you choose to withdraw your child from RCPS, you will be responsible to pay tuition through the end of the current month in which you withdraw. Transfer records requested by another school will be sent directly to the new school unless there is an outstanding tuition balance. Records will not be released for students who have financial obligations to the school. Health records will be released to parents if requested.

### **III. Academic and Program Information**

#### **A. Curriculum**

Curriculum development is the responsibility of the principal and faculty following the approved Archdiocesan guidelines and is focused on educating the whole child. The core curriculum includes Religion, English Language Arts, Mathematics, Science, Social Studies, Art, Physical Education, and Music. Catholic social teachings are integrated throughout the curriculum. Archdiocesan Curriculum Standards are consistent with the State of Oregon and national guidelines.

#### **B. Preschool Curriculum**

Our teaching and curriculum is guided by standards that have been developed by experts in the field of early childhood education and development. We recognize the importance of children learning with one another in a rich environment. This learning includes Literacy, Mathematics, Science, Social Studies, and the Arts.

At Resurrection Catholic School, our Catholic faith and identity is integrated and infused throughout our day. Each week, Mass is celebrated on Wednesday afternoons and on Holy Days of Obligation that occur on school days. We take time to pray daily and learn about the Catholic faith through participation in religion class and other religious activities such as listening to stories from the bible, singing praise and worship songs, creating age-appropriate arts and crafts, learning about the rosary, or discovering virtues and ways we can be kind to others and ourselves in connection to our faith. We also observe and learn about other Catholic holidays such as Lent, Easter, All Saints Day, Advent, and Christmas and feast days of saints and Mary such as Saint Nicholas Day and the Immaculate Conception.

#### **C. Religion**

Resurrection Catholic Parish School is a Catholic school. All students attending RCPS are expected to attend and participate in all religious services. The academic environment serves as an extension and integration of the strong Catholic heritage offered to our students. The school works hand-in-hand with parents in conveying the teachings and traditions of the Catholic faith in a variety of ways.

#### **1. Formal Religion Class**

Catholic teachings are presented in developmentally appropriate ways using an Archdiocesan approved religion text.

## **2. School Mass**

As a school community, we join together to praise God through the celebration of the Mass. Our pastor presides over weekly Mass every Wednesday and Holy Days. Parents are welcomed and encouraged to join their children at these liturgical gatherings.

## **3. Catechesis of the Good Shepherd**

The Catechesis of the Good Shepherd is a program that takes place in the atrium (or prepared environment). After a religious theme has been presented, the children are free to choose an activity that will encourage the joy of their encounter with God and produces in the child the desire to draw nearer to God. The catechist's role is to prepare the environment and to give selected presentations from scripture and liturgy that "call forth" the child's response. The catechist listens with the child and together they ask, "God, who are you? How do you love us?"

## **D. Homework**

The purpose of homework is to reinforce material already presented and to foster habits of independent study. Teachers use a guideline of ten minutes per grade level of homework per evening, plus time for independent reading as appropriate per grade level.

## **E. Standardized Testing**

RPCS participates in the Archdiocesan testing program which measures early literacy, reading, and mathematics. All students take these assessments three times a year. Student scores are shared with parents via conferences or report cards. Parents may request other types of tests, such as developmental or psychological testing, from their local public school district or private parties.

## **F. Stewardship**

Resurrection Catholic Parish is a "Stewardship" church. This means that we recognize that all that we are and all that we have, belongs to God, and we are accountable to Him for the use of all things. Therefore, we must live and give as Christians, generously sharing our God-given gifts of time, talent, and treasure. As a ministry of the parish, RCPS participates in activities such as community service and volunteerism, working together with our parish to find opportunities to share the gifts God has given to us.

## **G. Field Trips**

Field trips are designed to correlate with teaching units and to achieve curricular goals. Field trips are permissible for all grades when advanced planning, location, and the experience insure a successful learning opportunity. A field trip is a privilege and not a right. 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. A written official permission slip, signed by the parent, is required before a child will be permitted to attend a field trip. Verbal permission cannot be accepted. A telephone call will not be accepted in lieu of the proper field trip permission slip.

