

VALLEY  
CATHOLIC  
MIDDLE  
SCHOOL



# **Student /Parent Handbook 2021-2022**

**John Matcovich, President**

**Jennifer Gfroerer, Principal, EdD**

4420 SW St. Mary's Drive, Beaverton, OR 97078  
503-718-6500 | fax: 503-718-6520

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

# Table of Contents

I. <a href="#">Mission, Philosophy, and Profile of a Graduate</a>	3
II. <a href="#">Procedures, Guidelines and General Information</a>	5
III. <a href="#">Religious Activities – Spiritual Life</a>	18
IV. <a href="#">Student Behavior and Expectations</a>	18
V. <a href="#">Academic Information</a>	21
VI. <a href="#">Student Support Services</a>	26
VII. <a href="#">Extra-Curricular Activities</a>	28
VIII. <a href="#">Website, Social Media, and Publications</a>	29
IX. <a href="#">Student Dress and Appearance</a>	30
X. <a href="#">Technology Use Guidelines</a>	36
XI. <a href="#">Mandatory Reporting and Abuse</a>	38
Appendix A. <a href="#">Anti-Bullying Policy</a>	42
Appendix B. <a href="#">Digital Learning Days (DLD)</a>	46
Appendix C. <a href="#">Harassment, Intimidation, or Bullying, Cyberbullying, Hazing, Menacing, Retaliation, Teen-Dating Violence, and Domestic Violence Policy</a>	52
Appendix D. <a href="#">Suspected Abuse and Suspected Sexual Conduct Reporting Policy</a>	56

Note: Students and parents/guardians are required to read this publication carefully and keep it throughout the year for reference. Students and parents/guardians will be held accountable to these policies.

# **I. Mission, Philosophy, and Profile of a Graduate**

## **1.1 Mission Statement**

Valley Catholic School, sharing in the mission of the Sisters of St. Mary of Oregon, fosters a faith-filled community of lifelong learners and compassionate leaders committed to living out Catholic values and following Jesus' example through prayer, service, and love.

## **1.2 Philosophy**

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

The specific objective of the school is to provide a safe learning environment in which the mind, body, and heart of students can develop into mature, responsible citizens with Catholic values.

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

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

## **1.3 Profile of a Graduate**

**The vision of Valley Catholic Middle School is that graduates will be:**

**Open to Growth:** Valley Catholic Middle School graduates have matured — emotionally, intellectually, physically, socially, religiously — and assume responsibility for their personal growth. They continue to develop the knowledge, attitudes, and skills to make positive and responsible choices throughout their lives.

**Intellectually Curious:** Valley Catholic Middle School graduates understand that learning is a lifelong enterprise and they are ready to make a successful transition to high school. Graduates have developed a foundation for creative expression, critical thinking, intellectual curiosity, active social responsibility and positive methods of communication. Graduates have developed the skills and tools required for further intellectual development at the high school level.

*(Section 1.3 is continued on the next page)*

### **1.3 Profile of a Graduate – *Continued***

**Engaged in Faith:** Valley Catholic Middle School graduates understand the value of prayer, faith and justice in all aspects of their lives and share their spiritual gifts with others. Graduates have a basic knowledge of the major doctrines and practices of the Roman Catholic Church. They have grown in their ability to make moral decisions and know the importance of making them. Graduates have had the opportunity to participate in retreats, service activities, Sacraments, and liturgical life. They demonstrate respect for people of other religious backgrounds.

**Compassionate Leaders:** Valley Catholic Middle School graduates have established their own identity. Graduates are able to move beyond self-interest in relationships. They are ready to establish meaningful friendships with integrity and appreciation of others. Graduates are able to respond to the mission of Jesus and the charism of the Sisters of St. Mary of Oregon.

**Involved Global Citizens:** Valley Catholic Middle School graduates have experience in serving others throughout their middle school years. They exhibit compassion, practice good stewardship, and demonstrate respect for the dignity of others. They know how to be a responsible member of the community. They exhibit strong character and integrity, assume accountability for their own actions, and begin a lifelong journey of interacting socially, politically and economically in an effort to meet local and global challenges.

**Nurturing Wellness of Mind and Body:** Valley Catholic Middle School graduates have grown in their appreciation of physical activity, interpersonal skills, wellness and creativity. They have acquired the knowledge, confidence, and courage that is needed to make healthy life decisions. They have had opportunities to participate in and value the creative arts. They have learned the importance of collaboration and participated in cross-curricular activities with an understanding of mind/body wellness.

### **1.4 Non-Discrimination Policy**

Valley Catholic School welcomes students of all national and ethnic origins. It does not discriminate on the basis of national or ethnic origin in its admissions, educational policies, athletics and other school activities, or in granting scholarships or financial assistance.

## **II. Procedures, Guidelines and General Information**

### **2.1 Accidents/Emergencies**

If a student is seriously injured at school, efforts will be made to reach a parent/guardian or emergency contact.

### **2.2 Attendance**

Students are expected to be punctual and present for all classes and assemblies unless excused by parents/guardians and the school's administration. It is the parent's responsibility to call the office on days the students will be out of school. An attendance record is maintained by the school, and is part of the students' permanent record. Calls or notes regarding a student's absence or tardiness do not necessarily excuse the absence or tardiness. The school administration has sole discretion for determining the excused or unexcused status.

### **2.3 Late Work**

Late work is not accepted and is entered into the grade book as a zero (no points). Anything after the beginning of class is considered late.

Limited accommodations may be provided for students with diagnosed learning differences and/or diagnosed medical conditions who have an active Valley Catholic Middle School Individual Learning Plan (ILP).

Late work is due one class day after the work was originally collected. This is true whether electronic or hard copy.

Work graded in class (if the student is present) will not be accepted late, as the answers were given to students.

Long term or major assignments will not be accepted late due to the length of time students knew about the assignment.

### **2.4 Late or Incomplete Work: Content Issues**

There may be a situation where a student makes a sincere attempt to complete an assignment but cannot because he/she is struggling with the content. In this case, the student should contact the teacher to arrange for a brief remedial work session. The student should:

- Attempt every single part of the homework, leaving only the sections of difficulty blank.
- Contact the teacher at least the night before an assignment is due via email
- Schedule a remedial appointment time with the teacher for the next school-day
- Show up on time for the appointment with all supplies needed to complete the work

If a student follows the steps, as listed above, the teacher may grant the student one additional school day to complete the work for full credit (without using a Yeah But.) However, failure to meet the steps, listed above, will result in the incomplete work being considered late (0%) and/or the student will need to use a Yeah But to receive credit. No extension is granted for long-term assignments since student-to-teacher meeting time is built into the long-term project schedule.

*(Section 2.4 is continued on the next page)*

## **2.4 Late or Incomplete Work: Content Issues - *Continued***

To fully support a student who might be struggling, the school counselor will be notified of each remedial work session. If a student needs more than three remedial work sessions a semester, regardless of the subject, a meeting will be held with the counselor and/or the administration to assess the student's ongoing academic struggles and to seek academic intervention strategies.

## **2.5 Weekend/Holiday/Breaks and Homework**

Homework is assigned to enhance a concept or as a way to finish work that was started in class. Homework may be assigned for each night school is in session.

While teachers may post student assignments early to provide the opportunity for the student to manage their time. Should a student choose to work on Saturday or over break it would be in exchange for the time the student would normally put in on a school day.

In addition, a student may choose to wait to start a long-term project until the weekend or a break but that would be instead of using the time provided during the week.

## **2.6 Yeah Buts**

Each class receives "Yeah But" passes as a way to help enforce the No Late Work practice in a way that provides some grace periods for special circumstances. Per semester:

- Sixth grade students receive three Yeah But coupons for all core classes,
- Seventh Grade students receive three Yeah But coupons for core classes first semester, two second semester
- Eighth grade students receive two Yeah But coupons in middle-school level core classes

## **2.7 Extra Credit**

Class wide extra credit may be offered in some courses as a way to provide enriched learning opportunities for the students.

No individualized extra credit or "redo" assignments will be provided.

## **2.8 Student Absence Notification**

It is the parent's/guardian's responsibility to call the office (503-718-6500) or email the front office staff by 9 am.

## **2.9 Absence**

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

*(Section 2.9 is Continued on the next page)*

## **2.9 Absence - *Continued***

Following an absence, students are responsible for seeing each teacher the day they return to make arrangements for make-up work.

- Any work assigned prior to the absence is due the day the student returns.
- Students have the same number of days they were absent to make up work assigned during the absence.
- Make-up work received after this, including all quizzes, tests and projects that were assigned prior to the absence, will be considered late.

If a student is absent on the day a long-term or final project is due, the student is responsible for making sure that the teacher receives the long-term or final project on the day it is due. No extension is granted unless a Medical Individual Learning Plan (MILP) is in place.

## **2.10 Appointments / Leaving Campus**

Please avoid scheduling appointments during school hours. In the rare instance that an appointment is necessary, the office must be notified no later than 9:00 a.m. the day before the appointment. In addition, the student must complete a prearranged absence form, and an early dismissal form.

