

Student/Family Handbook



2018-2019

Holy Redeemer Catholic School
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I. GENERAL INFORMATION

The following pages cover policies, rules and information participants of the school community need to know to be an integral part of Holy Redeemer Catholic School. The entire handbook should be read and then kept on hand for reference during the school year.

A. Principal's Letter of Welcome

Dear Families!

One more year seems to be my mantra, but indeed, I will spend this year again as your principal, working closely with our new pastor, Fr. Pat Neary, C.S.C., in preparation for new leadership for 2019-2020! It is an honor to serve at Holy Redeemer this year and I look forward to a positive year of learning for your children.

Holy Redeemer Catholic School is a unique and special community, sought for its values built on faith, celebration of diversity, and academic excellence. Our student body is evidence that God loves all people and that all who seek a Catholic education can find opportunity here. Our team of teachers and support staff care deeply about your children and our families.

I am happy to be a part of this special place, Holy Redeemer, who has served in North Portland over the past 110 years. It is an honor to continue working in this community.

As we begin a new school year, I ask for your support and prayers.

Anna Raineri
Principal

B. History of Holy Redeemer Catholic School



We welcome you to Holy Redeemer Catholic School and invite you to see yourself as part of our present and future in a unique ongoing story. As we look to the future and what Catholic education and Holy Redeemer Catholic School will accomplish in the years to come it is important to look back to our foundation and the journey that brought us here.

Over the years the school and parish have been served by three different Catholic orders: the Redemptorists, the Sisters of the Holy Names of Jesus and Mary, and recently the Congregation of Holy Cross. Each of these orders has shaped the Holy Redeemer community in significant ways that make our school unique among its peers in the Archdiocese of Portland.

Early History:

Holy Redeemer Parish was first established in 1906 when Archbishop Alexander Christie invited the Redemptorist Order to establish a parish in Northeast Portland. Christie, who served in the Archdiocese of Oregon City from 1899-1925, also founded the University of Portland. Father Edward Cantwell was appointed as the first pastor and the first public Mass was held on September 16, 1906. Within a year, Father Cantwell had convinced parish members to build a new school and church and on June 21, 1908, the new combination church-school-hall was dedicated.

Archbishop Christie asked the Sisters of the Holy Names of Jesus and Mary to teach at the new school. On Monday, September 14, 1908, the flag was hoisted and proudly waved welcome to 57 students on the first day of Holy Redeemer School. The Sisters brought to the school a love of music and a rigorous education. Over time an outstanding orchestra was developed for which Holy Redeemer became known across the region.

Ten years after Holy Redeemer Catholic School's opening, the Spanish influenza closed the school and church for six weeks. On October 18th, 1918 Oregon officials reported the first cases around the state. In the coming months an estimated 675,000 Americans died of the disease and tens of millions died worldwide. Thankfully normalcy returned as the epidemic subsided, and the school continued to grow over the coming decades.

The Fight for School Choice:

Contrary to its contemporary reputation of tolerance, in the late 19th and early 20th century Oregon was well known for being intolerant of racial and religious minorities. In the 1920s the Ku Klux Klan was strong in Oregon and many people faced discrimination. In 1922, Archbishop Christie spoke to parish members about the dangers of losing parochial schools because of bigotry. Meetings were held during Lent to take measures against a law that would compel every Catholic child from the age of six to sixteen to attend public schools. The Ku Klux Klan wanted the Catholic Schools closed. On Nov. 7, 1922, the Oregon Compulsory School Bill was passed with a 13,000-majority vote. In response to this prejudicial law Archbishop Christie and the Sisters of Holy Names defended parochial schools nationwide in the famous US Supreme Court case *Pierce v Society of Sisters*. On June 1, 1925, the Oregon Compulsory School Bill was declared unconstitutional, which reaffirmed the sacred right of the family to provide education for its children. Today this Supreme Court case is a very important precedent in our nation's education laws. Holy Redeemer's strong ties to both Archbishop Christie and the Sisters of Holy Names makes this historic achievement particularly significant for our community.

Through the 1920s the parish continued to grow, and on May 30, 1926, the cornerstone was laid for the present church. The first Mass was celebrated on Christmas Day in 1926 with over 900 people filling the church. The school was expanding as well, and for the 1929-30 school year there were nine Sisters and 314 students.

Despite the difficult times during the Depression years, Holy Redeemer School continued to prosper and grow. The area was growing and so to grew the parish and school. Even before the U.S. entered the second world war in 1941, many people were moving to Portland to work in the shipyards. Holy Redeemer had 1900 members in 1940 and 2300 at the end of the war in August 1945.

Growing the School:

When school opened in September 1948, there were seventy first graders, requiring the hiring of the first full time lay teacher, Mrs. Mary Dean. It was obvious that a larger facility was needed to accommodate the growing community. Construction began December 31, 1951. Plans included twelve classrooms with a full basement shared by a cafeteria and music department. The new school building was ready for classes on September 3rd and on October 19, 1952 Archbishop Howard laid the cornerstone at its dedication. Still, the school could not accommodate the demand, and in 1957, four classrooms with a small hall in the basement were constructed. In 1964 a large gymnasium was also added.

The early-1960s saw the height of school enrollment at 754 students. Over the coming decades other area Catholic schools would decline and many closed their doors. Though Holy Redeemer School shrank over time, the quality and variety of the programming improved. 1966 Title I and Title II funds were brought in by Sister Barbara Jean Deis. In 1976 a full time P.E. program was added. And the 1977-78 school year saw the establishment of a hot lunch program.

Reaching New Communities:

In 1977, the Board of Education decided to make the school more reflective of its socioeconomically, ethnically, and culturally diverse neighborhood. Perhaps Fr. Schiblin, who served Holy Redeemer from 1994-2000 said it best when he stated: “If we are called to make a difference in the world, then we need to counteract society’s racism by the way we honor one another in our diversity.” Becoming a more diverse school was an important development that shaped Holy Redeemer’s role in the community and how it understood itself as a Catholic community. Fr. Joe Corpora described this cultural change in 2003 when he said that “the presence of other cultures is making our parish more Catholic.”

Over the years, Holy Redeemer has availed itself of opportunities to better serve the needs of local families and distinguished itself among Portland Catholic schools in its efforts to offer a spiritually and academically rich curriculum to the wider community. As a result of the open enrollment policy, many African American, Asian, and Latino children joined the school community and helped reshape the mission and purpose of Holy Redeemer. Today our philosophy statement points out that we “embrace diversity as a hallmark of our school.”

Though Holy Redeemer had received new students when Assumption Parish closed in 1974, it was in the 1980s that a number of other regional Catholic schools closed their doors. The school became officially known as Holy Redeemer Area School when in 1986 St. Andrew, Immaculate Heart, and Pope John XXIII closed and Holy Redeemer took in many students former students of those schools. It then began serving five parishes – Holy Redeemer, Queen of Peace, Blessed Sacrament, St. Andrew and Immaculate Heart.

Because the school wanted to serve its socioeconomically and ethnically diverse neighborhood more effectively, new outreach programs were adopted and developed toward the end of the 20th century. One famous program started at Holy Redeemer was *Good in the Hood*. This multicultural music and food festival ultimately became so popular that it outgrew the school’s facilities and organizational abilities. Still held annually on the last weekend of June in Lillis Albina Park, this festival recognizes the rich and diverse neighborhood from which it sprang. In the early 2000’s the BTC (Beyond the School) Program was created to offer before and after school care and study time at an affordable price for families. This program continues to symbolize Holy Redeemer’s thoughtful effort to serve the needs of its unique community.

More recently, changing demographics, increased cost of education, and cultural shifts have impacted the school, but the academic program and facility have developed significantly. Early childhood education became a major area of growth over the past 30 years. A Kindergarten was added in 1988, a Pre-Kindergarten in 2008, and a Preschool in 2012. These new programs provided an important service to families and students and also ensured the ongoing viability of the school.

Environmentally Responsive Construction:

New facilities also radically improved what the school could offer students, how it acted as a steward of the environment, and the cost of operations. The addition of the Pope John Paul II building in 2004 made Holy Redeemer the first Catholic school to construct a LEED certified “green” building west of the Mississippi. At the same time energy efficient windows were added to the main school building. Not only were a state of the art science lab, technology lab, modern library, and two classrooms added to the school facilities, but the way that improvements were done provided a lesson about how to live sustainably for students and families.

The energy efficiency, green technology, and sustainable materials set a new tone for the school as it responded to a growing culture of good environmental stewardship in Portland and the Northwest. This same culture led to strong recycling programs in the cafeteria and classrooms and an effort to conserve and deal more effectively with energy and water. Beginning in 2008, multiple projects designed to reduce the stormwater run-off were implemented. Partnerships with Depave, EMO, and other organizations as well as multiple grants from the City of Portland and Multnomah County ensured that Holy Redeemer Catholic School would be able to prevent, on an annual basis, over two and a half million gallons of water from entering streams and rivers. In these projects 10,000 sq. ft. of pavement were removed, rain gardens with native plants were installed, and all of the roofs on campus were modified to drain on-site. Within the school more efficient installations and systems led to a 40% reduction in water from previous years. The replacement of an oil boiler with gas further improved efficiency and savings. Overall, the school now saves nearly \$40,000 annually and has a much smaller environmental impact due to the wise improvements made to the physical campus. More than that, the school models for students the concepts of stewardship and care for God’s creation through its purposeful decision-making and curriculum.

