

PARENT/STUDENT HANDBOOK

2025-2026



Resurrection Catholic Parish School

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www.rcparishschool.org

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Dear Parents and Students,

Welcome to the 2025-2026 school year at Resurrection Catholic Parish School! We are honored and blessed that you, the primary educators of your children, have chosen to partner with us in this sacred mission. Together, we share the joyful responsibility of nurturing and guiding your children to grow in faith, knowledge, and character.

As parents, you are an essential part of the RCPS community. Your involvement, support, and collaboration are vital to your child's educational and spiritual journey. We firmly believe that when parents actively participate in the life, learning, and liturgy of our school, the experience becomes more enriching and impactful for the whole family.

To our returning families, thank you for your continued support and trust. We encourage you to welcome and support our new families, sharing with them the warmth and spirit that make Resurrection such a special place. Your commitment and example help foster the sense of belonging that defines our school.

This handbook outlines the policies and procedures that help our school run smoothly and safely. If you have any questions or need further clarification, please do not hesitate to contact the school office. We are here to help.

Once again, welcome to a new school year filled with promise, growth, and grace. We look forward to working together in faith and partnership.
Peace and blessings,

Stephanie Berg
Principal
schooloffice@rcparish.org

Fr. Bill Moisant
Pastor
wmoisant@rcparish.org

General Information

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.

History

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 6th 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.

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, intellectual, emotional, and social development of each child.

Vision Statement

Our vision is to be a Catholic school of excellence rooted in Christ which empowers children to become innovative thinkers, who will lead with integrity, and serve others with love guided by the Gospel values.

Philosophy

1. We value 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.

Student Learning Expectations (SLE's)

SLE #1: Spiritual

A Resurrection student is a disciple of Christ who:

- Models Gospel values
- Serves God and the community through their daily actions
- Actively participates in prayer and worship

SLE #2: Intellectual

A Resurrection student is a scholar who:

- Demonstrates a strong foundation in core subjects
- Approaches problems with creativity, collaboration, and critical thinking
- Takes ownership for their learning
- Perseveres in academic challenges

SLE #3: Emotional

A Resurrection student is a mindful person who:

- Values themselves as a creation of God

- Exercises self-control
- Identifies and regulates emotions

SLE #4: **Social**

A Resurrection student is a citizen who:

- Demonstrates empathy and respect for others
- Peacefully solves problems
- Leads with integrity, humility, and a commitment to social justice
- Cares for all of God's creations

Personnel

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.

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. [Archdiocese of Portland Vision for Mission Passion Catholic Education](#)

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.

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.

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 and growth are stimulated through weekly faculty meetings and continuous professional development.

Admissions

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.

Registration and Admissions Policy

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.

Age Requirements:

- Preschool students must be a minimum of three (3) years of age to enroll in the school and be 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 be 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.

Registration Process

Current Students:

Registration of currently enrolled returning students will take place in January. All returning students must register each year. The registration fee is \$250 until February 1st and then increases

to \$350. It is paid through FACTS family portal. The registration fee is in addition to regular tuition and is non-refundable.

Entrance Priorities

Priority of acceptance is given in the following order as space permits, assuming that a student qualifies in good standing.

1. Current Students
2. Siblings of current students
3. Active members of the parish
4. Children of RCPS staff
5. Children from other Catholic parishes with no school or full classes
6. Others who support the mission of Catholic education

Entrance Requirements

New family registration takes place beginning February 1st. Our admissions policy requires:

- Complete registration through FACTS
- Payment of registration fee of \$350
- Copy of legal birth certificate
- Immunization Record
- New student developmental/academic screening and meeting with the principal
- Students transferring must provide complete student record from the most recent school of attendance.
- The first trimester of attendance at Resurrection Catholic Parish School is considered a probationary period. Chronic missing or late academic work, class disruption, disregard for school policy, or other such issues may result in the student being asked to withdraw from Resurrection Catholic Parish School.

Withdrawal Process

Parents of students leaving RCPS prior to completion of the school year should notify the principal in writing as soon as possible in advance of departure. Transfer records requested by another school will be sent directly to the new school upon receipt of current tuition payment. Records will not be released for students who have financial obligations to the school. Health records will be released to parents if requested. If there is an academic, social, or behavioral concern, please speak with the teacher and principal before it comes to the point of a withdrawal decision.

Financial

Tuition

3's Preschool

3 days/week \$5200

5 days/week \$6825

4's PreK \$6825

K-7th Grade \$8400

Tuition Assistance

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.

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.

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 4th, 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 12th if hours remain unserved.