Students who do not attend a field trip will remain at home and will be marked absent for the day. All monies collected for the field trip are non-refundable. 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. Resurrection risk management insurance company insures the "official" chaperones and participation by unofficial chaperones jeopardizes the protection for our students and all other "official" adults on the trip. Parents who chaperone a field trip may not bring pre-school or school-age siblings on the field trip. All chaperones must be 25 years of age or older.

## **H. School Schedule**

3's Preschool-8:15-12:15 Monday-Friday, or Monday, Wednesday, Friday

4's PreK 8:15-12:15 Monday-Friday

Kindergarten-6<sup>th</sup> Grade 8:15-3:00 Monday, Wednesday, Thursday, Friday, Tuesday 8:15-2:15

Half Days-All Classes Dismissal 12:15 (No Extended Care)

## **I. Extended Care**

Childcare is provided by the Extended Care program. All families using Extended Care, either in the morning or afternoon, must be signed up in FACTS and pre-purchase in their pre-pay account. Each session used is subtracted from your total visits. FACTS will notify you when you need to purchase more sessions.

- Session 1: 7:30 - 8:15 am
- Session 2: 12:15-1:00 pm
- Session 3: 1:00 - 2:00 pm
- Session 4: 2:00 - 3:00 pm
- Session 5: 3:00 - 4:00 pm
- Session 6: 4:00 - 4:55 pm

## **IV. Attendance**

### **A. Release of Students**

It is the responsibility of each parent/guardian to ensure that his/her child is dropped off and picked up from school at the proper time. Parents/guardians are required to complete a Pick Up form through FACTS. This form specifically lists all persons authorized to pick up the child from school. The school reserves the right to require proper identification from anyone who is listed on this form coming to the school to pick up a student, who is not personally known to the teacher or administrator and to refuse release of the child without it. The school follows the guidelines set forth in the Buckley Amendment pertaining to the release of students.

### **B. Drop-off and Pick Up Procedures**

In the morning, parents are expected to escort their children to the school building. Students in all grades should gather at the front doors as they arrive. Doors open at 8:15. Once a child enters the building for the school day, he/she will be the responsibility of the school. Students arriving after 8:30 are tardy and must get a tardy slip in the office before entering their classroom. Students in grades K-6 are dismissed to their parents or guardians at 3:00. Preschool students are dismissed at 12:15. Children who have not been picked up, will be taken to Extended Care for supervision.

Parents are expected to drive slowly and park/back-up cautiously in the parking lot to avoid collisions. Parents are only allowed to park in designated parking spaces, not in front of the school (even if temporarily parking). This is dangerous for any youth crossing the parking lot and a hazard for any emergency vehicles that may be needed.

### **C. Early Pick Up**

Requests to release a student early from school are given in advance to the school office. Parents are required to sign out their child before the child leaves the school. If the child returns to school during the same school day, he/she must be signed back into school in the office by the parent.

### **D. Absence**

Please notify the office if your child will be tardy or is ill. When a student is absent from school, a parent must call the office by 8:30 AM each day of the absence. Parents may also contact the teacher or office, in advance, if the absence is planned. If the office does not receive a call, parents will be contacted until the absence is verified. Emergency contacts, listed by the parents, may also be contacted if parents cannot be contacted. This policy is for the protection of the students.

### **E. Illness**

Sick children should not be sent to school. Per Archdiocesan regulations, students will be sent home from school if they exhibit symptoms such as, but not limited to, fever, vomiting, rashes, stiff neck or headache with fever, jaundice, diarrhea, or difficulty breathing. Students should be fever and vomit free for 24 hours before returning to school. Students who are sent home during the school day with a fever/vomiting will not be allowed to return to school the next day as this would not allow for the 24 hour protection of the entire school community. 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 chickenpox, measles, mumps, pink eye, head lice or Covid-19.

### **F. Absences due to COVID-19**

If a student tests positive for Covid-19 or is deemed by the local health department to be a close contact of an individual who has tested positive, the school will follow the most up-to-date CDC Guidelines for student and

faculty attendance.