The Congregation of Holy Cross Arrives:

After briefly being run by the Archdiocese of Portland at the turn of the new century, in 2002 Archbishop John Vlazny asked the Congregation of Holy Cross to take pastoral responsibility for Holy Redeemer Parish and School. The school mission and philosophy reflect this connection to the Holy Cross Order.

As of September 2016, Holy Redeemer Catholic School has provided 108 years of continuous Catholic education to a diverse population of Catholic families from Holy Redeemer and surrounding parishes as well as the North Portland community-at-large. It currently serves 310 students from Preschool through 8th grade. We are proud of the unique journey that brought us here and the role Holy Redeemer Catholic School has played in shaping the lives of so many students and families in and around North Portland.

C. Mission Statement

Inspired by our faith, Holy Redeemer Catholic School is a diverse community committed to academic excellence, prayer, and service. *(revised in 2016-2017)*

D. Philosophy Statement

Our ministry as educators is a shared responsibility between the school, parish, and families. We collaborate with, and support parents as the primary educators of their children. We are committed to providing a Catholic education to every family who desires it for their children, in an environment where all are expected to be safe, responsible, and respectful.

At Holy Redeemer, we are called by Jesus to educate the whole person. Focused on service, our community cares for God's creation, which is both our privilege and our duty. We embrace diversity as a hallmark of our school.

Our teachers and staff are dedicated professionals who strive to build the Kingdom of God by helping each person in our community develop to his or her full potential. *(revised in 2016-2017)*

E. School-Wide Learning Expectations

As a Holy Redeemer Student I am:

An involved Christian

- I participate in the planning and celebrating of our school Mass and other prayer experiences.
- I care for and am respectful of all God's creations.
- I put Christian beliefs into action.

A safe, respectful and responsible community member

- I take responsibility for my own actions and resolve conflicts peacefully.
- I use my gifts and talents for the service of the community.
- I appreciate and value myself and others.

Seeking academic excellence

- I communicate clearly, creatively, and effectively.
- I use critical thinking skills and am able to solve problems.
- I am responsible for my own learning.

F. Family – School Cooperation

The primary goal of Holy Redeemer Catholic School is three-fold:

- ◆ Transmission of Catholic doctrine and tradition;
- ◆ Modeling and teaching of Christian values;
- ◆ Excellence in academic education.

We expect your help in the following ways:

- ◆ To be informed by reading the parent newsletter each week;
- ◆ To be involved by conferencing with your child’s teacher;
- ◆ To volunteer in some aspect in Holy Redeemer’s program;
- ◆ To support our discipline, our academic requirements, and our attempts to build God’s kingdom as indicated in our school handbook.

Holy Redeemer Catholic School celebrates the rich diversity in cultures, religions, and personalities. We see our broad range of ethnic backgrounds and religious persuasions as fertile ground for growth in awareness of others and appreciation of one’s self. The hope for our students is that they grow in the Christian virtues of tolerance, hospitality, support, empathy, justice, and peace.

We see communication as being essential to a healthy relationship between family and school. We have a mutual responsibility to question, inform, and confer in order to provide the best possible atmosphere and environment for your child’s learning.

G. Personnel

1. Archbishop

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

2. Department of Catholic Schools

The Archbishop, in his role as Shepherd and Teacher, delegates the everyday administration of the Catholic Schools in the Archdiocese to the Department of Catholic Schools. The Superintendent of Catholic Schools heads the department.

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

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

3. Pastor

The pastor, by direction of the Archbishop and canon law, is directly responsible for all parish endeavors. One such major endeavor is the parish school. The pastor can render service and leadership to the parish school by acting as a religious leader, community builder, and administrator, working together with the principal, faculty, parents, and other parishioners in a joint effort to advance the education of the children. He is also responsible for the hiring of the principal and the renewal or non-renewal of the principal's employment agreement.

4. Principal

The position of administrative responsibility carries with it a unique opportunity for shaping a climate of Catholic/Christian values and an atmosphere for learning that will nurture the growth and development of each person. The principal fosters community among faculty and students. S/he understands the Catholic school as part of larger communities, both religious and secular. The principal collaborates with parish, area, and/or Archdiocesan personnel in planning and implementing policies, programs and/or the use of facilities and grounds.

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

5. Faculty

The faculty (and students) of the school form a community whose purpose is to develop an atmosphere in which the religious faith of each student as well as his/her intellectual, moral, and physical capacities may be developed and strengthened. Our faculty is comprised of certified teachers in Preschool through Eighth grade, with additional teachers in Music, Physical Education, Library, Spanish, Art, Technology and Title I specialists. All teachers are certified with the Oregon Teachers Standards and Practices Commission (TSPC) or another State's system.

6. Secretaries

The school office manager and secretaries are responsible to the principal for the efficient operation of the school office and for the performance of all secretarial, clerical, and other assigned duties related to the principal's office.

7. Other Support Staff

Other staff is responsible to the principal for the efficient operation of the school and for the performance of duties according to their job description. Our support staff consists of teaching assistants, librarians, a bookkeeper, a facilities manager, custodians, secretaries, a development director, auction coordinator, and a hot lunch coordinator with his support staff. We also have a Beyond the Classroom program with a program director and supporting staff, and private music lesson instructors.

8. List of School Personnel: Can be found on our website @ www.holyredeempdx.org

II. ACADEMIC INFORMATION AND STANDARDIZED TESTING

A. Academic Honesty

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

B. Conferences

1. Scheduled by School

Parent/Teacher Conferences are held during the fall and in the spring at mid point of the first and second trimesters. Attendance by parents/guardian and the student is required in the fall. Parents' attendance helps families and teachers to better understand and assist the child's learning. Spring conferences are by teacher or parent request and are not required for all students. Holy Redeemer conducts student led conferences to allow your child an opportunity to share his/her academic progress. An arena style conference format is offered for grades 6-7-8 so that parents have the opportunity to see any of the middle school teachers. Parents are encouraged to prepare by making a list of questions about how their child is doing academically and/or socially.

Regular progress reports are sent home describing a student's progress. Friday reports are sent weekly. A written report is prepared for parents/guardians at each report period. In addition to written reports and scheduled conferences, parents/guardians are free to contact teachers at any other time as needed.

2. Requested by Parent

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

3. Guidelines

- a) Please be as courteous to the teacher as you would expect him/her to be to you. Questioning the teacher's authority is not helpful in front of the child. If you have such a disagreement, please request an interview with the teacher privately;
- b) Please try to be open to both sides of the story if a problem arises. Perception differences and information reported incorrectly can lead to unnecessary confrontations with the teacher and unwise decisions;
- c) Discuss difficulties in the classroom with the teacher first before bringing them to the principal.

C. Curriculum

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

The total curriculum includes those subject areas common to all programs that contribute to the formation of a “human person with respect to his/her unlimited goals and simultaneously with respect to the good of those societies of which he/she is a member, and in whose responsibilities as an adult will show.” (Vatican II)

Holy Redeemer Catholic School teaches a varied and appropriate curriculum in all subject areas and at all levels: Religion, Language Arts, Math, Reading, Science, Social Studies, Music, Art, Physical Education, Spanish and Technology are taught on a regular basis. Texts and materials used in each area are updated on an on-going rotation under the direction of the Archdiocesan Department of Catholic Schools.

Holy Redeemer Catholic School is a place where each child can most fully come alive to the potential greatness within herself or himself. The school is challenged to help each child realize this potential and to provide an atmosphere that reflects Christian values and a sense of community.

Religion

The religious education is the primary reason for Holy Redeemer Catholic School’s existence. Religious instruction is part of each day. Students attending Holy Redeemer Catholic School are required to participate in all religious activities. Religious practices in the family are encouraged.

Sacramental preparation is the responsibility of the parish level with supportive instruction in the school and religion classes. Parent/child classes for Eucharist and Reconciliation preparation are offered during the course of the year through parish religious education department.

The sacramental life of the student is fostered by:

- ◆ Attendance at school Masses
- ◆ Periodic class planned Masses
- ◆ Daily school and classroom prayer
- ◆ Retreat experience for 8th grade students
- ◆ School-wide service projects

D. Daily Schedule

7:00-7:50 a.m.	Morning Beyond the Classroom care- \$4.50 per hour
7:50 – 8:00 a.m.	Supervision for students available at no charge behind the school building in the courtyard (when raining in Cantwell Hall)
7:45 a.m.	Faculty gathers for Morning Prayer
8:00 a.m.	Doors open for Breakfast in the Classroom

8:00-8:10 a.m.	Breakfast in the Classroom is offered to ALL students <i>(free of charge)</i>
8:10 a.m.	School Day Begins— <u>Students are tardy after 8:10 a.m.</u> NO BREAKFAST WILL BE OFFERED AFTER 8:10 A.M.
10:55-11:45	Recess followed by lunch followed (K-1)
11:10-11:50	Recess followed by lunch (2- 3-4-5)
11:55-12:25	Lunch followed by recess (6-7- 8)
2:10 p.m.	Wednesday dismissal for all grades <u>@ 2:25 all children not picked up will be sent to Beyond the Classroom</u>
3:10 p.m.	M, T, Th, F dismissal for all grades <u>@3:25 all children not picked up will be sent to Beyond the Classroom</u>

E. Electronic Information/Communications

The mission of Holy Redeemer Catholic School is: Inspired by our faith, Holy Redeemer Catholic School is a diverse community committed to academic excellence, prayer and service. We intend to educate students to become self-directed, continuous learners and ethical, responsible citizens prepared to meet the increasing challenges of a global, technological society. In addition, the school believes that technology should be used as a vehicle of communication, analysis, and research in light of Catholic values and moral decision-making.