Facts Tuition Management

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. Tuition payments begin in **July** because preparations for the Fall including hiring new teachers, ordering furniture such as desks and chairs, and ordering textbooks for students begins in **July**. **Tuition payments are nonrefundable.**

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 1st 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.

Tuition and Fees Non-Payment

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.
- A \$45 fee will be charged for all checks made payable to RCPS that do not clear the bank.

Registration and Other Fees

Current Families \$250

New Families \$350

Tuition and Fees for Students Withdrawing Mid Year

Tuition payments reflect the educational cost per child up through the end of the month of withdrawal. Mid-year withdrawal (for any reason) is a breach of the annual tuition contract and a financial burden on the school due to changes in staffing, curriculum, and supply needs.

- Registered students who withdrawal before the first day of school are responsible for 1/3 of the full tuition amount (ex \$2,800).
- Registered students who withdraw between the first day of school and December 15th are responsible for ½ of the full tuition amount (ex \$4,200).
- Registered students who withdraw after December 15th are responsible for the full tuition amount (ex \$8,400).

State or City Ordered School Closures

If school is closed due to weather or a public health concern, parents/guardians will still be responsible for payment of tuition. The education of each student will continue with virtual/remote/e-learning. Teachers will continue to plan standards- based lessons and evaluate student work. Report cards will be distributed at the end of each grading period. If a parent/guardian cannot make the regular tuition payment, the principal should be notified as soon as possible to create a payment plan.

Parents

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.

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.

A \$45 fee will be charged for all checks made payable to RCPS that do not clear the bank.

School Hours

3's Preschool

8:15-12:05 Monday-Friday, **or** Monday, Wednesday, Friday

4's PreK

8:15-12:05 Monday-Friday

Kindergarten-7th Grade

Monday, Wednesday, Thursday, Friday 8:15-3:00

Tuesday 8:15-2:15

Doors open at 8:05 and learning begins at 8:15.

Noon Dismissal

Half Days-All Class Dismissal 12:00 (No Extended Care)

Returning to School After Dismissal

Students are not permitted to return to the school building after the 3:00 PM dismissal unless accompanied by a teacher. Students who choose to return to school after 3:00 PM without a teacher, face detention, suspension, or expulsion. This policy is designed for the protection of your child in addition to helping your child to become more organized and personally responsible.

Family Cooperation/Parent Support Disclosure

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

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.

Classroom Visitors

All visitors, including parents, must report to the office, sign in and wear a visitor badge. Visitors must be cleared volunteers. The principal may grant an exception to guest speakers or other academic visitors. These visitors will be supervised by a staff member at all times.

Drop Off/Pick Up

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 Pickup 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.

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 8:05. Once a child enters the building for the school day, he/she will be the responsibility of the school. Students arriving after 8:15 are tardy and must get a tardy slip in the office before entering their classroom. Students in grades K-7 are dismissed to their parent/guardian at 3:00 from students' classrooms. Preschool students are dismissed at 12:05. Children who have not been picked up by 3:05, 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.

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.

Complaint/Issue Resolution

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.

Home and School 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.

Parent Communication to/Visits w/ Students During the School Day

1. In an emergency, we will deliver messages to your child and assist in caring for him or her until your arrival.
2. Non-emergency messages from parents to children will be delivered to the classroom or to the teacher as soon as possible without disrupting class.
3. Students may use the phone only with permission of a staff member. Phone requests will not be authorized for anything other than necessary parent or business contact.
4. In order to limit class distractions, school staff, not parents, will deliver items to students.
5. On occasion, parents may have lunch with their child during the designated lunch period. All parents must check-in at the main office and wear a visitor badge while on school grounds. They must also be up to date on all required Called to Protect/CASE training.

6. Parents are not allowed in classrooms simply to observe. At times, parent help will be requested in the classroom by individual teachers.

Hot Lunch

Hot lunch is delivered on Tuesdays and Thursdays.

Tuesdays are pizza days and pizza may be ordered through FACTS and 2 slices will be provided of either cheese or pepperoni from Dominos.

Thursdays we partner with My Hot Lunchbox and families may register on the website and order from the designated restaurant.

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.

Parties and Events

School events are under the direction of the school administration.

School events and parties are reserved for students of Resurrection Catholic Parish School. Treats served at parties may not contain nuts.

While alcohol may be served to adults at some events such as our auction, you are not permitted to bring, serve, or consume alcohol on property that has not been provided by school personnel. Violation of this policy is subject to discipline by school and parish leadership.

Classroom parties are under the direction of the classroom teacher and should continue to serve the mission of the school. 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.