### **G. Vacations**

There are regularly scheduled vacations and holidays in the school calendar, which is based on mandated days by the State of Oregon and the Archdiocese of Portland. Please check these ahead of time and plan accordingly. The school will not approve vacations taken outside of the scheduled times; these decisions are the responsibility of the parents. Prolonged absence can and does affect students' academic progress. The school cannot be responsible for the results of these absences. Although classroom teachers may be willing to provide additional work for a child while on vacation, they are not required to do so. It is the responsibility of the parent to ensure academic study continues. Excessive absence (40) days or the equivalent of 40 days including tardies, can be cause for a student to be retained in the current grade for another year.

### **H. Leaving School Grounds**

No student shall leave the school grounds during the school day unless accompanied by a parent/guardian who has signed him/her out in the office.

## **V. COMMUNICATION**

The RCPS office communicates with parents using various means such as email, telephone, RCPS website, notices sent home in children's backpacks, and the weekly newsletter. Teachers also communicate with parents in several ways. Teachers use the application "Bloomz" on a weekly basis, as well as email and telephone. Please be sure to check the contents of your child's Friday Folder and backpack each day so that you can find important notes, art projects, and schoolwork.

Please communicate with the teacher about any changes at home or within the family (i.e., parent on a trip, family member in the hospital, sick grandparent). These changes can affect your child's behavior, and it is useful for staff to be aware of these developments.

### **A. Scheduled Conferences**

Formal parent/teacher conferences are held in October for all parents. The conference affords a time of mutual communication regarding the progress and growth of the child, as well as goal setting. Spring conferences are held in May. Additional conference time may be called for at the request of the parent or teacher.

### **B. Parent Teacher Meetings**

During arrival and dismissal times, staff members must devote full attention to all of the children. Please keep conversations brief. A written note or email is preferred to communicate specific information. If, at any time, parents/guardians have special concerns, please contact the classroom teacher by email, sending a note, or calling the office to leave a message. During school hours, teachers cannot accept phone calls. If you have a message for a teacher during school hours, please call or email the office, and it will be relayed to the teacher. The teacher will respond as soon as possible. If you wish to talk to the teacher at length, you can email the teacher and arrange a time to meet in person or over the phone. Please do not discuss problems or concerns in the presence of your child or other parents.

### **C. Confidentiality**

Confidentiality plays a vital role in promoting respect for every individual and fostering a strong community. RCPS takes confidentiality very seriously and makes every effort to protect each family's privacy. Communications among staff and parents about children should be kept confidential at all times. RCPS recommends that conversations about a child, behavior, or incident should be conducted in private, away from the child and other members of the RCPS community. If a parent has a question or concern, contact the teacher via email or in person to arrange a time to discuss.

### **D. Complaint /Grievance Procedure**

Circumstances may give rise to conflicts among students, parents and school staff. All parties are encouraged to use every available means to resolve these conflicts when they occur using the following process:

- The person bringing the complaint is encouraged to try to resolve the complaint by discussing it with the persons directly involved.
- If resolution is not achieved, the complaint should be discussed with the principal.

- If the principal is unable to resolve the conflict, the principal will bring the pastor into the process as appropriate.
- After reviewing the facts and facilitating discussion of the problem, the principal will respond to the person bringing the complaint.

### **E. Child Custody Policy**

Divorced or separated parents must file a court-certified copy of the custody section of the divorce or separation decree with the principal's office. The school will not be held responsible for failing to comply with custody arrangements that have not been communicated in writing. In cases where custody/visitation are shared by both parents, RCPS maintains a neutral position. RCPS will not be placed in the middle of family disputes. Parents must ensure the school's ability to maintain this unbiased position as a condition for the continued enrollment of the child. Upon parental request, RCPS will make every effort to communicate with both custodial and non-custodial parents.

## **VI. Discipline**

The purpose of discipline is to provide a safe 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. Code of Conduct**

Parents have the primary responsibility for guiding their children toward responsible behavior and being Christian role models. The RCPS is committed to nurturing the growth of the whole child and the establishment of a safe environment in which he/she may learn and grow into responsible Christian adults. The intent of this Code of Conduct is to promote responsible behavior and Christian values that create an orderly, nurturing, and safe environment.