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

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

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

F. Grading and Related Topics

1. Grade Equivalents

Prekindergarten and Kindergarten evaluation key:

- 4 Exceeds Expectations
- 3 Meets Expectations
- 2 Developing
- 1 Beginning

Grade 1, 2, 3

- 4 Exceeds standards-consistently performs above end of year standards
- 3 Grade level standards-meets grade level standards
- 2 Progressing-progressing toward grade level standards
- 1 Needs Improvement-performing below grade level standards

Grades 4, 5, 6, 7, 8

These students are all graded on a percentage scale and receive letter grades.

Grades 5th – 8th Academic Code	
A =	90% - 100%
B =	80% - 89%
C =	70% - 79%
D =	60% - 69%
F =	59% or below

Communication with Families:

Friday Folders are sent home weekly with pertinent information to keep parents informed. The Friday folder will contain any evaluations, projects, work, assignments, or tests taken during the week. Please ask your child for the folder, review the contents and their evaluation, sign the evaluation and return it to school in the folder on Monday. The weekly school newsletter and other notices are sent electronically from the principal unless a family does not have access to email.

Communication Teacher to Parent:

Generally, information sent home from the school will be sent on Fridays in Friday folders or via email. Teachers may also send communication home occasionally during the week.

Communication Parent to Teacher:

If a parent wishes to communicate with a teacher, an appointment may be made either by telephone or email. Teachers are available one half hour before school and one half hour after school.

Communication to Administration:

Should a parent wish to contact the Principal, an appointment is suggested. Please call the school office or email the principal @ araineri@holyredeemerpx.org to schedule an appointment.

2. Homework

Teachers assign homework with great care and for the purpose of fostering habits of independence in study, reinforcing material already taught, or for special assistance to students. Some school time is given to the assigned tasks, but if school study time is not sufficient, these tasks must be completed at home.

The amount of time which different students in the same grade spend doing homework will vary. However, the following table provides guidelines as to the amount of time the typical student should spend daily on homework:

<u>Homework Time</u>	
Grades 1 2	20 to 30 minutes
Grades 3 4	30 to 40 minutes
Grades 5	45 to 60 minutes
Grades 6 7 8	60 to 90 minutes

Studies show that students who consistently do their homework achieve higher test scores and receive better grades. Homework allows our students to practice what is being taught at school, and many times, allows preparation for what will be covered the next day. Completing work on time prepares students for the heavier homework given in high school and college. Failure to complete homework assignments hinders the learning process and establishes poor academic habits and skills.

It is the student’s responsibility to complete assigned work on time.

When homework is assigned, parents should:

Provide the student with a quiet, well-lit place to study;
Observe, encourage, and assist if needed (resist the temptation to give too much help, as this will defeat one of the major purposes of homework: self-direction). Time can always be spent reading books. If parents are concerned about amount of time spent on homework, it would be best to contact the individual teacher.

3. Progress Reports/Report Cards

Regular progress reports will be sent home describing a student’s progress.
Report cards are sent home at the end of each trimester.
Final exams will be given to the 7th and 8th grade students at the end of each trimester period.

4. Supplies

Students are responsible for obtaining and maintaining their own basic school supplies. This includes but is not limited to items such as pencils, paper, and pens.

School supply lists are available in the office and posted on our website. Some supplies may need to be replenished throughout the year.

5. Textbooks

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

Lost or damaged books will be replaced at the parent's expense. There will be no refund if a lost book is then found. Individual damages will be assessed at the end of the year and appropriate charges made.

G. Graduation

1. Graduation Ceremony

Graduation from elementary school is marked by a simple and dignified celebration that gives recognition to the unique value of the Catholic education just completed. Holy Redeemer has chosen to celebrate graduation with a family breakfast, evening graduation Mass and a reception for families and friends.

2. Graduation Attire

Students wear royal blue graduation gowns which are provided by the school. They are the property of the school and reused each year.

H. Promotion and Retention

1. Promotion

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

2. Guidelines for Retention of Students

Recommendation for retention of students is made by the teacher in consultation with the principal, the parents and, if appropriate, with other advisory staff. Ordinarily, this communication should be made at the end of the second trimester by holding a conference with the parent. Such a decision is based on the total evaluation of a student's growth in all areas of development. In all cases, the final decision for retention rests with the principal.

I. School-wide Testing

The Archdiocese of Portland has implemented Star Testing in math and reading. Star testing is computer based. Students in **kindergarten through eighth grades** participate in this testing four times in the school year. Each student, in each testing time frame, will spend approximately one hour to complete the test. Teachers will get immediate feedback as to how the students are progressing, and it will enable them to better meet the needs of our students. Parents may request other types of tests, such as academic or psychological testing, by contacting their local public school district.

J. State and Federal Benefits

Holy Redeemer School participates in federal programs that access funding for reading and math assistance (Title 1), and for professional development for our teachers (Title IIA.) Each year the principal submits a grant proposal for the use of these funds.

III. ADMISSIONS AND WITHDRAWAL

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

A. Application Process

For families whose children are already attending Holy Redeemer Catholic School, registration for the succeeding year usually takes place in February. Dates are published in the school newsletter and the parish bulletins well in advance. Registration forms are provided and registration is completed after all forms are filled out and the registration fee has been paid. It is required that delinquent tuition payments for the current school year be taken care of before the new registration can be processed.

All incoming preschool students must have proof of being 3 years old, preK students proof of being 4 years old, kindergarten students proof of being 5 years old, and first grade students proof of being 6 years old on or before September 1st to be eligible for the new school year. It is Oregon State Law that all students must be current in their immunizations. Attendance at school may be denied if students are delinquent in this matter.

Students are considered for enrollment at Holy Redeemer Catholic School in the following order:

1. Returning students and siblings of returning students in (K-8)
2. New students from Holy Redeemer Parish;
3. New students from other Catholic parishes
4. New non-Catholic students from the community

PROCESS FOR ENROLLMENT (*New Families*)

All interested families are encouraged to call for an appointment for a school tour at any time throughout the year. This process is in addition to a scheduled open house in January or February, so that we can offer personalized attention to each family who visits our school.

Kindergarten: Kindergarten student assessment is part of the beginning of the school year process of getting to know our students. If a parent has specific concerns about kindergarten readiness the school is open to exploring assessment practices to better understand a child's readiness. This is on a case by case basis.

Grades 1-8: Potential students entering grades 1-8 will visit the school and be given an assessment in the areas of reading, vocabulary, writing and math. Recommendation forms, current report cards, and birth and/or baptismal records are required. The student's final acceptance at the school will be contingent upon the student's visit, testing, academic data, space availability, the category their family fits into from the order listed previously, and the return of the completed registration materials and fees. After a child's test has been reviewed, the parent/guardian will receive formal notice as to their child's enrollment status. Acceptance at the school is not final until all of these steps have been completed.

Each new incoming student is placed on probationary status for the first trimester in attendance. In some cases the probationary period is extended beyond the end of the first trimester.

APPLICATION AND REGISTRATION: When a family applies for admission, registration information is also completed at that time. Applicants are accepted based on their assessment outcome.

B. Entrance Requirements

Finances (Tuition)

Tuition rates are determined annually based on a percentage of the actual cost to educate each student. Revenue for operating costs each year comes from three sources: 1) Tuition 2) Subsidy from parishes, the Archdiocese and scholarships and 3) School Fundraising and Development.

Parish Subsidy

Catholic families participating in parish life at Holy Redeemer are eligible for Holy Redeemer parish subsidy. Each family must apply for this subsidy. Other Catholic parishes, i.e. Immaculate Heart and St. Andrew also offer parish subsidy for their participating and active families. The parish priest must be contacted for information on eligibility for subsidy, and a form regarding eligibility must be filled out and returned to the school in order to receive a subsidized tuition rate.

Tuition Assistance/Scholarships

Tuition assistance is available to all students attending Holy Redeemer Catholic School based on need. It is not the intent of Holy Redeemer Catholic School to deny a Catholic education to any child for financial reasons. If a family needs financial assistance, they must complete the FACTS tuition assistance application available in the school office. Financial aid forms are due on a date to be announced prior to the school year for which aid is requested. Families applying for tuition assistance must also complete an application for free/reduced lunches.

Payment

For families new to Holy Redeemer Catholic School, there is a one time non-refundable Application Fee. This is due prior to the prospective student's visit for their assessment.

Additionally, the yearly registration fee is payable at the time of registration. Both of these fees are non-refundable.

Holy Redeemer Catholic School utilizes VANCO, a tuition management service for tuition payments. Tuition payments will be automatically deducted from your family's designated account.

Payments may also be made in full for the year, to receive a discount if paid by June 30th of the prior year. If anyone would be interested in helping to pay for a child's education the development office has the necessary information relative to scholarship donations.

With approximately 70% of the projected cost per student coming from tuition, it is imperative that each family assumes its responsibility to keep payments current.

1. Records at Entrance

Students entering school for the first time are required to bring a birth record, a baptismal record (if applicable), and a record of state required immunizations. ALL STUDENT RECORDS ARE LEGAL DOCUMENTS AND A STUDENT'S LEGAL NAME MUST BE USED.

2. Transfer Student Process and Requirements

Any student transferring to Holy Redeemer Catholic School from another school is expected to be scheduled for an orientation/assessment. He/she will spend a ½ day (1st-4th) and a full day (5th-8th) at Holy Redeemer Catholic School for an informal assessment before acceptance is determined. Admission of the student is at the discretion of the principal after conferring with teachers, careful examination of school records, and teacher recommendations.