Releasing Students During the School Day

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.

Academic Information

Attendance

Regular attendance is required of all students to support the spiritual and academic climate of the school. Parents and their children have the primary responsibility for ensuring both regular and on time attendance at school. Excessive tardiness and/or absences has several undesirable effects on the school ethos, as it communicates a lack of esteem for the community and its activities.

The school day begins promptly at 8:15 am. Students arriving to their classroom after the designated start time will be marked tardy. Give the school as much notice as possible regarding

upcoming trips or events that will result in a student absence. Teachers are not required or expected to provide work prior to a planned absence.

Absences and Tardy Reporting

Parents and students are expected to make every effort to attend all instructional days during the school year. Should an absence be necessary (ie. Illness, family emergency, Dr. appointment, etc.) the school must be notified. A parent must call the office by 8:15 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.

Excused Absences

The following reasons are considered excused absences:

- Student illness
- Illness at home requiring the student's assistance
- Family emergency
- Court appearance
- Funeral/bereavement
- Medical need
- Other reasons with prearranged administrative approval

Tardiness

Students who enter class late create a disruption and interfere with the learning of other students. Habitual and unexcused tardiness has a negative impact on student achievement. It is the responsibility of the parents and students to ensure that the student is in their respective classroom at 8:15 am. Students that arrive to their classroom after these times will be marked tardy. Students who are tardy will check in at the main office.

Excused Tardies

Student tardiness will be considered excused with notification from a parent or guardian due to:

- Medical appointment
- Student illness
- Family emergency
- Events that could not be planned for (ie traffic accident)

All other forms of tardiness are considered unexcused.

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. **Teachers are not required to give make-up tests or assignments due for absences due to vacations.** 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.

Truancy and Excessive Absenteeism

Excessive absenteeism or tardiness disrupts the continuity of a child's education and should be minimized. A student who is absent from school without a valid excuse for a period deemed unreasonable may be considered truant. Parents and or/ appropriate authorities will be contacted. Severe Chronic Absenteeism is defined as a student missing (whether excused or unexcused) 10% or more of academic days.

After the tenth day of unnecessary absence, a conference with the principal may be required. If a child's absences continue to equal 10% or more of the school year, missed, RCPS may revoke or change the student's enrollment status.

Academic Honesty

Honesty is expected of students in the performance of all academic work. Cheating, using AI to generate work, 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 zero or failing grade on that exam or assignment. Academic dishonesty may lead to other disciplinary procedures including detention, suspension or possible expulsion.

Conferences

Scheduled Conferences

Formal parent/teacher conferences are held in October and May (see calendar for specific dates) for all parents. The conference affords a time of mutual communication regarding goal setting and progress of the child. Additional conference time may be called for at the request of the parent or teacher. Parents are not to use conference days as vacation days and then ask teachers to reschedule conferences for the family during the teacher's personal time or on other days. Please be as courteous to the teacher as you would expect him/her to be to you.

Parent Teacher Meetings

During arrival and dismissal times, staff members must devote full attention to all children, this is not the time to discuss individual student concerns. 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.

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. A breach of confidentiality may lead to discipline including expulsion.

Academic Concerns

Actions to be taken in response to academic concerns may include:

1. The teacher may confer with a student regarding specific assignments or concerns. An agreement will be reached as to when and/or how the student will accomplish what needs to be done, and the level of credit to be received.
2. Missing or late work may not receive full/any credit.
3. No credit will be given for any assignments and/or tests in which student copying of information/cheating is involved.
4. Academic concerns, such as late or missing work, will be noted by the teacher on the student's progress report and/or report card.

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.

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.

Religion

Resurrection Catholic Parish School is a Catholic school. All students attending RCPS are expected to attend and participate in all religious services including weekly mass on Wednesdays. The academic environment serves as an extension and integration of the strong Catholic heritage offered to our students. The school works together with parents in conveying the teachings and traditions of the Catholic faith in a variety of ways. Catholic teachings are presented in developmentally appropriate ways using an Archdiocesan approved religion text.

School Mass

As a school community, students and staff join in praising 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.

Catechesis of the Good Shepherd

The Catechesis of the Good Shepherd is a program that takes place in the atrium (or prepared environment) for students in preschool through second grade. 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?"

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 (ie 5th grade would have 50 minutes of homework Monday-Thursday), plus time for independent reading as appropriate per grade level.

Daily Schedule

8:05-8:15am School doors open

8:15am School begins (students arriving to their classroom after 8:15am are considered tardy.)