Medical and dental appointments during school hours will be excused pending verification of the appointment to the school office. Students leaving for an appointment during the school day must check-out at the office.

## **2.11 Excessive Absence**

Students are expected to be in class each day school is in session.

Students missing more than ten class days in any course for any reason, excused or unexcused, during a semester, must petition the Middle School Academic Review Board for credit in that course (see Middle School Academic Review Board 5.0).

Students with more than ten unexcused absences risk failure in the course and in some cases, enrollment at VCMS if they do not receive a waiver from the Middle School Academic Review Board or Principal.

Excused absences for medical reasons will be addressed on a case by case basis. They will be based on the medical professional's recommendations and the school's ability to meet those recommendations.

Excused absences for bereavement will be granted for an immediate family member (grandparent, parent, sibling). Students will be excused for up to 3 days for local services and up to 5 days if travel is required.

Students with medical issues that conflict with the excessive absence policy, may be placed on a Medical Individual Learning Plan (MILP). An MILP requires the approval of the Middle School Academic Review Board, and a release of information from the primary medical professional in charge of the medical issue.

## **2.12 Pre-Arranged Absences**

For all pre-arranged absences, including those related to a school activity, the student's parents must notify the front office via email or phone. Failure to do so may negatively impact a student's grade.

Absences for travel during school time are strongly discouraged. Travel during school time may greatly reduce academic success, including the failure of coursework.

Students should not automatically assume that make-up work will be provided ahead of time. Make-up work and tests will be considered on an individual basis (*see Late Work 2.3*) in many cases, academic experiences that occur within the class may not be able to be reproduced – including class discussions, group projects, etc.

While students are gone, they must check Google Classroom for assignments. Please note the procedures on Excessive Absences in item 2.11.

## **2.13 Tardiness**

Students must be seated in class when the bell rings. Any student not seated at this time will be considered tardy. Tardy students must check in at the main office.

If a student is tardy to class between periods, they will be marked absent until they appear in the classroom. Students delayed by a staff member must obtain a note explaining the delay in order to receive an excused tardy.

Students tardy more than ten times in any course, for any reason (excused or unexcused) during a semester may be required to petition the Academic Review Board for credit (see Middle School Academic Review Board).

## **2.14 Early Dismissal**

Students must bring a note or parents may call or send an email to the school office in the morning before school begins.

Students will not be dismissed from class until the student is called to the front office by school personnel. Students are expected to check out at the front office prior to leaving the building.

## **2.15 Automobiles and Parking**

All drivers must operate vehicles safely and obey the school's posted driving and parking rules. Valley Catholic School reserves the right to revoke campus driving and parking privileges for anyone who is not demonstrating safe driving practices. Drivers who do not follow parking rules will be given a warning and may be towed if necessary.

Families must register every vehicle in the household that may be on campus at any time during the student's enrollment at Valley Catholic. Families must register the cars they drive. The registration and re-enrollment forms have a space for families to register their students' cars. It is expected for families to contact the main office if there are any changes (i.e. new car). Families will be provided tags to hang from the mirror of any car parking on campus. While parking on campus, please display the school-issued car tag.

Students are expected to park in either the athletic center lot #3, the gravel lot #4, the Elementary School lot #5, or on SW 148th, east of the high school. Students are not to seek other spots until those lots are full.

## **2.16 Volunteers**

Volunteers are required to have a current background check on file, attend the initial Called to Protect class and review and acknowledge the Standards of Conduct online. In subsequent years, volunteers will complete an annual review on-line. Additional information is available on the school's website in the Parent's Guide.

## **2.17 Building Hours**

The elementary and middle school building is open to middle school students and their families from 7:25 a.m. to 4:20 p.m. on regularly scheduled school days. The front office closes at 4:00 p.m.

The first 10 minutes after dismissal are office hours for all full-time staff that are not currently coaching high school athletic teams. After 3:20 p.m. and before 7:25 a.m. the middle school hallways are closed to both students and parents, unless the student is in a school-sponsored activity, event, or study hall.

At 4:20 p.m., the building is closed unless there is a pre-scheduled supervised event. Students and parents may not access the lockers after 3:20 p.m. without permission of a Valley Catholic Middle School staff member. This includes during both evening and weekend events.

There is no supervision for students before or after school except those attending the middle school study halls or school sponsored activities.

The middle school study hall provides a supervised study area for students every Monday, Wednesday, Thursday and Friday that school is in session for a full day between 3:20 p.m. and 4:20 p.m. There is no study hall on Tuesdays or any day that dismisses before 3:10 p.m.

## **2.18 Change of Address, E-mail, or Phone Number**

Please notify the school secretary of any changes to your address, e-mail address, or phone number as soon as possible. Maintaining accurate school records, mailing lists, and communication with parents/guardians in an emergency are essential.

## **2.19 Child-Abuse Reporting; Freedom from Harassment; Bullying Policy; Non-Discrimination**

Oregon Revised Statute 419B.101, states that "Any public or private official having reasonable cause to believe that any child with whom the official comes in contact has suffered abuse, or that any person with whom the official comes in contact has abused a child, shall report or cause a report to be made." All school employees are considered "public or private officials," and will report child abuse as required by law.

At Valley Catholic School, we believe that every person has supreme dignity, being created in the image and likeness of God and destined for eternal union with Him. The school insists that everyone be treated with dignity and courtesy and that the school be free of harassment, which it defines as unwelcome actions or words that threaten, violate, or intimidate others. Harassment may include, but is not limited to, verbal or practical jokes, unwelcome touching, offensive remarks or put-downs, and displays of offensive materials. Harassment may also include words or conduct directed toward another person because of race, color, religion or national origin. It also includes the intentional attempt to cause another person to fear physical injury. For additional information, please see Valley Catholic School's Anti-Bullying Policy located in the Appendix on page 37.

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

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

Valley Catholic School is committed to providing an educational environment free from all forms of discrimination and harassment. We do not discriminate on the basis of race, color, national or ethnic origin, sexual orientation, or any other status protected under applicable federal or state laws in the administration of our educational policies, admissions policies, scholarships, financial aid programs, athletic programs or other school-administered programs.

All complaints of discrimination or harassment should be reported to an appropriate staff member. They will be investigated promptly and as confidentially as circumstances permit.

## **2.20 Closed-Campus**

Valley Catholic School has a closed campus. Once students arrive at school, they must remain on campus throughout the entire school day.

## **2.21 Closure for Emergency**

If Valley Catholic School needs to close due to hazardous weather conditions or other unforeseen circumstances, our school community will be notified via an automated phone call from School Messenger. In addition, the information about weather-related adjustments will be communicated on our school website ([www.valleycatholic.org](http://www.valleycatholic.org)), our school Facebook page, and available on local television and radio news stations. In the event of school closure for inclement weather, all scheduled school activities are also canceled. In the case of multiple days of school closures, students will be expected to follow directions regarding digital learning days.

If the number of excused school days becomes excessive, additional days may be added to the school year.

## **2.22 Emergency Drills**

In compliance with state regulations, we regularly conduct drills for fire, earthquake, lockouts, lockdowns, and other emergencies. Students are to follow designated procedures.

## **2.23 Food**

Food and drinks are not allowed in the classroom unless permission is granted by the teacher. Students may bring lunch from home or purchase food from the VCHS cafeteria.

Valley Catholic Middle School is not a peanut, gluten or other allergy free school. If students require special food accommodations, they will need to provide their own food.

Students are expected to clean-up after themselves. Leaving litter for others to clean up is unacceptable for many reasons.

## **2.24 Immunizations**

Students entering Valley Catholic Middle School must provide a signed Oregon Health Division Certificate of Immunization Status (CIS) form documenting either evidence of immunization or a religious and/or medical exemption prior to initial attendance. All students are required to be immunized following current Oregon State Law or they will not be admitted to school.

Please be sure to update school records when additional immunizations are received.

## **2.25 Library**

The library is for research and quiet study. Middle school students will use the high school library for most of their needs. Students are expected to use the library responsibly, respect the rights of other users, check out materials properly, and return them on time.

Books can be checked out for three weeks and magazines for one week. Fines apply if they are returned late. Fines must be paid before report cards will be issued.

## **2.26 Lockers**

Each student will be assigned a locker. Students cannot change lockers without permission. Lockers are the property of Valley Catholic School. Students are expected to treat their lockers with the same care and respect as all other school property.

- Lockers should be kept clean, neat and locked.
- Students should not publicize their lock combinations.
- Decorations of any sort are not permitted on the outside of the locker unless they are a school-sponsored (such as school-issued birthday signs).
- Valuables should be kept at home, with the student, or locked inside the lockers.
- To safeguard the well-being of all students and staff, VCS reserves the right to inspect any locker at any time, to remove contraband and any inappropriate or noxious items.
- The school is not responsible for any loss, theft, or damage to books or other personal property.
- Items cannot be displayed on the exterior of the locker unless approved by the school.

All student items must be stored in a locker or kept with the student at all times. Items may not be left in common areas such as hallways, cafeteria or classrooms without permission from Valley Catholic Middle School administration.