Admission will be on a probationary period for the first trimester a student attends Holy Redeemer. Moving from probationary status to regular enrolled status will be based on academic and behavioral performance as determined by teacher observation.

C. Nondiscrimination Policy

Holy Redeemer Catholic School in the Archdiocese of Portland admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available at all schools. We do not discriminate on the basis of race, color, national and ethnic origin in administration of their educational policies, admissions policies, scholarship and loan programs, and athletic and other school administered programs.

IV. ATTENDANCE

Regular attendance is required of all students in order to support the academic climate of the school. A student's repeated failure to comply with the school attendance policies may result in the student's suspension or expulsion at the discretion of the principal.

School age children occasionally have signs and symptoms, which may be related to communicable diseases. Only a licensed health practitioner can determine a diagnosis and/or prescribe treatment and provide instructions regarding the student's return to school. Very few illnesses mandate exclusion from school. However, students should be excluded from school participation if:

1. Illness prevents students from participating in school activities;
 2. Students requires more care than the school staff can provide;
 3. Any of the symptoms listed below are observed
- ◆ Fever greater than 99.9 (students need to be fever free, without medication, for 24 hours before returning to school);
 - ◆ Vomiting; (student needs to stay home 24 hours after last incident)
 - ◆ Stiff neck or headache with fever;
 - ◆ Behavior change – irritability, lethargy ;
 - ◆ Jaundice (yellow color to skin or eyes);
 - ◆ Diarrhea; (student needs to stay home 24 hours after the last incident)
 - ◆ Skin lesions that are “weepy” or pus filled;
 - ◆ Colored drainage from eyes, nose, ears;
 - ◆ Difficulty breathing;

If a child becomes ill during the day, it is always in his/her best interest to go home. It is the responsibility of the parent to provide transportation for this purpose. Be sure you have signed the Emergency Form in the registration packet with your name, home and work phone numbers, doctor and at least two people to be contacted if you cannot be reached.

Illness and Recess

If a child is too sick to go outside for recess, they are considered too sick to be in school. No supervision is provided in the classroom during recess times, unless it is a rainy day.

A. Reporting Process

Parents are expected to notify the school by 8:30 a.m. if their child will be tardy or absent from the school that day.

B. Excused Absences

The following reasons are considered excused absences: 1) student illness, 2) illness at home requiring the student's assistance, 3) family emergency, 4) court appearance, 5) funeral, 6) medical need, 7); other reasons with prearranged administrative approval.

1. Doctor or Dental Appointments

Parents are requested to schedule doctor/dental appointments outside regular school hours, if at all possible. Students leaving during the day must have a note from a parent, and be signed in and out at the office.

2. Homework During An Absence

Students are expected to be responsible for making up assignments missed through absence.

Make-Up Homework:

- a) When a student is absent, homework will be sent to the office if requested and parents can arrange to pick it up after 3:30 p.m.
- b) It is the student's responsibility, in Grades 3 – 8, to check with the teacher for any missed work due to an absence;
- c) The student is expected to complete all missing work;
- d) Students who do not attend school during the day, may not participate in after school or evening school activities, (team practices, games, etc);
- e) When students return to school after an absence, the teacher should receive a note explaining the absence.

C. Truancy

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

D. When a Student is Tardy

Students who enter a class late create a disruption and interfere with the learning of others. Being on time is a necessary part of a student's development. Students are expected to be on time for classes during the school day. Those students not in the classroom, seated and ready for school, at 8:10 A.M. will be considered tardy and will not be served breakfast. Tardy students need to get a late slip from the office before reporting to their classroom. Days absent and times tardy will be noted on the Friday Evaluation form and on report cards. Continued tardies may result in disciplinary action in the upper grades.

E. When a Student is Absent

Students not arriving at school by 8:30 a.m. will be marked absent and parents will be called by the school office if they have not called in. (see homework above)

V. DISCIPLINARY POLICIES

The purpose of discipline is to provide an atmosphere conducive to learning. Discipline is an aspect of moral guidance. We at Holy Redeemer believe that the attitude and behavior of the student sets the tone for the school's learning environment. Respect for the school community and for oneself is a fundamental expectation to ensure the smooth order of daily school operations and the safety of all students.

Holy Redeemer Catholic School endeavors to work together to foster in our students self-discipline, responsibility for one's own actions, problem-solving skills and respect for the rights and property of others. Students are expected to conduct themselves in a manner that will permit teachers to teach and students to learn without interference. They are expected to behave in a manner that will ensure the physical and emotional welfare of other students and staff. Students are also expected to demonstrate an acceptance of religion and Christian values.

All of our school's behavioral expectations are based on three basic school rules: **Be Safe, Be Respectful, Be Responsible**. Students and teachers work together to develop a set of classroom expectations, procedures and consequences. These are periodically reviewed with students. Parents share the responsibility for guiding their children toward responsible behavior, modeling Christian behavior and providing Christian example.

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

A. **BEHAVIORAL EXPECTATIONS FOR STUDENTS:**

- Be Safe, Be Respectful, and Be Responsible
- Show respect for those in authority: principal, clergy, teachers, school support staff, and adults helping out at school in any capacity
- Follow directions obediently and respectfully
- Use language that becomes a Christian who respects him/herself and others
- Display courtesy on the playground at all times and follow any playground rules established by Holy Redeemer
- Tell the truth at all times
- Maintain acceptable classroom behavior as established by each individual teacher, that will not disrupt others or deprive them of the right to learn
- Show reverence during prayer and liturgical celebrations
- Adhere carefully to the dress code
- Refrain from chewing gum anywhere on the school grounds
- Refrain from littering or leaving a mess anywhere on the school grounds
- Weapons or drugs, including play or look alike, are forbidden at school
- Toys, electronic devices, or other miscellaneous items are to be left at home
- If students bring cell phones or other electronic devices to school, they are expected to turn them in to their homeroom teacher each morning at the beginning of the day, turned off for the day. If there is an issue with a student and their cell phone, they will face disciplinary action from the principal. Students must be off the school grounds in order to use their cell phone, or other electronic devices, before or after school OR they must have permission from a teacher before using them.
- Students need permission before using the school phone. They will be expected to use the phone designated for student use in the school office.
- **Before school:**
 - ✓ Students arriving before 7:50 AM are to report to Beyond the Classroom in the large hall. There is no charge for morning BTC after 7:45 A.M.
 - ✓ Students arriving 7:50-8:00 AM are to remain in the supervised area in the courtyard behind the school. They are not to wait anywhere else around the school buildings or grounds.
 - ✓ Students may enter at the front door and then go out to wait in the back where they will be supervised.
 - ✓ Students who have a purpose to be in the school building before 8:00 AM are to report directly to designated area, i.e. music room, a specific classroom, large hall, etc.

- ✓ Kindergarten students may wait in the building if accompanied by an adult.
 - ✓ Students (K-5) line up at 8:00 A.M. and are to wait for their teacher to escort them into the building where Breakfast in the Classroom will be offered until 8:10 A.M.
- **After school:**
 - ✓ Students walking home or riding the city bus will exit from the front door on Rosa Parks Way.
 - ✓ Students walking home are not to linger around the school after they are dismissed.
 - ✓ All other students are to leave through the back of the school and be picked up in the school parking lot.
 - ✓ A student whose ride has not arrived by 3:25 PM needs to go to Beyond the Classroom in the large hall. (On Wednesdays they will be sent to Beyond the Classroom at 2:25 P.M.) If a child knows they are going to BTC, they are to report directly after school and are not spend time with friends in the courtyard or other places in the school.
 - ✓ Students may play on the playground or blacktop after school, but they must be supervised by a parent. If playing on the blacktop area, students are to wait until AFTER 3:30 PM to be sure that no other cars are coming onto the grounds.
 - ✓ At 4:00 PM each day the playground and blacktop areas are reserved for our BTC children and others will need to leave the play area.
 - **On the playground:**
 - ✓ Students are to stay on the playground during recess.
 - ✓ A student must ask permission to enter the building during recess.
 - ✓ All students must be accepted and allowed to play. No exclusive games or groups.
 - ✓ No wrestling, tripping, pushing, hitting or fighting. This includes pretend fighting, pretend guns, and martial arts games.
 - ✓ Balls from home are not allowed on the playground without the teacher's permission
 - ✓ No jumping from, twisting or swinging double on the swings.
 - ✓ No climbing up slides. Only one person at a time down the slide.
 - ✓ No throwing rocks, sticks, pine cones, etc.
 - ✓ No playing with sticks or other objects found on the playground.
 - ✓ No chase games or pulling on clothing
 - ✓ No roller blades, skates or skateboards on the playground at any time.
 - ✓ Students are expected to display good sportsmanship at all times.
 - ✓ Students are expected to respect and obey the faculty, staff and parents who are on duty on the playground.
 - ✓ When the whistle blows, recess is over. Students are to respond immediately and line up quietly.

- **In the halls:** moving around the building
 - ✓ Students will travel without disturbing others;
 - ✓ Students will respect personal space and keep hands and feet to self;
 - ✓ Students will walk on the right side, stopping at the appropriate places, and holding the door open for others;
 - ✓ Students will respect the learning environment of others by keeping silent when walking in the halls.

1. Non-Violence Policy

Students have a right to attend school in a safe environment free of harassment, intimidation, or any threat to personal safety. Holy Redeemer School has no tolerance for violent actions and/or speech.

Students are not allowed to talk about committing an act of violence, threaten to commit an act of violence, or joke about committing an act of violence toward any living thing or object. Students are not allowed to possess at school any tool that can be used to commit a violent act: this includes but is not limited to pocket knives, guns, cigarette lighters and matches. Students are also not allowed to possess any instructions on how to commit an act of violence.