8:15am Morning Announcements, Pledge of Allegiance, and all school prayer

12:00-12:20pm All school lunch in the parish hall

2:30-3:00pm 5th-7th grade electives

3:00pm Doors open for dismissal

Grading Related Topics

Preschool-4th grade

1 - not yet meeting standard

2- needs assistance to meet standard

3- meeting standard without assistance

4- exceeding standards without assistance

N/A Not yet addressed

5th-8th Grade

A 90-100%

B 80-89%

C 70-79%

D 60-69%

F 59% or lower

Testing

Students will not be permitted to retake a quiz or a test in order to improve their academic standing.

RPCS participates in the Archdiocesan testing program, Renaissance STAR Testing, 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.

The ACRE test (Assessment of Catechesis Religions Education) is given to students in Grades 5 and 8.

Uniform and Dress Code

Creation and Purpose

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.

Uniform Exchange

Uniforms that have been out-grown, but not worn-out are brought to the school to be made available to other families. The Uniform Exchange is open to everyone at no charge. Special Uniform Exchange Days will be announced. Check with the school office regarding availability of uniforms throughout the school year.

Lost Uniform/Clothing

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. Lost items will be placed in the lost in found

Uniform Vendors

Uniforms are sold through Tommy Hilfiger School Uniforms and spirit wear is sold locally at Kadmark. Any questions regarding the uniform policy should be directed to the school administration.

Uniform Code

The complete Uniform and Dress Code Policy can be found in on the school website.

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.

Student 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 regarding matters relating to student disciplinary issues and actions.

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

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

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:

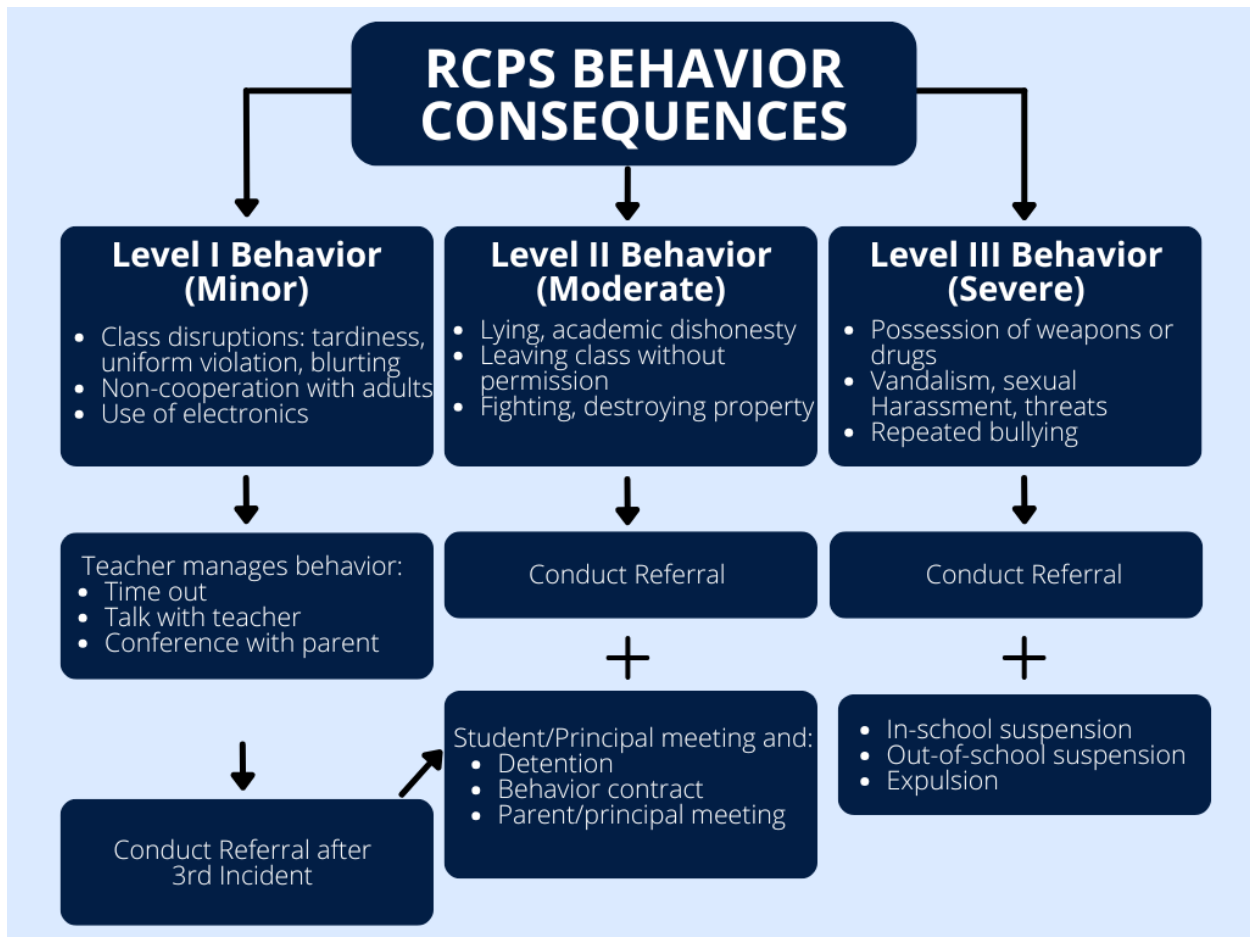
- Weapons on campus
- Drugs/alcohol on campus
- Malicious vandalism of property
- Theft
- Sexual harassment
- Threats of violence
- Assault or intentional physical aggression
- Repeated harassment and /or bullying- verbal, physical, emotional, cyber (on or off campus)
- Leaving school without permission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