Students may decorate their lockers, but must follow all guidelines as outlined in the locker decorating rules. Locker decorating rules will be distributed at registration. No tape, magnets of any kind or other adhesives are permitted on the lockers.

Lockers are available in the gym for use during physical education classes, athletic practices, and athletic contests.

- Only school-authorized locks may be used on gym lockers.
- Locks can be obtained from the Physical Education Department.
- Lost locks are the responsibility of the students.
- Gym lockers are subject to the same rules as student lockers.

There are also a limited number of lockers/storage space available for athletic gear and musical instruments. Items may not be left in the school office nor the hallway.

## **2.27 Lost and Found**

Students should check all of the following lost and found locations prior to purchasing new supplies.

- The Lost and Found closet in the VCEMS building
- The PE locker rooms
- Specified middle school classrooms
- The senior hallway in the high school building

Students finding lost articles are asked to take them to the school office. Unclaimed articles are donated to local charities at the end of each quarter.

## **2.28 Medication**

Valley Catholic School will not provide any medication. Medication may be administered by school personnel with written consent and direction from a parent/guardian. The parent/guardian must complete a medication authorization form. The written request must include the specific dose of medicine and the specific time it should be given. Forms are available in the school office.

- Prescription medications require a direct order signed by a licensed physician.
- Medication taken by a student for more than one day must be brought to the school office.
- Medications will be stored and locked in a designated location where students have no access to it.
- All medications, including over-the-counter medications, must be in the original container or prescription bottle.
- The medicines administered are documented by the staff member giving the medication.

Students may possess and self-administer prescribed emergency medications i.e., EpiPen and a metered dose inhaler for the relief of asthma or to prevent the onset of symptoms prior to physical exercise if the following documents are on file in the VCMS office.

- Written approvals from both the student's physician, or other health care provider and the student's parent/guardian to possess and self-administer these medications.
- Authorization to Give Medication At School Form

## **2.29 Student Allergies**

Valley Catholic Middle School will create an Individualized Action Plan (IAP) for any student with known allergies as prescribed by Oregon State Law and Archdiocesan Policy.

It is the parents'/guardians' responsibility to notify the school of their child's allergic reaction by completing an Individualized Action Plan that is approved by the child's physician.

The student's IAP may require that certain safety protocols are implemented, such as a nut-free lunch table, notification of school staff and storage for physician-prescribed treatments.

Valley Catholic Middle School will review the IAP recommendations, notify parents if any elements of the plan cannot be accommodated, and then keep the IAP on file in the school office.

*(Section 2.29 is continued on the next page)*

## **2.29 Student Allergies - *Continued***

Designated staff members have received training on how to safely administer physician-prescribed epinephrine using an EpiPen. It is the family's responsibility to provide the EpiPen for use at school according to the doctor's prescription. EpiPens will be kept in a locked cabinet with other prescription medications.

Following state law, the school also keeps its own non-prescription EpiPens available for use by any student who goes into anaphylactic shock while at school, regardless of whether a past severe allergic reaction has been documented. If needed, the EpiPen will be administered by trained personnel, and the student will be transported to the hospital by ambulance as a precaution. The School will attempt to contact the parents/guardians immediately, but will not delay transportation to the hospital if parents/guardians cannot be reached.

## **2.30 Residence Requirement**

Students must live at the same residence as one of their parents or legal guardians.

## **2.31 Search and Seizure**

Valley Catholic School administration may search students and their personal property at any time. This includes but is not limited to, backpacks, bags, cars and lockers. Cell phones may be confiscated but will not be searched unless there is a concern for the safety of the students or staff. School-issued iPads are school property and may be searched at any time without prior notice.

Personal property deemed detrimental to the safety and welfare of the students or staff may be seized if the school administration believes that an illegal act or violation of school rules has been committed, is being committed, or is about to be committed.

## **2.32 Signs**

All signs and posters must be approved by an administrator or club advisor.

- Sign content and placement is restricted.
- Plastic tape is never permitted on walls, windows, or any other surface.
- Signs not meeting these requirements will be removed without notice.

## **2.33 Field Trip Permission**

The Field Trip Permission Form should be completed by a parent/guardian at registration. The form authorizes your student to participate in field trips that occur during the typical school day, 7:50 a.m. - 3:25 p.m. The original copy of this form will be kept on file in the school office.

Telephone calls will not be accepted as authorization for field trips.

Field trips outside of the typical school day, including sixth grade outdoor school, will require trip specific authorization. These trips will be posted online in the parent's guide or you will receive notification via email. Authorization forms will be distributed and collected near the time of the event.

## **2.34 Student ID Cards and Lanyards**

All VCMS students are required to wear their school-issued ID card and lanyard while on the SSMO campus during the school day. Student ID pictures and names must be visible at all times. IDs and lanyards may not be altered, decorated, or tampered with.

Student ID cards are active during building hours 7:25 a.m. to 4:00 p.m.

### **Forgotten ID Card**

- If a student does not have their ID card, the student must immediately report to the Vice Principal to be issued a temporary card for that day and return it at the end of the day. Any student not wearing their assigned school-issued ID will be issued a uniform violation. On the third violation (and any violation after), the student will be issued a detention.

### **Lost ID Card**

- If the card is feared to be lost or stolen, the student must immediately report to the Vice Principal to be issued a temporary card. Their old card will be deactivated. If the card is not located by the next morning, a new card will be ordered. The student will need to check out a temporary badge each day until the new badge arrives. The replacement fee is \$5. For each subsequent time a badge is lost, the student will need to pay the replacement fee and serve a detention.

## **2.35 Student Information Disclosure**

### **Method of Communication:**

Valley Catholic School uses email and the VC View as the official method of communication with parents. Parents are expected to read the emails and VC View on a timely basis. Parents may also use the Parent's Guide section of the school website to find additional information and resources.

It is the responsibility of the parent to ensure the VCS has up-to-date contact information including a current mailing address, email address and phone number.

### **School Directory:**

Each year we publish a PreK-12 School Directory. It includes: Parents names, student names and grade levels, e-mail addresses (one per parent), home addresses, and home phone numbers. We use the information you provide on your re-enrollment/registration form. If you do not want to be included in the directory or if you do not want all of this information published, you need to complete the [Directory Opt-Out Form](#). It is located on the Valley Catholic School website at [www.valleycatholic.org](http://www.valleycatholic.org) in the Parents' Guide under Schoolwide Documents. Copies are also available in the school office.

### **Media:**

Photos and videos are created and shared by Valley Catholic School for educational purposes, community outreach, and the annual Gala. They provide information about Valley Catholic and celebrate our programs, our events, and the accomplishments of our students, faculty, and staff.

Photos and videos may be featured in Valley Catholic communication materials including school yearbooks, class photos, admissions and other brochures, booklets, posters, newspapers, postcards,

ads, and magazines. They may also be included on the school Website and social media, which are open public forums.

It is the responsibility of the parent or guardian to notify Valley Catholic School if you do not want your student(s) to be included in school communication materials by completing the Media Opt-Out Form located on the Valley Catholic School website at [www.valleycatholic.org](http://www.valleycatholic.org). It is in the Parents' Guide under Schoolwide Documents. Copies are also available in the school office.

### **2.36 Student Messages/Items left in the Office**

Students will not be called out of class and items will not be delivered to the classroom during the school day. Calling a student to the office interrupts the entire school, and calling the classroom interrupts the entire class. If you have an emergency, and need to reach your student, please contact the school office.

In an emergency situation, parents/guardians may leave messages and items for their students in the school office. Messages and information regarding items left in the office will be posted on Google Classroom Notification Board. It is the student's responsibility to check the notice board throughout the day in case there is a notice that may apply to them.

### **2.37 Student Withdrawal Procedures**

Parents/guardians of students transferring to another school or withdrawing from VCS must notify the school office.

### **2.38 Cell Phones and Electronic Devices**

The use of cell phones, personal tablets, laptops, smart watches, headphones, and other electronic devices using web access are prohibited for middle school students during the school day. This includes class time, the time between periods, breaks, and lunch.

Students using cell phones or other electronic devices, at any time during the school day, will be subject to disciplinary action unless it is approved by the teacher, part of the classroom procedures or part of the student's Individual Learning Plan (ILP).

Student owned electronic devices may be confiscated, but will not be searched unless there is an immediate, verifiable concern for the safety of a student or staff member.

### **2.39 Visitors**

All visitors, including parents/guardians, must have necessary business to conduct at the school, report to the school office upon arrival, sign the visitor's log and obtain a visitor pass. Visitors, who wish to go beyond the school office, must have prior approval from school administration.

Students who attend other schools are not allowed to be guests of VCS students unless their visit has been pre-approved by VCS administration as part of the Spend-a-Day program.

### **2.40 Vulgarity and Obscenity**

Obscene or vulgar language, writing, pictures, signs or gestures are prohibited. This includes the inappropriate use of the Lord's name in all of its forms, (OMG and various other forms).

### **III. Religious Activities and Spiritual Life**

Jesus is the center of Catholic life. Therefore, daily prayer as a means of communicating with God is a priority at Valley Catholic. At least once a month, the entire VCS community of faculty and students celebrate the Eucharist, either on a holy day or for some seasonal event.