A student who breaks any of these rules will be suspended until a meeting can be held with the student, parents(s), principal and possibly the pastor, when deemed necessary. Any further disciplinary action, which could include expulsion, is at the discretion of the principal.

Students are not allowed to draw pictures of, or write stories about, situations that are violent, sexually suggestive, or that depict violence either real or fictitious. A student who does this will have a conference with the principal, who will decide if a conference with the parent(s) is necessary. Any disciplinary action is at the discretion of the principal.

2. Harassment

Holy Redeemer Catholic School is committed to providing a learning environment that is free from harassment in any form, such as verbal, physical, visual, or sexual. Harassment by a student, parent, or school employee is prohibited. The school will treat allegations of harassment seriously and will review and investigate in a prompt, confidential and thorough manner.

3. Anti-Bullying Policy

Everyone at Holy Redeemer Catholic School is committed to making our school a safe and caring place for all students. We will treat each other with respect, and we will refuse to tolerate bullying in any form at our school.

Our school defines *bullying* as follows: Bullying is unfair, one-sided, and intentional. It happens when someone repeatedly keeps hurting, frightening, threatening, or leaving someone out on purpose.

Examples of bullying could include, but are not limited to:

- Hurting someone physically by hitting, kicking, tripping, pushing, and so on.
- Stealing or damaging another's personal things.
- Ganging up on someone.
- Teasing someone in a hurtful way.
- Using put-downs, such as insulting someone's race, culture, gender, size or appearance
- Inappropriate touching.
- Spreading rumors about someone.
- Leaving someone out on purpose or trying to get other kids not to play with someone.

Staff at our school will do the following things to prevent bullying and help children feel safe at school:

- Closely supervise students in all areas of the school and playground.
- Watch for signs of bullying and stop it when it happens.
- Teach *Second Step* program
- Look into all reported bullying incidents.
- Implement consequences for bullying
- Provide immediate consequences for retaliation against students who report bullying.

Students at our school will be taught to do the following things to prevent bullying:

- Be respectful, safe and responsible
- Refuse to bully others.
- Refuse to let others be bullied.
- Refuse to watch, laugh, or join in when someone is being bullied.
- Report bullying to an adult.

4. Drug Policy

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

Students are not allowed to possess or transmit any legal drug; these are to be kept locked and administered in the school office (see medication policy). If any student is involved in a drug policy violation, parents will be notified immediately. A conference including the faculty member, principal, pastor, parents and student will be held to determine the consequences, up to and including expulsion.

5. Discipline Policy

Students unwilling to conform to the school's policies and rules will be subject to one or possibly several disciplinary actions, which are considered progressively more serious:

- verbal warning
- loss of privileges
- assignment of special tasks
- time out from activity (sometimes space is needed to re-evaluate choices) either in the classroom or in another classroom
- referred to the office
- phone call or note home
- conference with the principal
- behavioral referral
- class exclusion
- suspension (in school or away from school)
- withdrawal
- expulsion

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.

Students shall be liable to serious disciplinary action, suspension, withdrawal, or expulsion for misconduct including but not limited to:

- Actions gravely detrimental to the moral, physical, or spiritual welfare of others
- Habitual profanity or vulgarity
- Assault, battery, and any other threat of force or violence
- Open or persistent defiance of authority
- Continued willful disobedience
- Use, sale, distribution, or possession of any drugs/alcohol on or near school premises
- Possession or use of weapons or dangerous instruments
- Smoking or having tobacco products
- Willfully cutting, defacing, or otherwise injuring in any way any property, real or personal, while under the jurisdiction of the school
- Any association or involvement in gang activity
- Habitual truancy
- Leaving school grounds without permission
- Forging signatures

- Public scandal while under school jurisdiction (to and from school sports activities, field trips, etc.)
- Any other behavior detrimental to the reputation of Holy Redeemer Catholic School

Discipline shall be applied responsibly and fairly, and shall be commensurate with the rule violated. The principal has the final say on what disciplinary action is appropriate and whether a student will be allowed to remain enrolled at Holy Redeemer.

6. Leaving School Grounds during School Day

No student may leave the school grounds during school hours without the permission of the principal and written authorization of parents or guardians. Holy Redeemer Catholic School is a closed campus requiring all students to remain on the school grounds from the time of arrival until school is closed or until students are officially excused.

7. Loitering

Students may not loiter about the school or on school grounds before or after school hours.

8. Search and Seizure

Lockers/cubbies, desks, and personal belongings are subject to search at any time by school administration or teachers. This is for the protection of students and school employees. Lockers, cubbies, 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.

9. Valuables

Students should not bring valuables to school, including money. If such things are brought to school they should be given to the teacher and locked in the closet for safekeeping. The school is not responsible for damage or loss of these items.

10. Vandalism/Property Damage

Students and their parent/guardian are liable for all damage to equipment or any school property.

B. Forms of Discipline

Class Exclusion:

Class exclusion is a method of disciplinary action that denies a student the ability to attend a particular class. During this time of exclusion, the student is expected to work on classroom assignments while under the supervision of other teachers or staff members. The purpose of a class exclusion is to place disruptive students for periods of time, in an appropriate, supervised, in-school environment where student learning can continue.

Behavioral Referral:

Students whose misbehavior is serious or continual will be issued a behavioral referral, which is signed by the teacher and the principal. Parents are asked to review the referral form with their child, sign it and return it to the school office the following school day. Several referrals for a student will result in further disciplinary action such as:

Suspension: (In-school or Away from School)

The student is removed from school or remains at school in another space, for up to five days.

1. The principal notifies the parent(s) and arranges a conference to discuss the removal and the reason/s for that action.
2. During the conference for suspension, parent(s) and student meet with the principal to establish the criteria for the student's continued attendance at Holy Redeemer.

Withdrawal:

The student is denied the right to attend Holy Redeemer School:

1. The principal, after consultation with the pastor, calls a conference with the parent(s) to inform them of the withdrawal and the reason for the action.
2. The principal sends a written notification to the parent(s) as a follow-up.
3. The student may apply for a re-admission at a later date, such as the following trimester or year. Re-admission is at the discretion of the principal and dependent on space available. A major condition of re-entry is that the student has positively changed the actions or attitudes cited as reasons for withdrawal.

Expulsion:

The student is permanently excluded from attending Holy Redeemer School. The expulsion of a student is a most serious matter, and will be invoked rarely and only as a last resort. The principal, after consultation with the pastor, calls a conference with the parent(s) to inform them of the expulsion and the reason for the action.

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

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

C. Electronic Information/Communications Policy/Agreement

1. Appropriate Use Policy and Guidelines

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

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

a) Privileges

The use of the information system is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. Before using the electronic services each student will participate in an orientation or training course with an appointed staff member as to proper behavior and use of the network. The school will develop guidelines on what is appropriate use for subject areas and/or classroom usage. The principal may remove a user at any time deemed necessary or appropriate. The administration, staff, or faculty of Holy Redeemer Catholic School may request that the principal deny, revoke, or suspend specific users.

b) Personal Responsibility

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

c) Acceptable Use

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

The student may not:

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

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

d) Network Etiquette and Privacy

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

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

e) Security

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

f) Vandalism

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

g) Services

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

VI. EMERGENCIES

A. Emergency Information

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

B. Emergency Information Card

The school has a file containing current emergency care information for each student. Each parent is responsible to annually update the following information:

1. The name of the student, his/her home address, telephone and birth date;
2. The business addresses and telephone numbers of the parents/guardian, and the hours during which they will be at their place of work. If applicable, the cell phone and/or pager numbers of parents should be recorded;
3. The date of the latest tetanus immunization/booster;
4. The name of the family physician and dentist, office addresses and telephone numbers;
5. The name of medical insurance company and identification number;
6. Special health conditions or allergies to which the student is susceptible, the emergency measures to be applied, and any current medication;
7. The parents' approval to send the student to a medical facility for emergency treatment should this be necessary;
8. The names of the persons to whom the student may be released;
9. The signature of responsible parent(s) or legal guardian.

C. School Lockdown

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

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

Whenever possible, the principal will communicate with the parents when the school is in a lockdown situation.

VII. BEFORE AND AFTER SCHOOL CARE (BEYOND THE CLASSROOM)

Holy Redeemer Catholic School offers both before and after school daycare for our students. We are certified through the Child Care Division of Oregon. The charge for both programs is \$3.50 per hour per child. A daily snack is included with no additional charge. The hourly charge covers staffing and supplies. Monthly charges will be calculated by the total number of hours of services used, and billings will be sent to families each month. Delinquent accounts for our Beyond the Classroom will result in a family not being allowed to continue using our services until payment is made.

ALL children who will be attending Beyond the Classroom will need to register individually prior to attending BTC. The registration form needs to be completed on both sides and signed by the parent or guardian. **YOU MAY NOT USE ONE FORM FOR YOUR FAMILY.** (per Oregon Child Care Division rules) Please complete a separate form for each of your children.

VIII. MEDICAL

A. Communicable Diseases

In the school environment, many communicable diseases or conditions are easily transmitted from one individual to another. Among the most common school restrictable diseases or conditions in students are head lice (pediculosis), chicken pox, mumps and measles. Students who have restrictable diseases or conditions must be excluded from school.

Lice Description and Prevention

Each year the school has cases of lice infestation. Lice are tiny wingless bugs the size of a small seed. They are easily spread. Anyone can get them. Head lice are not known to transmit disease, just itching and annoyance. Please teach your child how to avoid lice. Tell your child not to borrow or use another child's comb, brush, hat, head gear, jackets, or earphones. They should not share personal items at home or school.