Consequences for Inappropriate Behaviors

Any and/or all 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.



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

- Time out, apology, discussion with teacher
- Student conference with principal
- Conduct referral after the 3rd incident
- 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

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 referral slip
- Three referrals 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
- 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.

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.

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.

Bullying and Bullying Prevention

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.

Off- Campus Conduct

The administrations at RCPS reserves the right to discipline its students for off-campus behavior that is not in line with behavior expectations of its students during the school day. This off-campus behavior includes but is not limited to cyber-bullying.

Cellular Phones and Other Electronic Devices Policy

The use of cellular phones, smart watches, AirPods and/or other personal electronic devices is not allowed on campus. Students may not use cell phones and/or electronic devices while in Extended Care. If a student brings a cellular telephone or electronic device to school, it must remain in the student's backpack at all times and be turned off or on silent mode while on campus. Students may not text message during the school day. If a staff member sees a student with a cell phone or device on campus at any time, it will be sent to the office. Students may pick up their cell phone from the principal on the first offense. Parents must pick up the cell phone upon the second offense.

Playground Rules and Usage

For the safety of everyone, the playground may only be used under staff supervision. If a staff member is not outside, the playground is closed. 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

Leaving School Grounds During the School Day

Resurrection Catholic Parish School is a closed campus. Once a child arrives at school he or she is expected to be at all scheduled classes and activities on time.

No student may leave school without prior parent or guardian authorization, which has been given to the office in writing, or, in an emergency, via a phone call to the school.

If the school is aware of a student having left school without permission the school will make every effort to immediately contact a parent.

A student who leaves school property without permission may not return to class until parent contact has taken place. It is at the discretion of the principal to determine what action will be taken.

Littering, Gum Chewing, and Beverages

Students are not to have gum on campus.

Students may drink only water on campus or in classrooms except during lunchtime.

Students should not drink tea or coffee at school, nor should they enter the school building in the morning while drinking a beverage.

Water bottles are to have fully closing lids, no straws or sipping holes.

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.

Search and Seizure

RCPS reserves the right to search any items brought to school.

To protect the educational environment and the health and safety of persons and property on the grounds and at school functions, neither intoxicants, dangerous or offensive items may be brought to school grounds. Action will be taken in accordance with State and Archdiocesan guidelines.

Cubbies, desks and personal belongings including, but not limited to, digital devices, both school owned and personal, are subject to search at any time by school administration or teachers. This is for the protection of students and school employees. Lockers, 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.

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.

Vandalism/Property Damage

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.

Weapons Policy

Ordinarily, any student in possession of a weapon will face disciplinary consequences up to and including expulsion from school. 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. Other examples of weapons include mace/tear gas/pepper mace, a club bludgeon or similar instrument, or a deadly or dangerous weapon.

Technology

The rules and guidelines that govern the use of Resurrection Catholic Parish School's technology and network access are outlined below.

For purposes of this policy, the term "technology" or "network" includes, but is not limited to: hardware (any computers, Google applications, Chromebooks, cell phones, media players, printers, document and other cameras, projectors, interactive smart boards, network, and all related tools and material), software, and internet-based programs (RCPS's and teacher websites, email system, and any other school-owned or school-based internet programs.)