Students have the right to:

- A safe, clean, and nurturing learning environment
- The opportunity to grow spiritually, academically, morally, socially, and physically
- Be treated in a fair, consistent, and respectful manner
- Feel secure from physical, verbal, and written harassment

In order to protect the rights listed above, students have the responsibility to:

- Respect the authority of all faculty and staff
- Respect the learning environment of all students
- Respect the rights and property of others
- Follow school and classroom rules
- Be fully responsible for their actions and for the consequences of those actions
- Participate reverently in liturgical celebrations
- Actively participate in class learning by coming with homework completed and all the necessary learning materials
- Cooperate in parent/teacher communication

In order to create and maintain a safe learning environment, inappropriate behaviors that detract or disrupt learning will result in the consequences outlined in this Code of Conduct.

Level I Behaviors include but are not limited to:

- Not following classroom rules and procedures

- Disrupting the learning environment
- Not following the uniform policy
- Tardy to class
- Disruptive behavior in the hall
- Not following directions
- Gum chewing on campus
- Non-cooperation with parent/teacher communication
- Offensive language
- Disrespect of teachers, adults, and fellow students
- Unsafe behavior on campus
- Irreverent Mass/prayer behavior
- Use of private electronics and cell phones during school hours

Level II Behaviors include but are not limited to:

- Issues of academic honesty (cheating and plagiarism)
- Lying
- Leaving the classroom without permission
- Abusive language
- Disobedience
- Failure to report potential violence
- Destruction of property and/or textbooks
- Inappropriate behavior in the bathroom
- Fighting

There is a zero-tolerance policy for Level III Behaviors, which include but are not limited to:

- Weapons on campus
- Drugs/alcohol on campus
- Malicious vandalism of property
- Theft
- Sexual harassment
- Threats of violence
- Assault or intentional physical aggression
- Repeated harassment and /or bullying- verbal, physical, emotional, cyber (on or off campus)
- Leaving school without permission
- Truancy
- Degradation or slander of school or faculty member

## **B. Consequences for Inappropriate Behaviors**

Any and/or all of the following criteria may be used to determine a student's consequence for misbehavior:

- The seriousness and/or frequency of the offense
- The student's unique needs
- The student's previous behavior
- The circumstances surrounding the offense

Teachers may discuss student behavior with the principal. The principal may choose to discuss a student's behavior with other school staff, the pastor, and/or the Archdiocesan Department of Catholic Schools. In all circumstances the final decision as to consequences for student behavior rests with the principal.

### **1. Consequences for Elementary Students**

Consequences for Level I Behavior include but are not limited to:

- Time out, apology, discussion with teacher
- Student conference with principal
- Conduct referral
- Phone call/note home or conference with parent/student/teacher
- Conference with parent and principal

Repeated Level I behavior will result in consequences corresponding to Level II behaviors

Consequences for Level II Behavior include but are not limited to:

- Conduct referral
- Parent communication (phone call or conference)
- Detention
- Meeting with principal
- Behavior Contract

Repeated Level II behaviors will result in consequences corresponding to Level III behaviors.

Consequences for Level III Behavior include but are not limited to:

- Suspension
- Possibility of expulsion

### **2. Consequences for Middle School students**

Please note that consequences for middle school students are cumulative. This means that inappropriate behaviors lead to detention, then to suspension, and include the possibility of expulsion.

Consequences for Level I Behavior include but are not limited to:

- Documentation of behavior via demerit slip
- Three demerits in a trimester result in the consequences corresponding to Level II Behaviors. (See below)

Consequences for Level II Behavior include but are not limited to:

- Detention
- Meeting with principal
- Three detentions in a trimester will result in the consequences corresponding to Level III
- Behavior

Consequences for Level III Behavior include but are not limited to:

- Suspension



- Behavior Contract
- Three suspensions in a trimester may result in expulsion
- Immediate expulsion.

### **C. Glossary**

#### *Conduct Referral*

A conduct referral is documentation of Level I or II behavior by elementary students. Any staff of The RCPS may give a conduct referral. Parents must sign and return the conduct referral the following day in order for the student to be allowed to return to school. Additional consequences may accompany a conduct referral.