If lice are detected, we will notify the class in which it occurred so that all parents may take preventative measures for their children. All names will be kept confidential.

If a student is found to have lice, the parent will be called. The student must be taken from school immediately, taken home, treated, and all nits removed before being allowed back in school. The student will be re-checked by the school staff before returning to class. If any egg cases or nits are found, the student will be excluded from school.

B. Immunizations

Students entering Archdiocesan schools must provide a signed Certificate of Immunization Status (CIS) form documenting either evidence of immunization or a religious and/or medical exemption prior to initial attendance.

Oregon's immunization law requires school age children to have their shots when they enter school. Students between 5 – 14 years must have immunization for DPT, polio, varicella, measles, rubella, and hepatitis. Law specifies the required number for each shot. Parents of all new students must bring immunization records to the school office before beginning school in the fall.

C. Health Room

Students may go to the health room only with permission from their teacher or another school employee. Students may not go home from school without the permission of a teacher or other adult employee and the notification of a family member.

D. Medication

Medication means any prescription or over-the-counter medication including but not limited to vitamins and food supplements; eye, ear and nose drops; inhalants; medicated ointments or lotions; aspirins; cough drops; and antacids. According to state guidelines the law makes no distinction between over-the-counter medicine and prescription medication. In all cases, written parental permission and physician's instructions must be on file.

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

The parent in writing shall make all requests for the school to administer medication to a student. Requests shall include the written instructions of the physician for the administration of a prescription medication to a student or the written instructions of the parent for the administration of a nonprescription medication to a student. A prescription label will be deemed sufficient to meet the requirements for written prescription. All medication should be brought to the office in its original container.

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

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

1. Medication Dispensation Guidelines

Prescription Medication

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

- a. Written instructions from the doctor which include:
 - i. Name of student
 - ii. Name of medication
 - iii. Dosage
 - iv. Time and/or frequency of administration
 - v. Method of administration (e.g., mouth, nose, ear, etc.)
- b. It is recommended that the physician note any possible adverse reactions and action required. These instructions may be included on a prescription label or in separate written directions from the physician. “Take as directed” or “as needed” cannot be taken as specific direction.
- c. The authorization form attached must be signed and filled out completely by the parent or guardian.
- d. All prescription medication must be in the prescription bottle and clearly labeled. (If the student is also taking the medication at home, the medication can be issued by druggist in two separate bottles.)
- e. Unused medications must be picked up by parent when treatment is complete or at the end of the school year. Medication left at school past the end of the school year will be destroyed.

2. Prescription Medication (Injectables)

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

- a. Written instructions from the doctor which include:
 - i. Name of student
 - ii. Name of medication
 - iii. Dosage
 - iv. Time and/or frequency of administration
 - v. Method of administration (e.g., mouth, nose, ear, etc.)
- b. The parent shall make the request in writing for the school to administer, as necessary, injectable medication (*medication administered by the intramuscular route*) to the student.
- c. The request must include written instructions of the doctor for the administration of an injectable medication to the student. (A prescription label on the original container of the injectable medication is deemed sufficient to meet the requirements for written physician instruction).
- d. Since the training of staff members to be authorized to administer injectable medication must be conducted under the supervision of a licensed physician or a nurse practitioner parents/guardians cannot train the designated school personnel in the use of injectables.

3. Non-Prescription Medication

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

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

4. Medication Dispensation Authorization Form

See Medication Authorization Form at our school's website:

www.holyredeemerpx.org

5. Parent to School Notification

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

E. Student Accident Insurance:

School Time Accident Plan Student Insurance: There is an Archdiocesan plan for student accident insurance in place at Holy Redeemer. ALL students enrolled in our school are covered from the first day of school through 12:01 AM the day after school ends in June. Coverage includes injuries caused by accidents occurring: 1) on school premises during school hours and when school is in session and one hour immediately before and after classes, while continuously on school premises; 2) when participating in or attending school sponsored activities; 3) traveling directly to and from school for regular attendance or in school vehicles 4) emergency sickness up to \$1,000. Charges for this service are covered in your child's registration fee.

Additional coverage is optional and the Archdiocese of Portland has provided our families with the opportunity to purchase accident insurance through the Student Accident Insurance Program. The provider is Myers Stevens and Tookey Company. Consideration of this accident insurance can be either a secondary coverage to your current health and accident coverage, or as a primary insurance plan if you currently do not have other health and accident coverage. Information regarding this plan is sent home at the beginning of each school year.

IX. PARENTS

A. Classroom Interruptions

All visitors including parents must report to the office, sign in, and wear a visitor badge. Classroom disruptions are kept to a minimum and learning time to a maximum.

B. Complaint/Issue Resolution

Concerns regarding individual school staff members should first be directed to that staff member. If the issue is not resolved, the parent should then address it with the principal. Finally, if the concern is still unresolved, the pastor should be contacted. Please do not bypass the appropriate person to whom you should discuss your concern.

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

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

D. Messages to Students

Students are not to use the phone except in case of emergency and with permission from their classroom teacher. Students may not receive personal calls unless of an emergency. Student messages are sent to classes before the end of the day unless it is critical for the student to receive the information sooner.

All after school plans, activities, and arrangements must be made before your child comes to school each morning.

E. Parent Club:

The purpose of the Parent Club is to provide a forum for communication, which fosters supportive parental involvement to assist in implementing the mission of Holy Redeemer Catholic School. General membership meetings are scheduled monthly on the second Tuesday of the month during the school year.

FUNDRAISING AND VOLUNTEER ACTIVITIES

To educate a child at Holy Redeemer Catholic School, tuition covers 70% of the cost. Fundraisers and donations make up the other 30%. Each family is expected to participate in fundraisers both by volunteering time and talents and by actively partaking in each event (selling gift-wrap or plants, donating to the Auction, etc).

Each two-parent family is required to spend a minimum of 30 hours per year contributing volunteer hours to Holy Redeemer Catholic School. Single parent families are responsible for half the time, for a total of 15 hours per year. At least ten of these hours should directly benefit a fundraiser. Each hour is given a value of \$10 for a total of \$300 for two parent families and \$150 for single parent families. If a family chooses, they can contribute the appropriate dollar amount (\$150 for single, or \$300 for two-parent family) instead of contributing their time. Though there are many opportunities both during and after school hours, on weekends, and during school breaks, there will be an exception policy in severe circumstances in which they are unable to meet the time requirement or pay the hourly rate.

This hours program is referred to as **“Fair Share Hours”**. Updates will be provided in the Weekly Newsletter with ways you can provide assistance. There is a large three ring binder in the front office where each family is responsible for recording the date, the task and the number of hours of each event. Currently, many families far exceed the required hours per year. It would be helpful if you continue to record your hours even after you’ve exceeded your required hours. This will help the Development Office with grant requests. There is an expectation when asking for grants, that a high level of volunteerism exist at the school.

SCRIP COMMITMENT: Each family is also required to purchase \$1,500 in our Scrip program each year. Order forms are available at the front office and on our school website. Parents may opt to buy out of this scrip purchase by paying \$100 to the school. This is approximately the profit earned on \$1,500 worth of scrip purchased.

The calendar time for accumulating fair share hours and completing your Scrip commitment runs from June 15 to May 15. In the fall and spring, the Fair Share coordinator will tally the hours and send a notice to each family indicating current number of volunteer hours. In June each family who has not met their minimum hourly requirement or Scrip amount will be sent a bill from the school office for the balance. If not paid by August your balance will be added to your August tuition payment.

F. Parties

If a parent wishes to invite students to a birthday party for their child we ask that invitations not be passed out in school, but rather through the mail. We highly encourage parents to invite all the boys and/or girls in the class so that no one is excluded. You can imagine how deeply hurt children can feel when they know most of their classmates are invited to a party, but they are not.

If you wish to send treats for the class on the birthday of your child, please check with their classroom teacher first about the best time of day.

All treats must be store bought.

1. In school Parties

Celebrations are arranged with individual teachers.

2. Out of School Party Invitations

Unless everyone in a class is invited to a party, invitations are not to be brought to and/or distributed at school. Please refer to the school directory for students' home addresses and mail the invitations.

3. End of the Year Party

School sponsored graduation celebrations may be planned by the school and will be chaperoned by school related personnel. The school is not responsible for any other parties nor does it endorse or allow fundraising for non-school sponsored celebrations.

G. Releasing Students during the School Day

Students will be released only to a parent/guardian or to an individual authorized by the parent/guardian. Ordinarily, the parent/guardian's authorization to release a student to a non-parent/guardian should be in writing.

An ill student will be released only to a parent or authorized person as listed on the Emergency Information Card. Please sign out at the main office.

H. School Advisory Council

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

The Advisory Council meets each month at 7:00 p.m. in the school library. The Advisory council welcomes parents to attend. To have a question or concern addressed, it is necessary to contact Anna Raineri, (503) 283-5197, or the Council Chairperson to have it included on the agenda. It is not appropriate to show up the night of the meeting and expect to be added to the evening's agenda.

School Advisory Council Members are listed in our school family phone directory.

I. Service Programs

- ◆ Pennies for our Poor
- ◆ St. Vincent de Paul Food Drive
- ◆ Others as arranged each year

J. Verification of Compliance

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

X. SAFETY

A. Asbestos Notification

Asbestos containing materials here at Holy Redeemer Catholic School have been identified and are monitored on a regular basis. We have a state approved management plan which is available in the school office. All asbestos containing materials have warning signs and labels that are used to warn personnel of the hazards. Questions can be directed to Anna Raineri or our facilities supervisor, who is the asbestos program manager.