Resurrection's Network Etiquette and Acceptable Use Guidelines

Resurrection's technology agreement and contract extends to the electronic world. Technology should not be used in any way that is contrary to our mission and philosophy. This includes but is not limited to:

- harassing or bullying
- stealing, borrowing, or plagiarizing the work of others
- accessing or storing inappropriate materials

- sending out "chain" or unsolicited communications and/or surveys that have not been approved by faculty or staff.
- “multitasking” during class time (emailing, chatting, gaming, doing homework for other classes, etc.)
- using technology to take a photo, video, or audio of any student or staff member, without their knowledge and consent
- expression of profanity and vulgarities
- sharing personal information about yourself or any student or school personnel to anyone via the Internet
- any use that endangers your safety or the safety of students or staff members
- any use that interferes with the ability of a teacher to teach and other students to learn, focus, and concentrate
- any use that would disrupt the use of the network by others

Resurrection’s Fundamental Digital Etiquette and Acceptable Use Policies

1. Resurrection’s technology is to be used for educational purposes first and foremost and should be handled with care and consideration. Using electronics and technology for personal purposes (playing games, online chatting, watching unrelated videos, unrelated web browsing, etc.) is not allowed during class or instruction time unless associated with a class and/or permission from a staff member is explicitly given.
2. Any storage on Google or a Resurrection owned device or service is for school-related files only. These resources should not be used to store or download personal music, videos, games, files, or photos.
3. Resurrection’s electronic resources may not be used to engage in any illegal activity at any time (i.e. breaking copyright law, using unlicensed software or pirating audio or visual materials). Accessing “pirated” materials is not only a violation of this policy; it may also be a criminal act punishable by law.
4. Do not use electronic resources to plagiarize. While covered in the guidelines above, this bears repeating. Using the work of others without giving them the credit, even if they say it is okay, is plagiarizing. This includes asking others for their homework so that you can copy it or cutting and pasting from the web without a full citation, or sharing a document for them to edit and use as their own work.
5. Resurrection students are assigned unique email addresses and credentials to protect their personal information. All users are to respect the need for this security and confidentiality and not share their password with any other students.

6. Do not access or use other people's accounts or computers, nor borrow computers or computer accessories.
7. If a student suspects that his/her password has been discovered, that student must immediately report this concern to a faculty member once the incident has occurred.
8. Students are responsible for all actions taken under one's username and password. If you are logged in, you are responsible for all activity that occurs on the computer. Remember to log off. Do not share or leave your computer anywhere unless expressed consent is given for a group project.
9. Students should always use their Resurrection email address or username when utilizing online resources for digital storage or collaboration.
10. Students should not attempt to bypass the technological blocks that have been placed on computers to filter content that the school has classified as objectionable. Teachers may request to unblock a website if the website is appropriate and relevant to school activities.
11. Students may not use technology as an excuse. If your computer/device fails, do your work on paper or in some other way. The use of Google Drive for backup is required.
12. Google classroom/FACTS messages are important to stay updated on information that has been shared by the school, administrators, counselors, or teachers.
13. Electronic devices, personal or otherwise, should not be used to record, store, manipulate or transmit any type of image, sound, or video except for approved projects and with consent from any participants.
14. Publishing photographs, videos, or audio recordings of school personnel on or off campus without the express written consent of the individual is strictly prohibited. In addition, publishing photographs, videos, or audio recordings of students on campus without consent of the individual is strictly prohibited.
15. Students are responsible for charging their devices at home for daily use. Devices should be fully charged each morning as part of being prepared for the school day.
16. While Resurrection has integrated technology into the classroom, there are instances where Chromebooks will not be in use. Students are expected to follow directional prompts from their teacher to put away and store their Chromebooks as instructed.

Social Networking and Electronic Communication

The use of technology to connect and interact with others is amazing and powerful. It also comes with responsibilities. Remember that by its nature, social networking is public language. Remember that our private communication can have public consequences. When using electronics and technology, remember to communicate only in ways that are truthful and

respectful of others, on and off campus.

In other words: THINK before you post or send: ask yourself, is it.....

True, Helpful, Inspiring, Necessary, Kind

While Resurrection does not actively pursue or routinely view personal networking sites or devices, when objectionable or disrespectful material is brought to administration's attention, the school reserves the right to address the content and conduct if it creates a hostile, disrespectful, or disruptive environment. The school does encourage parents to routinely view and monitor their child's technology usage to ensure that information and content shared does not place any student at risk.

Resurrection reserves the right to impose consequences for inappropriate behavior that takes place on or off campus and outside school hours. Thus, inappropriate use of technology (for example, on a home computer), may subject the student to consequences. Inappropriate use includes, but is not limited to, harassment, use of school name or logo, remarks directed to or about administrators, teachers, staff, coaches, volunteers, or other students, offensive communication, and safety threats.