#### **3.1 Chapels**

Chapels are located near the entrance in the elementary/middle school building, on the second floor near the front stairs in the high school, and near the main entrance in the SSMO convent. All students and staff are encouraged to drop in for brief prayer throughout the day. To maintain a prayerful atmosphere, please travel in a quiet, respectful way through the halls outside the chapels.

#### **3.2 Liturgies**

The Eucharist is our most sacred expression of faith. Valley Catholic Middle School celebrates Mass at least once a month. In addition, the entire Valley Catholic School community, pre-K-12 gathers at least once a month to celebrate the Mass together.

Throughout the year, VCS offers prayer services for special occasions and liturgical seasons such as Advent and Lent. During Lent all members of the eighth grade class reenact the traditional Stations of the Cross while reflecting on how Jesus' words and actions are relevant to us today. This is the largest production created by Valley Catholic Middle School students.

#### **3.3 Retreats**

Retreats are an important part of Valley Catholic's educational program. A retreat is a chance for students to get away from everyday pressures and distractions to contemplate their lives and their relationship with God. At least two retreats are held each year for middle school students.

#### **3.4 Service Hour Requirements**

All Valley Catholic Middle School students are required to serve at least five service hours per semester. All hours must be completed within the semester unless special arrangements are made for a specific project. Service hours and completed log sheets, which are obtained from the student's religion teacher, factor into the student's religion grade.

The Sisters of St. Mary of Oregon declare in their charism statement that they are called to be "compassionate, joyful servants of the Lord."

Service must be completed on the Sisters of St. Mary of Oregon campus. Service may be performed for Valley Catholic Early Learning School, Valley Catholic Elementary School, Valley Catholic Middle School, Valley Catholic Music School, Maryville Nursing Home, and the SSMO Convent. Additional information available in religion class.

In addition, members of the VCMS National Junior Honor Society (NJHS), and students who wish to earn a service letter, are required to complete a minimum of 12 additional hours for a total of 17 hours of service on the SSMO campus per semester. Log sheets must be completed and verified by the due date to receive credit. NJHS hours do not count for religion hours (see National Junior Honor Society 5.8).

## **IV. Student Behavior**

### **4.1 Expectations and Responsibilities**

The Valley Catholic Middle School community is expected to support and follow Valley Catholic School's mission, philosophy, guidelines, procedures, policies and rules outlined in the VMCS Handbook.

The school reserves the right to refuse admittance, revoke attendance, to suspend, or expel any student who does not cooperate with the guidelines, procedures, policies and rules established in this handbook. The high standards adhered to by our school apply to after school hours as well. If any parent/guardian, or student refuses to follow the guidelines, procedures, policies and rules of the school, they place the student's admission or attendance at Valley Catholic School in jeopardy and the student is subject to expulsion or revocation of admission within the sole discretion of the school.

In signing the Financial Commitment Agreement and the student Emergency Form, parents/ guardians acknowledge that they are in agreement with the above statements, they will demonstrate a spirit of cooperation, and uphold the guidelines, procedures, policies and rules outlined in the school handbook.

In support of the school's mission and philosophy VCMS students are required to abide by the values and rules outlined below:

- Exhibit Catholic values and support the mission and philosophy of Valley Catholic School.
- Show courtesy and respect to all people regardless of differences
- Show respect for the property of others
- Be good stewards of the earth
- Do not send, forward, post or text inappropriate images or comments intended to hurt or embarrass another person. This includes, but is not limited to, students, teachers, images associated with SSMO, Valley Catholic School, and CYO.
- Do not send, forward, post or text anything of a sexual nature.
- Comply with all classroom guidelines
- Be open to growth
- Accept responsibility for your actions
- Strive for honest and ethical behavior in all pursuits
- Promote the safety and well-being of others
- Have Academic Integrity. Many assignments are completed on the honor system with no direct monitoring. The standards for ethical behavior include work completed inside and outside of the classroom.
- Do not plagiarize. Plagiarism is cheating. Plagiarism will result in a 0% for the assignment with no opportunity for resubmission.
- Do not use words or actions of a violent or threatening nature.
- Maintain the cleanliness of the building and surrounding SSMO campus.
- Never bring harmful or illegal substances or weapons to school.
- Refrain from bringing valuables or large sums of money to campus
- Gum is not allowed during the school day or at school sponsored events on the SSMO campus.

## 4.2 Consequences for Non-Compliance

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

## 4.3 Consequences for Major Infractions

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

### Examples of Infractions That Might Be Major

- Assault, fighting, intimidation, threat, or any form of harassment
- Insubordination—an open act of defiance or disrespect toward a staff member
- Consumption, possession, sale or supply of alcohol, marijuana, other illegal drugs or dangerous substances
- Abusive language or action toward a staff member
- Theft of school or personal property
- Harassment, bullying, cyber stalking, cyber bullying
- Vandalism or abuse of school or personal property
- Setting fires, setting false alarms, bomb threats, possession of explosives, weapons or other potentially dangerous materials
- Refusal to report to detention
- Repeated behavioral referrals
- Truancy
- Leaving school premises without permission
- Dishonesty or unethical behavior in writing, speech, or actions
- Dangerous driving
- Inappropriate use of the Internet, cell phones, personal tablets, laptops, smart watches, or other electronic devices used on and off campus that affects the climate and the culture of the school

## 4.4 Consequences for Minor Infractions

The consequence for a minor infraction may include, confiscation of contraband items, copying pages of the school's rules, detentions, parent conferences, probation, or suspension from school activities or classes. Repeated violations will result in more serious disciplinary action, including dismissal.

### Examples of Infractions That Might Be Minor

- Disruption or non-compliance at school or a school activity
- Use of profanity
- Inappropriate behavior on campus
- Improper display of affection (PD)
- Unexcused absences from class or school activities
- Tardiness to class
- Inappropriate attire
- Food or gum violations
- Cell-phone violations
- Rough or physical behavior
- Unsafe behavior

## **4.5 Disciplinary Sanctions**

### **Assessment**

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

### **Detention**

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

### **Community Service Hours**

Community Service Hours are one or more after-school work details of an hour and a half or more. Community Service Hours are used as consequences for more serious infractions than detentions, but are less serious than suspension. Community Service Hours issued for discipline reasons do not become part of the student's permanent record and they do not count towards student service hour requirements for NJHS or service letter requirements.

### **Probation**

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

### **Suspension**

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

### **Dismissal (Expulsion)**

Valley Catholic School reserves the right to dismiss any student whose behavior is so detrimental that continued attendance would not be in the best interest of the student or Valley Catholic School. The Discipline Review Board reviews and makes recommendations for most of the student discipline issues; suspension and dismissal, however, are at the sole discretion of the principal after consultation with the President of Valley Catholic School.

Dismissed students will not be allowed back on the Valley Catholic campus at any time for any reason and will not be allowed to attend any function that is the sole activity or event of Valley Catholic whether on Valley Catholic's campus or elsewhere.

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

## **4.6 Drug and Alcohol Policy**

Consumption, possession, sale or supply of alcohol, marijuana, tobacco, or any illegal drugs or dangerous substances at any school-sponsored activity, on or off campus, is strictly prohibited and will result in disciplinary action, up to and including dismissal.

## V. Academic Information

Valley Catholic Middle School offers a well-rounded college-preparatory curriculum. To allow students to take full advantage of this curriculum, the following academic guidelines have been established:

### 5.1 Grading

Grades are used as a means for measuring and reporting progress and achievement. Grades aid students in determining their individual strengths and weaknesses; they may also be incentives for greater academic growth. Academic grades are not directly dependent on behavior and are never lowered for disciplinary reasons.

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

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

P Pass ("P" is not used in calculating GPA, but full credit is granted.)

I Incomplete (The teacher will set a date by which work must be completed; after this date an Incomplete will become an F.)

WP Passing at the time of withdrawal, no credit

WF Failing at the time of withdrawal, no credit

Valley Catholic Middle School does not give the grade of A+.

Semester grades are issued for the fall and spring semesters. Semester grades are calculated by averaging the weighted scores of first quarter, second quarter and the final exam/end of semester assessment project as follows:

Grade Level	Quarter 1 (Q1)	Quarter 2 (Q2)	Final Exam/Assessment Score (E1)
6 <sup>th</sup>	45%	45%	10%
7 <sup>th</sup>	40%	40%	20%
8 <sup>th</sup>	40%	40%	20%

## 5.2 Graduation Requirements

Students must take and pass the following courses each semester they attend Valley Catholic Middle School in order to graduate.

English	Fine Arts/Music
Mathematics	Physical Education
Science	Health
Social Studies	Religion

Students will be considered for world language classes based on academic achievement and feasibility. Students who receive lower than a C in their first year of world language will be required to retake the first year course before being admitted to the second-year course.

## 5.3 Academic Honesty and Integrity

Valley Catholic students are expected to know and follow the school's academic integrity rules in all school endeavors whether in written form or oral presentation. Staff recognizes that Valley Catholic's academic honesty and integrity rules need to address the ever-changing issues that technology introduces into the classroom. This includes age-appropriate stages of citation that teach the students what type of assignments are individual work, which ones may be collaborative, and which ones need full citations when using the knowledge gained from another person or source. These issues include the identification of individual versus collaborative work, whether the work is a daily assignment or a research project. These rules are taught, discussed and distributed in class.