#### *Demerit*

A demerit is documentation of Level I behavior by middle school students. Students will receive one copy of the demerit and the homeroom teacher will keep the other copy on file. Demerits are not cumulative from one trimester to the next. Three demerits in one trimester will result in a detention, at which point the three demerits will be photocopied and sent home with the detention form. Middle school students are responsible for communicating with their parents at the time they receive a demerit.

#### *Detention*

When a student receives a detention, the student will not be allowed to return to class until the detention slip is signed by a parent. Detentions will be held Wednesday from 3:15 to 4:15 and will consist of time for written reflection. Additionally, the student may be required to meet with the principal. The third detention in a trimester will result in a suspension.

#### *Behavior Contract*

Students who have repeated discipline issues may be placed on a behavior contract. At the elementary grades, students who serve two detentions in a school year may be placed on a behavior contract. Middle school students who are suspended may be placed on a behavior contract. Students who break their behavior contract will be asked to leave the school.

#### *Suspension*

Suspension is the temporary removal of a student from class and/or school. The school will determine if an in-school or at-home suspension is more appropriate as indicated in a letter from the principal. Suspensions may also include a conference with the principal, pastor, parent, student, and/or teacher.

#### *Expulsion*

Expulsion is the removal from the school for the remainder of the school year. Parents/guardians may petition to re-enroll a student for the following school.

### **D. Harassment/Bullying**

Harassment and bullying include but is not limited to:

- Threatening, insulting, demeaning, or systematically excluding any student or group of students in such a way as to disrupt or interfere with the school's mission or the education of any student.
- Verbal and nonverbal behavior, carried out over a period of time, which is intended to belittle a person's dignity, such as use of unwelcome nicknames, glares, and gestures.
- Inciting or creating a hostile educational environment.
- Placing a student in reasonable fear of physical or social/emotional harm.
- Physically harming a student or damaging a student's property.
- Use of electronic means to engage in the behavior described above.

## **VII. HEALTH & SAFETY**

### **A. Emergency Medical Authorization**

In order to handle emergency situations, the school must be able to reach parents quickly. For this reason, every parent must fill out an Emergency Medical Form each year as required by law. Please inform the school of any changes needed on the form throughout the school year. This is completed through your FACTS family portal.

## **B. Immunizations**

Resurrection Catholic Parish School requires proof of immunizations of students upon enrollment. The necessary proof of immunization form is available from the student's personal physician. No student will be allowed to attend classes after February 21, until such time as his/her updated immunization form has been turned in to the school office.

Required immunizations for every student in Preschool 3 and 4 are:

- 3 doses of DPT vaccine or TD2.
- 3 doses of Polio vaccine 3 doses of Influenza
- 1 dose of Pneumococcal conjugate vaccine 1 dose of MMR
- 1 dose of Varicella (chicken pox)
- 1 dose of Hepatitis A

Required immunizations for every student in Kindergarten through 5th grade are:

- 4 doses of DPT vaccine or TD9.
- 4 doses of polio vaccine, final dose must be administered after the fourth birthday.
- 2 MMR's
- 3 doses of Hepatitis B
- 2 doses of Varicella (chicken pox) or history of the disease
- 2 doses of Hepatitis A
- 3 doses of Influenza
- 1 dose of Pneumococcal conjugate vaccine

## **C. Medication Policy & Forms**

Administration of medication during school hours, on school property or while attending school events, must be medically necessary. Students may not receive or take any medication unless a Medication Authorization Form is completed and signed by the parent/guardian and, for prescription medications, by a health care professional (physician, nurse practitioner, physician assistant or dentist) who is licensed to practice in Oregon. A Medication Administration form is available in the school office. All medication is stored and administered in the school office.

A new Medication Authorization Form is required at the beginning of each new school year or at any time there are changes in the medication or its administration, including its discontinuation.

A separate Medication Authorization Form must be completed for each different medication. The parent/guardian may complete the health-care provider section for non-prescription medication.

A physician's order and specific parental consent are necessary for self-carry/self-administration of emergency medications such as inhalers or EpiPens.