B. Bicycles

Students are to walk bikes when on sidewalks or on parking lot/playground.
Bikes must be locked during the day at the bike racks.

C. Earthquake Drills

The school practices an earthquake drill with the students each year. When the earth begins to shake, students will duck, cover, and hold on. Students will stay under their desk area until the shaking has stopped and the teacher takes the roll and checks for injuries. Teachers will follow the school building evacuation plan. Students will remain outside of the building until they are picked up in the event of a real earthquake.

D. Emergency Situation

As a school we practice an “emergency situation” drill meant to allow for many different scenarios. Within the building, students and staff will hear, “*Lockdown*”. Teachers will shut and lock their classroom doors and direct all students away from outside windows. Some grades may go into their coat halls. When we are outside, three blasts from the whistle will mean to get down on the ground and cover your head. The command team will let community members know when the situation has been resolved. Students will return to their classrooms with their teachers to discuss the situation in age appropriate language. It is our intent to maximize safety and minimize fears. As with all other drills, the classroom teachers will be present when these drills are practiced by the specialists.

E. Fire Drills

At the sound of the alarm, students will leave the building in silence while going out the nearest unblocked exit. Students will walk to assigned places and answer when the teacher calls the roll. When the bell rings, students will walk back to the building quietly.

Fire drills are held several times during September and once a month during the remainder of the school year. Different times of the day and different circumstances will be used.

We acquaint children with the closest exit to library, lavatories, Computer Room, etc. so that all children may leave the building quickly and then join their class.

F. Laser Pointers

Laser pointers are not allowed at Holy Redeemer.

G. School Closure

Notification

In the event of an emergency closing or delayed start due to weather or unforeseen reasons, please listen to the announcements on radio and television. Holy Redeemer Catholic School will follow Portland Public Schools. Families will receive an email and the information will also be posted on the homepage of our school website:

www.holyredeemerpx.org

Trust your judgment and stay home if you feel the risk is too great to come to school.

H. Skates, Scooter and Skateboards

Skateboards, roller blades and scooters are not allowed on the school grounds at any time. This is a matter of safety.

I. To and from School

After School Expectations:

- ◆ If your child walks home s/he will exit from the front of the building at 3:10 p.m.
- ◆ If your child is being picked up s/he will be picked up from the playground area only in the back of the school
- ◆ All students are expected to go straight home
- ◆ The phone is for emergency use only and students may use the phone only when they have a note from their classroom teacher or permission from the office staff. The telephone for student use is located in the office or in Beyond the Classroom after school.

J. All School Evacuation

If the student community must be sent home, the Holy Redeemer Evacuation Process will be put into effect. All students/staff will report to an assigned area, either the gym or the playground. Students will stay with classroom teachers. Families will sign a release form, indicating that the child(ren) have been released in their care.

K. Drop Off / Pick Up of Students

Please do not double park or stop in front of the school. No children are to be dropped off in the morning or picked up in the afternoon near the corner of Rosa Parks Way and Vancouver Ave without parking in a parking space first.

Pick-up and Drop-Off is encouraged to be on the playground **only**, or if parking in a parking space on the street before releasing or picking up your child.

Before school drop off: In an effort to keep your children safe we ask that you enter the driveway off Vancouver Avenue and enter our parking lot between the school building and the gym. Please follow the drop off line, or park in the parking lot and walk your child into the school building. (*cones are in place to help direct the car line*). Students and parents are to use the sidewalk in the middle of the parking lot for safety.

After school pick-up is on the playground and gates are open 15 minutes before school is dismissed. Please follow the same procedures as for morning drop off, for the SAFETY of all students. Observing carpool procedures for picking up children after school is most important.

L. Visitors

All visitors to the school must check in and sign in at the school office. They will then be given a visitor's badge to be worn during the duration of their visit. This is to insure the safety of the children and the smooth running of classes. During school hours, all messages, lunches, etc. are to be taken to the office. Unless it is an emergency or arranged with a teacher, visiting parents may not disturb classrooms, as it proves very disruptive to classes. If a message needs to be delivered, the secretary will do it at a time so as not to disturb the classroom.

Classroom Observation

A parent may come to observe a classroom by making an appointment with the teacher in advance. A parent who wishes to visit should make arrangements through the teacher and inform the office of the time and date.

Student Guests

Occasionally, a student may wish to have a friend visit school and attend classes. In general, guests are allowed only when they are prospective students seriously considering attending HRCS. Arrangements for prospective students to visit must be made at least twenty-four hours in advance of the visit with the approval of the principal. In addition, request for visits by students who are not prospective students must be made at least twenty-fours in advance with the approval of the principal. The principal reserves the right to deny visitation.

XI. STUDENT ACTIVITIES

A. Music Program (private lessons, orchestra and choir)

Holy Redeemer Catholic School has an extensive music program, which includes private lessons in piano, violin, cello, base, and viola given during the school day or after school to interested students. The private instrumental instruction consists of:

1. Two semesters of individual lessons.
2. Performances occasionally during the day, for classmates, teachers and parents;
3. Evening recitals for parents and friends;
4. Final public recital to give the students the opportunity to play for larger audiences. Music fees change yearly. Each year a registration flyer gives current information on music programs or band.

Choir is offered for students in grades 4-8. The choir performs at weekly school Masses and other special occasions.

B. Athletics and Eligibility

Athletics for Holy Redeemer is under the direction of our Activities Director, with the direction of the CYO (Catholic Youth Organization). Our own PYSA (Portland Youth Soccer Association) Board oversees soccer.

C. Safety Patrol

Safety Patrol will be on duty from 7:50 a.m. – 8:00 a.m. and from 3:07 – 3:25 p.m. to help students cross Rosa Parks Way and Vancouver and to help assist the dismissal of students from the playground. Students walking across these streets are required to cross where the guards can safely help them. Our seventh grade students are the safety patrol guards.

D. Field Trips

Students who go on field trips scheduled by the school must have a signed permission form provided by the school. Transportation, whenever possible, is by bus. On the rare occasion when private cars are used, they are with insured adults as drivers. Seat belts must be provided and worn by students when in cars. Field trips are privileges afforded to students; no student has an absolute right to a field trip. Students may be denied participation if they fail to meet academic or behavioral requirements.

For each field trip the following information should be available:

1. Student Permission Slips;
2. Driver responsibilities when using private cars (e.g., follow planned route, do not make extra stops, dress appropriately, no use of any alcohol at any time; proof of Insurance;)

E. Money Collection

All money sent to school should be placed in a sealed envelope and clearly labeled with the student's full name, grade, amount, purpose (hot lunch, milk, tuition, etc.). Students should not bring money to school unless absolutely necessary. Money should be given to the teacher and not left in a desk or backpack.

F. As students enter the Classroom:

- All hats must be removed as a student enters the building;
- As a student enters the classroom, greet the teacher and the other students; put all books and supplies for the day at your desk;
- Pick up breakfast from bin
- Put belongings in the coat hall (coats/backpacks/lunch);
- Put all notes, tuition, lunch money, etc. in the proper places;
- By 8:10 all students should be organized for the day and prepared for the class to begin.
- All students will respectfully participate in Morning Prayer, School Pledge and Flag Salute.

XII. STUDENT INFORMATION DISCLOSURE

A. Annual Notification

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

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

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

B. Directory Information

Holy Redeemer Catholic School has designated the following as directory information, which the school may disclose without specific consent:

The student's name, address, telephone listing, photograph, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, and the most recent previous educational agency or institution attended.

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

C. Emergency Disclosure of Information

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

D. Student Responsibilities

In order to provide an atmosphere suitable to learning the teachers and administration must maintain an environment, which will facilitate the educational program. Each child is responsible for attending school, applying him/herself to the learning process and adhering to all applicable policies, rules, and regulations of the school.

Continual misconduct of a student or negligence in responsibility toward the rules will result in a phone call to parents of the student so steps may be worked out by parents, students, and teachers to change the student behavior. Corrective measures shall be exercised with firmness. All disciplinary measures, while exercised with fairness and consistency, shall be flexible enough to allow for individual differences among the students. However, exhaustive efforts of the school expended on an individual shall end when these efforts fail to produce acceptable results.

XIII. STUDENT SERVICES

A. Lunch and Breakfast Services

The Federal Government subsidizes Holy Redeemer Catholic School's Lunch/Breakfast Programs. Applications are available at the school office for free or reduced priced meals. Applicants are required to complete the application form, provided by the Federal Lunch Program, along with indication of income, in order to qualify for free or reduced meals. Portland Public Schools use this information to determine our federal grant allocation. This will be used to determine the numbers of students eligible for the Title I and other Federal programs. Holy Redeemer School requires parents who are seeking financial assistance to complete the lunch application. Application forms are kept completely confidential.

Breakfast in the Classroom Program: Everyone can eat, free of charge, provided they arrive to their classrooms by 8:10 A.M. Breakfast entries, milk and fruit are delivered to each homeroom classroom by 8:00 A.M. This is also a rebate program from the State of Oregon and we encourage every student to take the opportunity to begin their day at school with a nutritional boost.

Hot Lunch Program:

Each student eating School Lunch has a computer account. Money is deposited into the account. Each student has an Lunch ID card that is kept at school. Lunch charges are processed by their ID number when students purchase a meal. A deduction is made from their account for the appropriate amount. (full price, free or reduced) It is not apparent whether a child is paying full price or reduced price for his/her hot lunch when students purchase their meals.