### Definition of Academic Dishonesty

Academic dishonesty is using a person's work, concepts, designs, data, ideas, research, or documentation, without giving proper credit to the source. It goes beyond plagiarism and also includes the following:

- Lying
- Cheating
- Using or providing unauthorized materials in preparation for an exam, test, quiz or assignment
- Providing unauthorized materials during an exam, test, quiz or assignment
- Falsifying information
- "Double dipping", submitting the same assignment for more than one subject or using work previously submitted to another teacher
- Other acts, such as the theft or falsification of records and files

Students submitting work to a teacher are declaring that it is truly their own work. Academic dishonesty of any kind violates one's personal integrity and weakens the trust that exists within the school community. Academic dishonesty is not tolerated at Valley Catholic Middle School.

### Forms of Academic Dishonesty include, but are not limited to, the following:

- Looking at someone else's work product, or knowingly allowing someone else to look at yours, during an exam, test, quiz or assignment
- Talking or any other form of communication during an exam, test, quiz or assignment
- Using any kind of "notes" or having answers or subject material out during an exam, test, quiz or assignment

*(Section 5.3 is continued on the next page)*

### **Forms of Academic Dishonesty - *Continued***

- Copying any work assigned to be done independently or letting others copy yours
- Having unauthorized access to or using stolen exams, tests, quizzes or assignments
- Sharing, receiving or selling information about specific exam, test, quiz or assignment questions to a student who has not yet taken or completed the exam, test, quiz or assignment
- Using an electronic device (calculator, cell phone, camera, or other gadgets) to give or receive or copy information before, during, or after an exam, test, quiz or assignment
- Collaborating on an exam, test, quiz or assignment with any other person without prior approval from the teacher
- Lying about attendance or ability to complete assignments and/or assessments
- Lying about other people being responsible for low grades or missing scores/assignments
- Claiming credit for work in a group project when work was done by others
- Attempting to misrepresent the authorship of student work, i.e., having someone else write a paper
- Copying or closely paraphrasing sentences, phrases, or passages from an un-cited source while writing a paper or doing research
- Adding a name to a group project of an individual who has not made a significant contribution to the development of that project
- Using the views, opinions, or insights of others without proper acknowledgement
- Fabricating or altering laboratory data
- Accessing and/or using copyrighted test bank questions or any materials designed for instructors' use only

### **5.4 Homework**

Sixth grade students are expected to spend an average of 1.5-2.5 hours on homework each day. Seventh and eighth grade students average 2.5-3.5 hours of homework each day. Late work is not accepted.

### **5.5 Honors**

Students are awarded honors recognition according to the cumulative GPA they have earned for the given semester.

- First Honors is awarded to students whose GPA is 3.800 to 4.000
- Second Honors is awarded to students whose GPA is 3.550 to 3.799
- Third Honors is awarded to students whose GPA is 3.250 to 3.549

Students will receive an award based on first semester performance.

### **5.6 National Junior Honor Society**

Valley Catholic Middle School is a member of the National Junior Honor Society. The National Honor Society (NHS) and National Junior Honor Society (NJHS) are the nation's premier organizations established to recognize outstanding high-school and middle-level students. Students become members of the National Junior Honor Society (NJHS) by invitation only. They must receive and maintain a 3.8 grade point average, participate in service projects, and maintain high standards of scholarship, citizenship, service, leadership, integrity and character. Students must complete an additional 12 hours of service to the school each semester to maintain their active membership status. This is in addition to the five hours of service required for each religion class.

## **5.7 Academic Probation**

Semester grades are a tool to review the academic progress of the students. Students with one or more C-minus or lower grades on their report card may be placed on academic probation. Students on academic probation may be required to:

- Attend a study skills class before school, at lunch, or after school
- Attend study sessions at lunch
- Review schoolwork at home with an adult on a nightly basis
- See the school counselor for study skill development and a review agenda/planner daily
- Obtain a signature from an assigned staff member verifying the use of the student agenda
- Monitor their grades online weekly
- Monitor Google Classroom nightly
- Check Parent's Guide regularly for updates as specified
- Drop their World Language or other academic challenging/homework generating elective courses.

Academic Probation ends when all reported grades are a C or higher or when a student leaves Valley Catholic Middle School. Probation will be reassessed at the end of each semester.

Students with a GPA below 2.0 or who are on academic probation for two consecutive semesters may be asked to leave Valley Catholic Middle School. Students in this situation may appeal to the Principal and the Academic Review Board for an exception.

## **5.8 Parent/Guardian Teacher Conferences**

Parent/guardian teacher conferences are scheduled in the fall. Parents/guardians are strongly encouraged to contact individual teachers at any time. The school also sets up parent/guardian teacher conferences on an individual basis when needed.

## **5.9 Special Accommodations, Individual Learning Plans (ILP)**

Special accommodations will be granted to any student with a current diagnosed learning disability or health issue. Diagnosed learning disabilities and health issues are considered current if the most recent diagnosis was completed within 26 month of the request for the special accommodation.

Special accommodations are noted on an Individual Learning Plan (ILP) and are customized to each individual student based upon the diagnosed disability or health issue. These accommodations are designed to help students learn the same material and to meet the same expectations as their peers. In this way, the ILP is an additional tool to help support students in meeting VCMS's academic and behavioral expectations

No accommodations are granted without an ILP. All Individual Learning Plans are subject to review and granted at the discretion of the administration.

## **5.10 Withdrawal Policy – World Language**

World Language classes are electives at the middle school level. Students must maintain at least a C or higher, regardless of other class grades, to stay enrolled in a World Language class. Any student receiving a report-card grade of C minus or lower will be withdrawn from the World Language class and placed into the study skills class, even if the student is not on academic probation.

Students may drop their World Language course any time prior to the last three weeks of the quarter. Students wishing to withdraw from a class must receive the approval of the teacher and submit written parental/guardian permission to the administration. The student will not receive credit for the course that quarter.

If a student currently enrolled in a World Language class is placed on academic probation, they must withdraw for the remainder of the school year to spend more time on other subjects and attend a study skills class. This will also reduce their nightly homework.

## **5.11 Testing**

Semester exams (finals) are given twice a year and must be taken at the scheduled time. Students must be in their examination rooms before the bell rings. Late students are admitted at the discretion of the test proctor.

- First semester final exams are reviewed in class as a learning opportunity for the students. Copies of final exams are not released to the students or parents/guardians.
- Second semester final exams are not reviewed in class. Copies of final exams are not released to students or parents/guardians.

Limited accommodations may be made for students with diagnosed learning differences who have an active Valley Catholic Middle School Individual Learning Plan (ILP).

Additionally, all students at Valley Catholic Middle School participate annually in a standardized examination program as requested by the Archdiocese of Portland. These examinations help parents/guardians and teachers promote academic excellence.

## **5.12 Academic Review Board**

Valley Catholic Middle School has an Academic Review Board composed of middle school faculty, the VCMS counselor, Vice Principal and/or Principal. The board reviews academic issues that impact student learning. Issues may include excessive absences, tardies, independent study programs, alternative course arrangements, academic probation considerations, and a student's continuation/re-enrollment at Valley Catholic Middle School due to consistent academic struggles.

## **VI. Student Support Services**

### **6.1 Scholarships and Financial Aid**

Each year Valley Catholic School sets aside funds for financial aid. If you are interested in applying for financial aid, you need to complete a Financial Aid Application. We use an outside company, Private School Aid Service (PSAS), to evaluate financial need and make recommendations to our Financial Aid Committee. Our committee reviews the recommendations and makes the final decisions. The PSAS form is located on the Web at [www.psas.org/4936.aspx](http://www.psas.org/4936.aspx), on the Valley Catholic School website at [www.valleycatholic.org](http://www.valleycatholic.org) under the admissions menu and in the school office.

Financial Aid is based on need. If you miss the application deadline, and need financial aid you can still apply for second-round consideration.

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

### **6.2 Personal Counseling**

Personal counseling addresses a wide array of issues facing the adolescent.

A personal counselor is available to all Valley Catholic Middle School students in grades 6-8. Students may seek out counseling on their own, or be referred by teachers, administrators, or parents/guardians.

The Valley Catholic Middle School personal counselor acts as a guidance counselor. If a chronic issue, or longer-term need exists, the student will be referred to a medical professional outside of the school community. As a general rule, the Valley Catholic Middle School counselor may work with a student on any given situation up to four sessions before referring the student to an outside medical professional.

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

### **6.3 Orientation Program**

In an effort to support each student's transition into Valley Catholic Middle School's program, we will begin our school year with a full week of orientation.

The orientation program is an extra step to assist students in the development of basic study skills. Many of the topics will be reinvestigated during academic classes as well as study skills classes. The orientation program lays the groundwork for the students to apply the techniques they learn to their daily assignments.