Medication must be delivered to the school by the parent/guardian, or in special circumstances, by another responsible adult approved by the parent/guardian. Such approval shall be in writing and submitted to the school in advance of delivery. All medications provided to the school must be in the original container and labeled by the pharmacist with the student's name, name of medication, dose, frequency, method or route of administration and any special instructions, including but not limited to adverse effects that may reasonably be expected and contraindications to administering the medication. Non-prescription medication must be in the original container with the manufacturer's label intact. The parent/guardian assumes full responsibility for maintaining a current supply and the appropriate transportation of medication.

Under no circumstances are students allowed to have any kind of medication in their possession, except for self-carry/self-administration of emergency medications that have been registered in the school office.

The first day's dosage of any medication must be administered at home before it will be administered by school personnel.

The parent/guardian will be notified if their child refuses to accept administration of medication that has been authorized by the parent and, if required, the health care professional.

Medication prescribed on an "as-needed" basis will not be administered by school personnel.

Unused medication will be destroyed if not claimed by the parent/guardian within five working days of the end of the school year, the expiration date of the medication or the discontinuation of the medication, whichever is earlier.

The parent/guardian must agree to release Resurrection Catholic Parish School from any and all liability, claims and actions that may arise from injury or harm to his/her child provided school staff are following the health care provider's order as submitted on the Medication Authorization Form. The parent/guardian must further agree to indemnify and hold harmless Resurrection Catholic Parish School from any claim arising from any wrongful act or negligent conduct by his/her child related to the possession or administration of medication.

#### **D. Allergy Policy**

Resurrection recognizes that an allergy is an important condition affecting many children and positively welcomes all pupils with allergies. All staff who come into contact with children with allergies are provided with training on allergies. Immediate access to inhalers and Epi-Pens® is vital. Parents must be sure the school is provided with labeled inhalers/Epi-Pens®. It is the responsibility of the parent/guardian to make sure that all medications are unexpired.

The school does all that it can to ensure the school environment is favorable to children with asthma or allergies. As much as possible, the school does not use chemicals that are potential triggers for children with asthma or allergies. However, RCPS makes no claim to be an allergen or peanut-free school.

#### **E. Illness During the School Day**

The parent or guardian will be notified when a student becomes ill during the school day. The secretary and the parent or guardian will determine whether the child should be dismissed to go home. Students who are seriously ill or who constitute a danger of spreading illness to others will be expected to be picked up by the parent or guardian immediately. Siblings will also have to be picked up. If a child has Covid, the current CDC guidelines will be followed.

#### **F. Medical Emergencies/Accidents/Injuries**

If a student suffers a medical emergency precipitating the need for a 911 call to be made, the parent/guardian will also be called immediately so that proper directives can be given by the parent/guardian to the emergency personnel. Parents/guardian will be responsible for any/all expenses involved.

Accidents on school property shall be reported immediately to the principal, pastor, and parent. A report shall be written describing the accident and follow up care. The Diocesan accident report form shall be used. A copy of the report shall be kept permanently in the school. If professional medical services are required, a copy of the report shall be sent to the DCS and the Diocesan Risk Manager.

#### **G. Child Protective Investigations**

Oregon law provides that any person who knows or has reasonable cause to suspect that a child is abused by a parent, legal custodian, caregiver or other person responsible for the child's welfare must report such knowledge to the Department of Children and Families (DCF). The school will cooperate with all child protective investigations by DCF or the local law enforcement agency.

Child protective investigations by DCF or local law enforcement agencies sometimes include interviews of students at school and may occur without advance notice. When it is reasonably possible, the school will seek to notify the parents that their child has been asked to participate in a child protective investigation. The school may also request the presence of a school staff member during investigative interviews on school property. However, please note that, under Oregon law, DCF and local law enforcement have the discretion to conduct unannounced interviews and to disallow school staff member's presence during these interviews.