These rules apply to any use of Resurrection's network resources, whether this access occurs while on or off campus. Regardless of the specific wording of the Acceptable Use Policy, network users are always expected to use network resources in the spirit of cooperation and in accordance with school policies and our mission.

Persons who believe that they have been harassed or threatened by any of these methods of communications should immediately report the concern to the Principal. Any student who accesses inappropriate material on the internet or who receives harassing, threatening or inappropriate materials via email or on the internet must immediately report the concern to the faculty member who is supervising the activity or to school administration so that the situation can be investigated and appropriately addressed.

“Non-Use” Times and Locations

The following times and areas are considered “Non-Use.” The use or access of technology in these places and times is forbidden unless express permission of the school administration is given in advance:

- Instructional time*
- Non-Instructional time, including break(s) & lunch/recess*
- The chapel, any adoration, prayer service, mass, liturgical events, etc.*
- Retreats (both on-campus and off-campus).*
- School assemblies and gatherings*

- *Bathrooms*

- *Drama/Musicals/Performances department dressing rooms (including any school space used as a dressing room for any activity)*

Personal Devices

All personal electronic devices (*cell phones, tablets, laptops, digital media storage devices, personal computers, media players, handheld video game devices, cameras, any “smart” devices including watches and wearables, or any other device that Resurrection staff deems a “personal electronic device”*) are to be OFF and AWAY during instructional times. Personal devices ARE NOT to be used or accessed in any way during instructional time or during school sponsored activities held during school hours. Resurrection staff members may confiscate any device they suspect is being used in an *inappropriate* manner, time, or place. Exceptions to this policy may only come from Resurrection staff in the form of explicit verbal permission, with a purpose and time that the device is to be used for.

Resurrection owns and operates the equipment and software that comprise our network resources. Any illegal use of network resources is prohibited. All content created, sent, accessed or downloaded using any part of Resurrection’s network resources is subject to the rules stated in this policy as well as within the student-parent handbook. Resurrection may monitor the network while you are using it, and you should never assume that anything you do on Resurrection’s network resources is private. Additionally, the school reserves the right to search or confiscate student’s personal electronic devices (cell phones, laptops, etc.) when they are brought on to the campus should the school determine there is a reasonable need to do so.

Disclaimer about Network Resources

Currently Resurrection utilizes an internet filtering system. Providing a filter generally can significantly reduce access to offensive and pornographic materials. Unfortunately, no filtering system is foolproof. While Resurrection’s intent is to make internet access available for educational goals and objectives, students may have the ability to access other materials. Therefore, we expect users to act responsibly in their searches and to immediately disengage from any materials that are inappropriate and to report the situation to the faculty member or administrator in charge of the activity. We expect students to obey the Acceptable Use Guidelines when using the internet and all network resources.

Violations

This policy is provided to make all users aware of the responsibilities associated with efficient, ethical, and lawful use of technology resources. If a person violates any of the User Terms and Conditions named in this policy, privileges may be terminated, access to the school technology resources may be denied, and appropriate disciplinary action shall be applied. Violations may result in disciplinary action up to and including suspension and/or expulsion for students. When

applicable, law enforcement agencies may be involved. In general, the following consequences may be applied:

1st Offense – Student will receive a referral.

2nd Offense- After school detention - The device will be confiscated and turned into the office until the end of the school day. Parent/ guardian is notified via email.

3rd Offense – Required parent/guardian conference. The student may lose the use of the Chromebook or any electronic devices (personal or school-issued) on school grounds for a period of time determined by administration. Teachers will be notified when a student is subject to loss of use of technology and faculties are not required to grant academic credit for incomplete assignments. Other disciplinary measures may follow in accordance with the behavioral guidelines set forth in the Student Handbook.

Chromebook Device Care & Responsibility

Chromebooks are issued to 5th - 7th graders for individual use. Students are able to take Chromebooks home and use them for the duration of the school year.

1. Students are responsible for their individual Chromebook and Chromebook charger.
2. Students are expected to have a fully charged Chromebook at the beginning of each school day.
3. Each Chromebook must have a protective carrying case. Students are required to keep the Chromebook in its case when not in use.
4. Chromebooks are covered by warranty and/or insurance. If the Chromebook is damaged/lost/stolen, the student/parent/guardian is responsible to pay any amount not covered by this insurance.
5. Students will not decorate their Chromebooks with stickers, decals, writing, etc.
6. The manufacturer stickers and asset tag on the back of the Chromebook may not be removed.
7. Students should keep food and drinks away from their devices.
8. Students must not engage in any form of intentional damage or vandalism, including removing keyboard keys, cracking screens, or tampering with hardware components. Intentional damage or misuse will result in disciplinary action and may include financial responsibility for repairs and/or replacement, as indicated above.
9. Students must report damages to their Chromebook to the school immediately.
10. The Chromebook will be checked back into the school during the summer months.