## **6.4 Teacher Availability**

A parent/guardian wishing to speak with a teacher may call the school office and leave a message or send the teacher an email.

## **6.5 Complaint Resolution**

Valley Catholic School wishes to resolve issues at the lowest possible level. In order to facilitate this process in a productive manner, we ask that you follow the procedures outlined below:

1. Concerns regarding individual school staff members should first be directed to that staff member. Please call, e-mail, or make a brief personal contact to schedule a convenient, uninterrupted, private time for both of you to meet.
2. If you feel the problem is still unresolved, and it is content specific, you should address the issue with the department head, if it involves person-to-person issues, you should contact the school counselor, all other issues or concerns should be directed to the Vice-Principal/Principal.

The department head, counselor, vice principal or principal will not meet with you until an honest attempt has been made to communicate with the staff member(s) directly involved. The department head, counselor, vice principal or principal will notify the staff member that you have contacted them with a concern. They may include all parties involved in the mediation of the issue.

3. If the issue is not resolved at the principal level, then you should contact Bob Weber, President of Valley Catholic School.
4. If you have not reached a satisfactory resolution with the Valley Catholic School President, the issue should be referred to the Valley Catholic School Board. Contact information is available on the school's website.

Concerns or complaints about after-school athletics should be directed to our school's CYO Athletic Director, Kelly Alfieri.

### **Communication**

School communication with students will be carried out via a student's vstudent email account. Students should check their vstudent account daily. Teachers will communicate with students via their vstudent account and/ or Google Classroom. Teachers will establish parameters for regular contact with students and postings for assignments. The chain of communication, whether during distance or in-person learning, remains the same. Academic questions/ concerns should first be raised directly with the teacher involved. If there is no resolution then the issue should be brought to the attention of the department chair.

If there is a question about behavior or attendance then the issue/ questions/ concerns should first be raised directly with the teacher involved. If there is no resolution then the issue should be brought to the attention of the Director of Student Affairs, Dr. Ayesiga. For questions or concerns regarding counseling needs please contact our counselor Dr. Alyse Rostamizadeh.

## **VII. Extra-Curricular Activities**

### **7.1 Athletics**

Valley Catholic Middle School participates in Catholic Youth Organization (CYO) sports. Our students compete in football, volleyball, basketball, swimming, track and field, lacrosse, and cheerleading.

### **7.2 Assemblies**

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

### **7.3 Fine Arts**

Valley Catholic Middle School's Music Department features band, choir, and orchestra as well as several art courses. Fine art classes are taught every day throughout the entire school year. The department presents a winter concert, a spring performance and two art fairs. The music classes may perform outside of school, at locations including the State Capitol, the Grotto, Beaverton City Hall and Washington Square Mall.

The Art Department displays student's artwork periodically in the front lobby and the halls of the school in addition to the fall and spring art fairs.

### **7.4 Student Government**

Valley Catholic Middle School Student Activities Board seeks to promote school activities, unify students, uphold school standards and promote the welfare of the school. It develops student responsibility, initiative, and leadership.

### **7.5 Yearbook**

Valley Catholic Middle School's yearbook is published annually. Each edition highlights the people, events, activities, and achievements that make the year special.

## VIII. Website, Social Media and Publications

Stay connected to Valley Catholic School through our website, social media, email alerts and newsletters. The school website at [www.valleycatholic.org](http://www.valleycatholic.org) features a special section dedicated to news, photos and events about the Middle School.

“Like” our **Facebook** page to get the latest school photos, updates and other happenings around campus that aren’t always on our school website: [facebook.com/valleycatholicschool](https://www.facebook.com/valleycatholicschool).

Our **YouTube** site grows every year. We have produced more than 200 professional videos about Valley Catholic School, the Sisters of St. Mary of Oregon and Maryville. Visit us. Better yet: become a subscriber: [youtube.com/ValleyCatholicSchool](https://www.youtube.com/ValleyCatholicSchool).

Be sure to follow us on **Twitter**, especially if you follow Valiant sports. We have two Twitter handles: [@\\_ValleyCatholic](https://twitter.com/ValleyCatholic) (school) and [@vcvaliants](https://twitter.com/vcvaliants) (high school athletics).

Follow us on Instagram at <https://www.instagram.com/valleycatholicschool/>

Our **Flickr** collection contains more than 500 dynamic photo albums from Valley Catholic School, Maryville, the Sisters and the SSMO Foundation: [flickr.com/photos/valleycatholic/albums](https://www.flickr.com/photos/valleycatholic/albums)

Published each Friday during the school year, the *Valley Catholic View* – known as the **VC View** – shares news, upcoming events and letters from Valley Catholic School President.

Subscribe to our **news alerts**: Subscribers to news alerts receive an email immediately notifying them that a news story or athletic update has been added to the website. The alerts can be customized—you choose what type of alerts you’d like to receive. Click “Alerts” at the top right of any page of [valleycatholic.org](http://valleycatholic.org).

Subscribe to our **calendar alerts**: Calendar subscribers receive alerts for upcoming events or calendar changes in categories that they have selected. Click “Alerts” at the top right of any page of [valleycatholic.org](http://valleycatholic.org). Or, when you’re in the calendar, just click on “Alerts.”

## **IX. Student Dress and Appearance**

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

While parents and students have the primary responsibility for personal appearance, the school administration is responsible for interpreting dress code regulations. Students in violation of the dress code will be sent to find appropriate clothing in the uniform closet, in their PE locker, or to borrow from a classmate. In some cases, the student may be asked to call a parent/guardian to bring appropriate garments to the school. Repeated disregard of the dress code will result in disciplinary action.

### **9.1 Valley Catholic Middle School Dress Code**

School uniform, student dress and appearance requirements are outlined below:

#### **VCMS students need four different school uniforms**

1. Daily uniform worn Monday thru Thursday
2. Spirit dress worn on Friday
3. PE uniform
4. Music uniform (all band, choir and orchestra groups)

#### **Valley Catholic Middle School Daily Uniform worn Monday thru Thursday:**

Students wear uniforms daily unless special non-uniform days are announced. All uniform tops must have the VCS logo and must be purchased through Dennis Uniform or Lands End Uniform. All uniform pants, shorts, skirts, skorts, and capris must be purchased through a company offering a "uniform line" that meets all color, length and style regulations. These companies include, but are not limited to Dennis Uniform, Lands End Uniform, Target uniform Line, Gap or Old Navy's Uniform line.

**Long pants and capris:** Solid navy-blue or khaki chino-style cotton, cotton blend, or small wale corduroy pants, fitted at the waist. Any navy blue or khaki pants or capris offered through a "uniform line" are acceptable.

**Shorts:** Solid navy-blue or khaki chino or walking-style shorts, fitted at the waist. Shorts must be no shorter than two inches from the top of the kneecap and may hang as low as the bottom of the kneecap. Shorts shorter than two inches from the top of the kneecap, or longer than the bottom of the kneecap are not acceptable.

**Shirts:** All shirts must be purchased through Dennis Uniform or Lands End Uniform, have the Valley Catholic Middle School logo applied and meet the following criteria:

- Fit at the shoulders
- Colors: white, navy, chambray blue, cobalt blue, French blue, or gray heather.
- Cannot hang any lower than the top of the pant's pocket. If it is longer, the shirt must be tucked into the pant, skirt, skort, capris, or short.
- Any polo, oxford, turtleneck, or mock turtleneck top, in the colors listed above, with the VCMS logo, offered through Dennis Uniform or Lands End Uniform is acceptable.

Students will be expected to tuck in their shirt when it is appropriate for events i.e., Mass, and specified assemblies, etc.

Note: Any VCS shirts purchased at locations other than Dennis Uniform or Lands End Uniform, are not considered part of the uniform but are acceptable for spirit dress.

**Sweaters and sweatshirts:** Solid navy sweater, fleece, sweatshirt, or vest. Sweaters, fleece and sweatshirts must have the Valley Catholic Middle School logo applied. Any sweater or sweatshirt top offered through Dennis Uniform or Lands End Uniform with the VCMS logo is acceptable. This includes polo, oxford, turtleneck, and mock turtleneck.

Note: Any VCS sweatshirts purchased at locations other than Dennis Uniform or Lands End Uniform, are not considered part of the uniform but are acceptable for spirit dress.

**Jackets:** All jackets worn inside the school building, including at lunch, assemblies, and Mass must be purchased from Dennis Uniform or Lands End Uniform and must contain the VCS logo. Any navy jacket offered through Dennis Uniform or Lands End Uniform is acceptable with the VCS logo, including, polartec, letterman/varsity, and hooded squall.

**Shoes:** Shoes must have a closed toe and be secure on the feet. Sandals and boots may not be worn on uniform days. Shoes may not have black soles that leave marks. Combat boots, hiking shoes, fashion boots, or high-heeled shoes are not allowed. Athletic shoes must be worn for all PE classes. They must have both a closed toe and a closed heel.

**Socks:** If socks, leggings, tights, and nylons are worn, they must be solid white, khaki, gray, blue or black. A small logo (such as a Nike Swoosh) may be visible provided it is not distracting. Distracting styles, colors, or designs vary and are addressed on an individual basis. The interpretation of "distracting" is the school's.