#### **H. Abuse Reporting**

As caregivers and advocates of minor children, all teachers and staff members are required by law to report suspected child abuse, whether it is physical, emotional, sexual, or neglect. No staff member or employee of

Resurrection Catholic Parish School can be held liable for making such reports. Indeed, any staff member who becomes aware and does not report, may be liable for serious penalties, as silence contributes to the crime. RCPS will follow the procedures and support any follow-up actions required by authorities. Parents need to be aware that names of any reporters, should they be known, may not be given out and any incurred investigations may not be discussed except with the release of the investigating authority.

#### **I. Visitors**

All visitors are expected to ring the doorbell of the school entrance. Any unknown visitors must submit valid reason for visit and identification and be admitted by a school employee. Parents/volunteers are expected to ring the doorbell at the school entrance and be admitted by a school employee. Visitors sign-in at the school office and receive a volunteer badge that must be worn at all times during their school visit. All adult visitors are prohibited from using the student restrooms during school operating hours.

#### **I. Volunteers**

Resurrection Catholic Parish School relies on volunteers and eagerly welcomes parents and guardians to help with various tasks throughout the year. Volunteer opportunities are communicated on an as-needed basis directly from classroom teachers or from the school administration through the weekly e-newsletter. Younger siblings are not allowed to accompany parent volunteers for meetings or classroom volunteer roles. Volunteers must complete mandatory training, both online and in-person, as well as a background check. Please visit our website for details on how to complete these requirements or call the school office for help.

#### **J. Volunteer Code**

Volunteers serve to enhance the school's ability to provide for the students' needs and to benefit the school's mission. Volunteers serving in the school must support and model the moral teachings of the Catholic Church and function faithfully within the mission and structures of the school/parish. Volunteers work in a collaborative role with other volunteer and the school staff. Volunteers must recognize confidentiality as a living principle and respect the dignity of those students and adults with whom they work and come into contact with.

#### **K. Safety Drills**

Drills, including fire, earthquake, and lockdown/lockout, are conducted regularly as a safety measure and as required by law. Protective measures and techniques are taught and practiced in each classroom and school-wide. Per emergency personnel recommendations, the following procedures will be followed for a school lockdown.

- Classroom doors will be locked.
- Blinds will be lowered.
- No one (including parents) will be permitted to enter or leave the building.
- Lockdown will continue until the school has received an "all clear" signal from emergency personnel.

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

#### **L. Weather and Other Emergencies**

Resurrection Catholic Parish School has procedures for extreme weather and for other safety emergencies. In general, RCPS follows whatever directives are given for the West Linn - Wilsonville public schools. Therefore, please do the following:

- Listen to the TV news, radio stations, or Internet sites;
- Follow the directives given for the West Linn - Wilsonville schools
- If the public schools are in session, RCPS will be in session.
- If the recommendation is to release students, RCPS will release students
- Except in the case of a school lockdown, parents may pick up their children early.
- If early dismissal is recommended for the entire school, students will be released to their parents or people designated on their emergency card and contact information.
- DO NOT call the school for information. Phone lines must be free for the school to contact you, if necessary.
- RCPS will also use other communication, such as Bloomz, email, and the school website to share information.

#### **M. Weapons/Dangerous Instruments**

Student possession of any weapon or dangerous instrument that could be used as a weapon on school property or at school related functions is prohibited and may lead to disciplinary actions. The possession of a weapon or

## VIII. General Policies

### A. Audio and Video Recording

Students and parents/guardians may not record another student, parent, or teacher without the express written permission of the individual being recorded. Signed consent forms will be retained in the office for a period of 3 years. Failure to comply with this policy may result in the student/family being involuntarily separated from the school.

### N. Facebook®, Instagram®, Twitter®, TikTok® and Other Social Media Postings

RCPS works to protect the confidentiality rights of all students. The Family Education Rights and Privacy Act of 1973 (FERPA) and the Child Protection Act of 2012 (CPA) were designed to protect personally identifiable information of minors. RCPS adheres to these laws in its attempt to protect the privacy rights of all students. As a result, the parents of students enrolled at RCPS are forbidden from posting photographs taken at school sponsored events that include the images of students other than their own on their personal Facebook®, Instagram®, Snapchat®, TikTok®, or any social media page. Such postings are a violation of the school's adherence to FERPA and the Child Protection Act. The students of parents who post such photos may be separated from RCPS.