11. Students in K-4th grades use shared sets of Chromebooks that remain in the classroom and are not taken home. Although these devices are shared among classmates, each student is expected to treat the Chromebooks with the same level of care outlined above and respect as if it were their own.

Terms of Agreement

In this agreement, “you” and “your” means the parent/guardian and the student enrolled at Resurrection Catholic Parish School. The “equipment” is a Chromebook, case, and power cord/charger.

Terms:	You will comply with the Resurrections's 1:1 Technology Contract and Agreement at all times, the details of which are outlined above.
Title:	Legal title to the equipment belongs to the school and shall at all times remain with the school. Your right to possess and use the equipment is limited to and conditioned upon your full compliance with this Agreement. Your possession of the equipment terminates on the collection date set by the school unless terminated earlier by the district or upon withdrawal from the school.
Lost, Stolen, or Damaged Equipment:	You must report any lost, stolen, or damaged equipment to the school immediately. For stolen equipment, you must also file a police report. If the equipment is lost or damaged, either intentionally or due to negligence, the student may be subject to discipline and you will be responsible for the cost of repair or replacement.
Sanctions for Violations:	Any activity that violates RCPS’s 1:1 Technology Contract and Agreement should be reported to a school administrator. Disciplinary action, if any, for the students and other users shall be consistent with Resurrections’ standard policies and procedures. Violations of the policy can constitute cause for revocation of access privileges, suspension of access to Resurrection Catholic Parish School's electronic resources, other school disciplinary action, and/or other appropriate legal or criminal action including restitution, if appropriate.

Acceptance of Terms

By signing this handbook, you are agreeing to the terms of this technology agreement.

Emergency, Student Safety, Medical

Weather and Other Emergency Information

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.

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.

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.

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.

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.

Ambulance

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

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.

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.

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.

Allergies

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.

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.

Immunization

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 into 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 7th grade are:

- 4 doses of DPT vaccine or TD9.
- 4 doses of polio vaccine, final dose must be administered by 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

Student Activities

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.

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.

Student Records

Review Student Academic Records

RCPS adheres to the Buckley Amendment (Family Education Rights and Privacy) regarding access to student records. Records of students transferring to other schools will only be sent through the US Mail. No records will be given to parents to transport to the new school.

Students requesting records/transcripts/recommendations must make a five school-day request to the School Office. All forms should be submitted to the RCPS Office for distribution. Completed forms will be sent via the U.S. Mail. Special handling will require that all postal fees be paid by the parents.

No records will be sent to transferring schools of students whose financial commitment is in arrears.

Student Privacy, Photos/Videos & General Information Made Public

Students and/or 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.

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.

Emergency Disclosure 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.

Visitors and Volunteers

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.

Volunteer Requirements

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. 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.

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.

Extended Care

Extended Care Fees

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. You can sign-up for extended care directly with your child's teacher once school begins.

Any pick-up after 4:55 pm will result in a charge of \$1.00 per minute charged to your FACTS account under incidentals. Chronic late pick-up may result in child not being able to use Extended Care.

Session 1: 7:30 - 8:05 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

Right to Amend

Resurrection Catholic Parish School reserves the right to amend this Handbook. Notice of amendments will be sent to parents via e-mail communication.

***Any issue not covered in this Parent/Student Handbook is addressed on an individual basis.

**Resurrection Catholic Parish School 2025-2026 Parent Student
Handbook Signature Page**

PHOTO-VIDEO RELEASE

To whom it may concern:

I hereby give permission for my son/daughter _____ to be photographed or videotaped at Resurrection Catholic Parish School. I realize that the photo may be published in the newspaper, a magazine, the school website, the school Facebook® page, or other publications. The video may be used for informational or educational purposes regarding the programs or curriculum at Resurrection Catholic Parish School.

Signed: _____

Date: _____

Parent Signature Page

I have read the 2025-2026 Parent/Student Handbook and agree to follow the school policies and procedures as stated.

Family Name_____

Parent (Legal Guardian) signature

Date

Parent (Legal Guardian) signature

Date

Student signature

Date

Student signature

Date

Student signature

Date

Student signature

Date

***Parents and students must both sign.**