**Leggings and tights:** Students may wear form-fitting pants (such as leggings, running tights, etc) only under clothes that conform to the uniform/dress code length requirements for shorts, skorts, skirts, etc. The leggings and tights must be solid white, khaki, gray, blue or black.

**Girl's Attire:** In addition to the uniform code listed above, female students may also wear solid navy blue, khaki, or rampart plaid skirts and/or skorts (fitted at the waist), skirts and skorts must touch the top of the knee cap. Skirts and skorts shorter than two inches from the top of the kneecap, or longer than the bottom of the kneecap are not acceptable.

**Hair:** Hair is to be clean and neatly groomed, out of the eyes, and must not interfere with eyesight. Extreme fads in cuts, styles, or designs are not acceptable. Two-toned bleached hair, obvious streaks, and hair of an unnatural color for a middle school student (such as gray) is not allowed. Hair cannot be spiked beyond the front row of bangs. The interpretation of “extreme” is the school’s discretion. Hair accessories may not be distracting. Distracting styles, colors, or designs vary and are addressed on an individual basis. The interpretation of “distracting” is the school’s.

**Make-Up:** Light make-up is acceptable. Glitter, of any kind, or heavily applied make-up is not acceptable. This includes eyeliner, mascara, and lipstick, etc. The interpretation of light make-up is the school’s.

**Jewelry:** Visible piercings are acceptable only in the ear lobes. Jewelry must not be distracting. Students may not wear dog-type collared jewelry, studded wristbands, wallet chains, ropes, studs, etc.

**Other:** No hats, caps, visors, earbuds, bandanas or sunglasses are to be worn in the building. Belts may not be distracting. Distracting styles, colors, or designs vary and are addressed on an individual basis. The interpretation of “distracting” is the school’s. Suspenders and ties may be worn but must be solid white, solid navy blue or solid black. Colors other than those listed are not allowed.

**Electronics:** Only analog watches are acceptable at school. Wearable devices such as smart watches, activity counters, earbuds, or any other devices that can send or receive email, text, internet, etc. are prohibited for middle school students during the school day.

**Undershirts:** Any shirt worn under the uniform shirt may not be distracting. In addition, the uniform shirt must completely cover the undershirt; the undershirt may not be hanging out of either the sleeves or the bottom of the uniform shirt.

**Masks:** On days when students are expected to wear uniforms, masks must be solid in color. Small prints, plaids or small logos (such as a Nike Swoosh) may be visible provided the print or logo is not distracting. Distracting styles, colors, or designs vary and are addressed on an individual basis. The interpretation of “distracting” is the school’s.

## **9.2 P.E. Uniform Dress Code**

The P.E uniform, including the PE shoes, must be left at school on an on-going basis. A rotation of items is expected for laundering purposes. All students have a PE locker in addition to the locker located in the middle school hallway.

- **Shirts:** All P.E. t-shirts must have a VCES, VCMS, VCS or CYO logo. There is no color requirement for the logo shirts. A solid dark blue, black or grey shirt may also be worn.
- **Shorts:** Shorts must be predominately black, blue, or grey. Shorts must not be more than two inches higher than the kneecap and may hang as low as the bottom of the kneecap. Shorts shorter than two inches from the top of the kneecap, or longer than the bottom of the kneecap are not acceptable. Please purchase “Basketball” shorts for PE class (longer style).
- **Shoes and Socks:** Athletic tennis shoes and athletic socks are required on P.E. days

### **9.3 Spirit Dress Code (Fridays and other designated days)**

Every Friday is a Spirit Dress Day. Spirit dress days are designed as a way to reward student responsibility while promoting school spirit. When additional spirit dress days are announced, students may wear the standard school uniform as described in section 10.1, Valley Catholic Middle School Uniform Dress Code, or clothing that adheres to the following requirements:

- A t-shirt, sweatshirt, fleece jacket or vest bearing the logo of VCMS, VCS or a VCS approved/sponsored activity such as CYO, music camps, sports camps, etc.). The logo must be visible at all times. It cannot be covered by non-uniform clothing or a jacket. No other shirt, sweatshirt, fleece, vest or jacket may be worn in the building on these days.
- Any pants, shorts, skirts, or skorts that are acceptable under the free-dress guidelines are acceptable to wear in conjunction with one or more of the tops listed above.

### **9.4 Special Dress Days**

On special dress days the standard uniform may be replaced with clothing of a specified design or color. Special dress days may occur during spirit week, on or near certain holidays, and in support of a sports team entering the playoffs.

On these days, students may wear the school uniform as described in section 10.1 Uniform Dress Code, or shirt, sweatshirt, jacket, pants, shorts, or skirt that meets at least 50% of the day's specified colors. Any other garments must conform to the free-dress guidelines as described below in 10.6 and must be worn in conjunction with the article of clothing that is the designated color.

#### **Examples of special dress occasions and clothing requirements:**

Valiant Pride Days: Blue and white – hats, face paint, and hair color are acceptable

Picture Day: Free Dress Day (see 10.6)

Goodbye to Summer/Hawaiian/Beach Day: Bright colors and floral prints

Halloween: Black, orange, purple

Lazy Dress Days: Sweats, full coverage PJs

Thanksgiving: Brown, orange, yellow, and red

Christmas: Red and green

Spirit Week: Dress requirements will be announced

Valentine's Day: Red, pink and purple

Mardi Gras: Purple, green, and yellow

St. Patrick's Day: Green

Rejuvenation Week: Dress requirements will be announced

May/June Special Dress Day for 8<sup>th</sup> Grade Students: Dates & requirements will be announced

## 9.5 Formal Dress

Valley Catholic Middle School's Graduation, Speech Tournament, Formal Presentation Days, and National Junior Honor Society Induction ceremony are formal dress days. Students are expected to adhere to the following guidelines:

- Clothing should be neat, tasteful and hemmed.
- Skirts, dresses, or slits can be no more than two inches above the knee.
- If skirts/dresses have a sheer layer, solid layer must be no more than two inches above the knee.
- All shirts, blouses, and dresses must have a modest neckline.
- Stomachs and backs must be covered.
- No sheer, midriff, tight, or clingy tops.
- No stomach or back skin can show when both arms are raised above shoulder height.
- Sleeves should extend at least three inches down the arm beyond the edge of the shoulder.
- Shorts and jeans of any color or style are not acceptable.
- Other dress issues, including hair and make-up must meet all VCMS regulations outlined in section 10.1.

### Girls' Attire:

- Dressy skirt and a blouse, dress shirt, and/or sweater, and dress shoes
- Dress slacks and a blouse, dress shirt, and/or sweater, and dress shoes
- Dress and dress shoes
- **No athletic shoes or flip-flops**

### Boys' Attire:

- Dress slacks, belt, dress shirt, and/or sweater, and dress shoes
- Shirts must be fitted, tucked in and worn with a belt.
- Ties and/or blazers are optional but are strongly encouraged
- Shorts and jeans of any color or style are not acceptable for the graduation Mass or ceremony.
- **No athletic shoes or flip-flops**

## 9.6 Free Dress

Occasionally, students may be given a free dress day. On these occasions, students may wear clothing which adheres to the following, based on VCMS free dress code. Students are to dress and groom themselves at all school-sponsored activities in a manner that is modest, clean and appropriate to a Catholic school academic environment.

- Shorts should be neat, tasteful and hemmed.
- Shorts, dresses, or slits can be no shorter than two inches above the knee.
- Stomachs and backs must be entirely covered.
- All shirts, blouses, and dresses must have sleeves and modest necklines.
- Sheer, tight, or clingy tops are not allowed.
- Students' hair must be clean, neatly groomed, and not interfere with eyesight.
- No extreme cuts, styles, colors, or designs cut into the hair are allowed. The interpretation of "extreme" is the school's.
- Mustaches and beards may be worn if neat and trimmed.

*(Section 9.6 is continued on the next page)*

## **9.6 Free Dress - *Continued***

- Visible piercings are acceptable only in the ear lobes. Jewelry must not be distracting.
- Students may not wear dog-collar type jewelry, studded wristbands, belts with chains, ropes, studs, etc.
- Footwear must be worn for all classes, including P.E.
- Students may not wear sunglasses in the school building.
- No hats of any type, including sweatbands, bandanas, or visors, may be worn
- Specifically noted as inappropriate are garments with holes or in disrepair, tattered clothing, visible underwear, spandex or running shorts, beachwear (such as cutoffs and swimwear), underwear T-shirts, gang-related symbols or clothing, and clothing advertising sex, alcohol, tobacco, drugs, gangs, violence, profanity or cult groups.

All rules regarding accessories and inappropriate messages on garments apply to masks as well as clothing worn at school-sponsored extracurricular events or extra-curricular events where the student is acting as a representative of Valley Catholic School.

## **9.7 Students Representing the School**

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

## **X. Technology Use Guidelines**

### **10.1 Valley Catholic School Technology Acceptable Use Agreement**

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

Users are given a network password and allocated an amount of network space for documents. Users are expected to remain within this allocated space, deleting materials that may take up excessive storage space. Faculty, staff, and students are provided email addresses. Students are not allowed to use e-mail on any school computer other than for educational purposes.