Engagement in online blogs such as, but not limited to Facebook®, Twitter®, Instagram®, Snapchat®, TikTok®, etc. may result in disciplinary actions if the content of the student or parent's blog includes defamatory comments regarding the school, the faculty, other students, other parents, or the parish.

No parent should open a Facebook®, Twitter®, Instagram®, Snapchat®, TikTok®, etc. account under the name of the school or a particular grade or school organization. The only official Resurrection Facebook® and Instagram® page is the one created and monitored by the RCPS. A parent who chooses to create such an account may subject his/her child(ren) to separation from the school.

### O. Electronics and Phones

Phones, Apple Watches/phone watches, toys, and electronics from home should not be brought to school. They are not permitted to be in use during school hours and will be confiscated from the student.

### P. Gum

Students may not chew gum at school or at any time that they are on school/parish property. This includes before school, during school, and after school. Disciplinary action will occur for students who are chewing gum during the course of the school day or during morning or afternoon care.

### Q. Money and Valuables

Resurrection Catholic Parish School is not responsible for money or valuable items that children bring to school. If parents send money to school with their child it should be placed in a sealed envelope that is marked with the child's name, the amount of money enclosed, and the purpose of the money. Students are to give the envelope to their teacher upon arriving at school.

### R. Nut-Containing Products

Due to the increase of various allergies to nut-containing food products, the school does not distribute foods containing nut products. We ask faculty, staff, students and parents to abstain from bringing any items containing nuts. This includes peanut-butter sandwiches.

### S. Parental Reminders

As partners in the educational process at RCPS, we ask parents:

- To actively participate in school activities and read school notes and newsletters
- To notify the school 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 support the religious and educational goals of the school

- To remind their student to take care of school books or property and pay for damages due to neglect
- 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 uniform code
  - ✓ Completes assignments on time
  - ✓ Has a nutritional snack and lunch every day

#### **T. Parents Club**

The Parent Club seeks to build a sense of Christian community by fostering positive relations among parents, school personnel, and the parish. They assist in the operation of the school through volunteer fun and fundraising activities.

#### **U. Parties**

Classroom parties are under the direction of the classroom teacher. Invitations to private parties are not allowed to be distributed anytime at school. Because invitations can become an exclusion issue with students and cause hurt feelings and distraction in class, students must distribute them from home.

#### **V. Playground**

Families are welcome to use the playground when school and Extended Care are not in session, but not during school hours. Each child must be directly supervised by a responsible parent/guardian. All playground rules apply at all times:

- No throwing of bark dust or sand
- Clean up all garbage
- No climbing up the slides
- No climbing the fences

School staff are in not responsible for students outside of school hours.

#### **W. School Property**

The parent of a child who carelessly destroys or damages any furniture, computer, Chromebook®, equipment, buildings, or anyone’s personal property will be obligated to pay the full amount of repairs and labor or replacement. Textbooks rented by the student must be properly cared for and no writing in it is permitted. The student will pay a fine or replacement for damaged or lost texts before any final reports, transcripts, or diplomas are issued.

#### **X. School Uniforms**

Resurrection Catholic Parish School students are required to wear well-maintained school uniforms at all times. The wearing of a uniform is an integral part of Catholic School tradition. Students in uniform are less pressured at school by clothing trends and peer comparisons and it greatly aids in concentration on schoolwork. Student attire must promote human dignity, cleanliness, and good health.

Uniforms are sold through Dennis Uniform Company, Lands’ End, and locally at Kadmark. Any questions regarding the uniform policy should be directed to the school administration. [The complete Uniform and Dress Code Policy can be found in on the school website.](#)

All of your child’s belongings should be labeled in permanent ink with his/her full name. This includes coats, jackets, sweaters, shoes, uniforms, lunch boxes, backpacks, and anything else that is brought to school.

Extenuating circumstances which prevent a student from wearing the school uniform must be explained in writing by the parent and verified by an administrator before the student reports to class. Any students dressed inappropriately will be asked to call their parent/guardian to bring proper attire for school. The administration reserves the right to send home any student who does not comply with uniform regulations.