Notices are sent home when the student's account has reached a negative balance. Monies must be deposited into meal accounts, and should come to school in an

envelope marked with the student's name, grade and lunch program so that it is credited to the proper account.

No money can be accepted in the lunch line; this is a state regulation. We encourage parents to pay in advance for lunches and beverages so that students will work off a credit balance.

Cost of the Hot Lunch is \$2.85; reduced cost is \$0.40. Adult lunches are \$5.00. The menu is published monthly and sent home with the School Newsletter.

A. Milk Program

White milk (1%), *chocolate milk (non-fat), or juice may be purchased separately for \$0.35 per half-pint, for those bringing a sack lunch. Chocolate milk is only available on Fridays. As with lunch money, beverage money should be sent to school in an envelope marked with the child's name, grade, and "milk money". Beverage and Lunch accounts are combined, so you don't need to send separate payments for lunches and beverages.

*Because of the high sugar content, chocolate milk is only served on Fridays.

B. Leaving School Grounds for Lunch

Students may not leave the school for lunch except when a note is written by a parent or guardian. A child may not receive permission over the phone to go home for lunch.

C. Playground Expectations

- Students may choose to play basketball, kickball, soccer, or foursquare or use the playground structure. Students who wish to stand and talk will go out of the way of any of the games in process. Respect of self, others, and property is expected. Hands and feet are kept to oneself.
- Food is allowed on the playground only during morning break. No food may be taken out of the lunchroom to eat on the playground.
- Playground equipment may not be brought from home without the teacher's permission.
- Students will stay in assigned areas for rainy day recess.

XIV. TUITION

A. Tuition

Tuition rates are determined yearly based on a percentage of the actual cost to educate each student. Tuition for the school year covers 70% of the actual cost and fund-raising makes up the other 30%.

For parish subsidy please refer to the “Parish Subsidy Information” sheet for the process Catholic families must follow to apply for parish subsidy.

B. Tuition Assistance

Tuition assistance is available to all students attending Holy Redeemer Catholic School based on need. It is not the intent of Holy Redeemer Catholic School to deny Christian education to any child for financial reasons. If any family needs financial assistance, they must complete the FACTS tuition assistance application process. Financial aid forms are available at the school office and are due on a date to be announced prior to the school year for which aid is requested. Families applying for tuition assistance are also expected to complete the free/reduced lunch application.

C. Tuition/Fees - Non-Payment

Holy Redeemer uses the financial services of VANCO Tuition Management for our family tuition payments. VANCO is an automatic payment plan from the family’s designated account.

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

1. Withhold grade reports;
2. Deny a student enrollment;
3. Deny a graduating student participation in graduation ceremonies and/or withhold a diploma.

XV. UNIFORM POLICY

Holy Redeemer Catholic School Uniform Policy for K-8 - 2018-2019

(Approved by School Advisory Council 6/18/2018)

All students in grades K-8 must wear the school uniform. Non-uniform items such as sweatshirts, jackets, hats, and scarves are only permitted when students are out of doors before school, during recess, and after school. Clothes should be clean and in good condition.

Uniform items not requiring a logo may be purchased at any store as long as they meet our school uniform policy. Our school plaid is only available through Dennis Uniform. Items requiring a logo may be purchased at: Dennis Uniform, or Land’s End. Please note: Not all items available in the uniform section of various stores or online meet our dress code. Please only purchase uniform items included in our dress code.

The principal or teacher will contact parents if a student does not follow the uniform policy. Major infractions will be cause for a student to be asked to change clothes and/or lose a free dress day. *The principal will make the final decision on all uniform questions.*

The following items ONLY are required to have our school logo embroidered: ALL polo shirts, sweatshirts and fleece vests.

Shirts

- Dark green or white collared polo shirt, long or short sleeved (*requires logo*)
- Dark green or white turtleneck (*no logo required*)
- White collared blouse or dress shirt (*no logo required*)
- Only plain white to be worn underneath shirts
- Shirts need to be tucked in

Jumpers, Skirts, Skorts

(*No Navy Dresses*)

- Navy or Holy Redeemer plaid
- Skirts, skorts, jumpers need to be worn with tights or leggings. Leggings can be any length

Shorts and Slacks

- Navy uniform shorts, slacks, capris, hemmed or neatly cuffed
- No cargo pants, athletic pants, corduroy or jeans
- No low riders, hip huggers, skinny fit or stretch pants
- Shorts- no more than 2 inches above knees
- 6-7-8 Grades ONLY, Khaki uniform shorts, slacks, skirts

Sweatshirts (No hoods worn inside)

- Navy or dark green crew neck (*requires logo*)
- Holy Redeemer Spirit Wear Sweatshirts

Polar Fleece Vests

- Navy or dark green polar fleece (*requires logo*)
- Coats may be worn in the classrooms with teacher permission.

Accessories

- Jewelry-inexpensive watch, simple necklace with religious symbol, one ring, one small pair stud-type earrings
- No other body piercing or tattoos
- No bracelets
- No false fingernails, eyelashes, make-up
- No nail polish
- Hats and scarves are worn only outside

Socks

- Neutral color with shorts, skorts, skirts or jumpers-black, navy, white, brown, grey (Any color with long pants only)
- Ankle, knee socks, tights or leggings – solid, neutral colors only
- Socks are not required

Shoes

- Athletic or dress shoes (no heels)
- Short boots only
- Rain boots may be worn to and from school only
- No sandals, flip-flops or crocs
- No flashing lights or wheels

Sweaters (no logo required)

- Navy, white, or dark green – V-neck, crew neck, pullover or cardigan

Belts

- Solid color (not required)

Hair

- Must be neat, well-groomed and not cause distraction
- No hair coloring of any kind
- Hair extensions must match natural color
- Only straight lines may be shaved-no designs or curves

Free Dress Days: will be scheduled periodically throughout the school year and whenever possible with advance notice in the school newsletter or through a flyer coming home. Children are to dress modestly and with clothing and accessories that will not detract attention from the business of learning. As a Catholic School, Holy Redeemer has expectations for student attire on free dress days. Our goal is for all students to be comfortable, respectful, and safe even on non-uniform days!

Guidelines for Free Dress Days for all Grades

New: Sweats, Camo clothing and Athletic Shorts (shorts no shorter than 2" above the knee)

Clothing may not have holes or tears

Shoes need to have a back

Jewelry should not cause a distraction or safety issue

NO Hair coloring, not even temporary

Hats, carves, sun glasses are to be worn outside only

These are all NO:

No muscle shirts or tank tops

No cleavage or bare midriffs or visible undergarments

No makeup

No knit leggings or tights are to be worn as pants

No saggy pants or shorts

Clothing may not advertise alcohol, cigarettes, drugs, violence or allude to sex

It is at the discretion of the classroom teacher and/or school administration to decide if a student has failed to follow these guidelines. Students may be asked to change into a uniform.

XVI. VOLUNTEERS

A. **Volunteers**

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

1. **Volunteer Background Checks**

The school now requires volunteers involved in any school program or activity to undergo a background check and to attend a Called to Protect Seminar provided by the school and parish. Forms are available in the school office and there is a \$15 fee for background checks. Parents are expected to pay the charge and can count this for 1.5 Fair Share Hours. Ordinarily any person with an adult criminal conviction is not eligible to serve. The school further reserves the right to decline to accept the services of a volunteer or to request a volunteer to withdraw from service in school activities whenever, in the judgment of the school, it is in the best interest of the school to do so.

Each subsequent year, volunteers are expected to complete an update session online. Background checks need to be renewed every three years.

2. **Volunteer Code**

Volunteers serve to enhance the school's ability to provide for the students' development and to benefit the school. They serve in a variety of capacities, which include, but are not limited to: School Advisory Council and committees, Parent Club Board and Committees, Annual Auction Committee, Art Literacy, classroom assistance to teachers, cafeteria/ hot lunch program, Room Parents, field trip assistants, reception desk helpers and other activities relating to the talents and gifts of the volunteer population.

Volunteers serving in the school will support and model the moral teachings of the Catholic Church and function faithfully within the mission and structures of the school, parish, and Archdiocese with proper respect for those serving in ministries. Volunteers work in a collaborative role with others ministering to the development of the children and the school as an educational institution. Volunteers are asked to recognize confidentiality as a living principle and respect the dignity of those with whom they work and come into contact.

Volunteers accept responsibility to use contacts made through the school in such a way so as not to disrupt the peace, order, and tranquility of the school community. Should volunteers come into conflict on school/parish related issues, it is the responsibility of both to resolve the dispute through personal diplomacy and/or an executive decision by school principal and/or the pastor of the parish. Any person who has a conflict with a school/parish volunteer outside of the boundaries of school/parish activities must settle that dispute outside of and without involving or using school/parish resources.

The school principal retains the right to amend this handbook for just cause. Parents will be notified of any changes.

SIGNATURE PAGE

Parent Agreement

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

have read the material in the Holy Redeemer Catholic School Handbook and agree to follow and uphold the school policies while my son/daughter is enrolled as a student.

Parent/Guardian Signature _____ Date _____

Parent/Guardian Signature _____ Date _____

Student Agreement

I/We (Student Name(s)) _____

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

Signature: _____ Grade: _____ Date: _____

(First student in the family attending the school)

Signature: _____ Grade: _____ Date: _____

(Second student in the family attending the school-if applicable)

Signature: _____ Grade: _____ Date: _____

(Third student in the family attending the school-if applicable)

Signature: _____ Grade: _____ Date: _____

(Fourth student in the family attending the school-if applicable)