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

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

- Providing strangers with personal information of any kind (including that of others)
- Using passwords other than those assigned to you (Do NOT share your password.)
- Transmitting offensive or harassing media (staff, student, or Internet community)
- Disrupting others when they are using the computers or network
- Copying another student's or staff member's work or intruding into another user's files
- Plagiarizing and/or violating copyright laws
- Transmitting material in violation of U.S. or state regulations
- Broadcasting messages on the network
- Employing the network for commercial or political purposes
- Accessing e-mail accounts, chat rooms or bulletin boards for non-educational purposes
- Accessing, installing or playing games without teacher approval and supervision
- Downloading or installing commercial software, shareware or freeware onto the network or iPad without the approval of the principal and the IT department
- Using resources excessively (i.e. uploading or downloading large files)
- Vandalizing or misusing technology (e.g. harming or destroying data of another user, wasting resources such as paper, Internet bandwidth or network space; damaging keyboards, mouse or monitor, etc.)
- Attempting to log into the network as a network administrator
- Performing unethical or illegal activities of any kind (Activities or messages related to or in support of illegal actions will be reported to the authorities.)
- Posting any unauthorized media of students, staff or likeness of the school logo and images including photos and videos taken at school or school events, classmates or school projects on
- Posting school-related items in a public forum (Facebook, YouTube, Instagram, Snapchat, etc.)
- Use of electronic devices at school without teacher permission including eReaders and cell phones

## 10.2 Teaching Appropriate Internet Usage

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

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

The computer network uses domain filtering software to block objectionable sites. Valley Catholic School does not use "search word" filtering software for several reasons:

- It is impossible to block all inappropriate sites. A recent *Consumer Reports* article suggests that even the best filtering is only 70% accurate.
- Filters reject much valid information, and "teachable moments" may pass before a site can be unblocked.
- Access speed is generally reduced when a filter is in place, thus increasing behavior problems and frustration.
- Filtering is an effort to enforce morality from an external source. As a Catholic institution, our schools strive to foster an internal moral code. Filtering inappropriate websites does not teach students to be ethical or responsible Internet users.

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

- VCS has an Internet policy in place, and it is enforced.
- All students and parents agree to the Technology Acceptable Use Policy printed in this handbook when they are admitted to Valley Catholic School. Students are expected to read, understand, and abide by its standards.
- The Acceptable Use Policy is discussed at the beginning of each school year.
- Signs are posted in the school library and lab clearly stating suitable Internet practice and the consequences for inappropriate use.
- Faculty monitor student computer use throughout the day by walking about the room and by viewing computer screens remotely.
- One-on-one computer-use instruction is given frequently in the lab and library.
- Faculty members spend a great deal of time preparing Pathfinders—hyperlinks to pre-selected websites—that fit the topic at hand. Pathfinders help focus students' academic efforts and reduce opportunities for them to wander the Internet where they might stumble on inappropriate websites.
- VCS subscribes to information databases that supply appropriate information for many projects teachers assign. By using these sources, students spend less time on the Internet at large and more time on focused searches.

# **XI. Mandatory Reporting and Abuse**

## **11.1 Sexual-Harassment Policies**

### **Introduction**

All school employees, staff members, and students are subject to these policies.

At Valley Catholic School, we believe that every person has supreme dignity, being created in the image and likeness of God and destined for eternal union with Him. Valley Catholic School is committed to taking reasonable steps to prevent sexual harassment from occurring and will take immediate and appropriate action when the administration knows it has occurred.

### **Policy on Sexual Harassment of Students by Staff Members, School Employees, and Other Students**

Sexual harassment of students includes: (A) a demand or request for sexual favors in exchange for benefits; (B) unwelcome conduct of a sexual nature that is physical, verbal, or nonverbal and that interferes with a student's educational program or activity or that creates an intimidating, offensive, or hostile educational environment; (C) assault when sexual contact occurs without a student's consent because the student is under the influence of drugs or alcohol, is unconscious, or is pressured through physical force, coercion, or explicit or implied threats. When sexual contact occurs while a student is in any of those states, all sexual contact will be considered to have occurred without consent; and (D) conduct of a sexual nature that is physical, verbal, or nonverbal and that creates an uncomfortable or intimidating environment.

Examples of sexual harassment include, but are not limited to, verbal or practical jokes, unwelcome touching, offensive remarks or put-downs, and displays of offensive materials.

When a staff member or school employee becomes aware of behavior that may violate this policy, the staff member or school employee must report such behavior to the school Principal or school counselor so that the Principal, school counselor, and staff member or school employee may coordinate efforts to take any action necessary to ensure the student is protected and to promote a nonhostile learning environment, including: (A) providing resources for support measures to the student; and (B) taking any actions that are necessary to remove potential future impact on the student, but that are not retaliatory against the student or staff member or school employee who reported the behavior.

All complaints about behavior that may violate this policy shall be investigated. The person who initiated the complaint and, if applicable, the student's parents shall be notified: (A) when the investigation is initiated and concluded; and (B) as to whether a violation of this policy was found to have occurred, to the extent allowable under school policy and under state and federal student confidentiality laws.

The initiation of a complaint, and the participation in an investigation, in good faith about behavior that may violate this policy will not adversely affect the educational assignments or any terms or conditions of employment or of work or educational environment of the person who initiated the complaint or who participated in the investigation.

When a student or, if applicable, the student's parents file a complaint alleging behavior that may violate this policy, the student or student's parents shall receive a written notification as described in ORS 342.704(6).

### **Policy on Sexual Harassment of Staff Members or School Employees by Students, Other Staff Members, or Other School Employees**

Sexual harassment of staff members or school employees includes: (A) a demand or request for sexual favors in exchange for benefits; (B) unwelcome conduct of a sexual nature that is physical, verbal, or nonverbal and that interferes with a staff member's or school employee's ability to perform the job or that creates an intimidating, offensive, or hostile work environment; (C) assault when sexual contact occurs without a staff member's or school employee's consent because the staff member or school employee is under the influence of drugs or alcohol, is unconscious, or is pressured through physical force, coercion, or explicit or implied threats. When sexual contact occurs while a staff member or school employee is in any of those states, all sexual contact will be considered to have occurred without consent; and (D) conduct of a sexual nature that is physical, verbal, or nonverbal and that creates an uncomfortable or intimidating environment.

Examples of sexual harassment include, but are not limited to, verbal or practical jokes, unwelcome touching, offensive remarks or put-downs, and displays of offensive materials.

When another staff member or school employee becomes aware of behavior that may violate this policy, the staff member or school employee must report such behavior to the Principal or school counselor so that the Principal or school counselor may take any action necessary to ensure the staff member or school employee is protected and to promote a nonhostile work environment, including: (A) providing resources for support measures to the staff member or school employee; and (B) taking any actions that are necessary to remove potential future impact on the staff member or school employee, but that are not retaliatory against the staff member or school employee or the other school employee or other staff member who reported the behavior.

All complaints about behavior that may violate this policy shall be investigated. The person who initiated the complaint shall be notified: (A) when the investigation is initiated and concluded; and (B) as to whether a violation of this policy was found to have occurred, to the extent allowable under school policy and under state and federal student confidentiality laws.

The initiation of a complaint, and the participation in an investigation, in good faith about behavior that may violate this policy will not adversely affect the educational assignments or any terms or conditions of employment or of work or educational environment of the person who initiated the complaint or who participated in the investigation.

When a staff member or school employee files a complaint alleging behavior that may violate this policy, the staff member or school employee shall receive a written notification as described in ORS 342.704(6).

### **Policy on Sexual Harassment at School-Sponsored Events and On or Near School Grounds by Students, Staff Members, or School Employees**

In addition to students, staff members, and school employees, this policy applies to persons who: (A) are on or immediately adjacent to school grounds or school property; (B) are at any school-sponsored activity or program; or (C) are off school property, if a student, staff member, or school employee acts toward the person in a manner that creates a hostile environment for the person while at school or a school-sponsored activity or program.

Sexual harassment of persons described in the preceding paragraph includes: (A) a demand or request for sexual favors in exchange for benefits; (B) unwelcome conduct of a sexual nature that is physical, verbal, or nonverbal and that creates an intimidating, offensive, or hostile environment; (C) assault when sexual contact occurs without a person's consent because the person is under the influence of drugs or alcohol, is unconscious, or is pressured through physical force, coercion, or explicit or implied threats. When sexual contact occurs while a person is in any of those states, all sexual contact will be considered to have occurred without consent; and (D) conduct of a sexual nature that is physical, verbal, or nonverbal and that creates an uncomfortable or intimidating environment.

Examples of sexual harassment include, but are not limited to, verbal or practical jokes, unwelcome touching, offensive remarks or put-downs, and displays of offensive materials.

When a staff member or school employee becomes aware of behavior that may violate this policy, the staff member or school employee must report such behavior to the Principal or school counselor so that the Principal, school counselor, and staff member or school employee may coordinate efforts to take any action necessary to ensure the person who was subjected to the behavior is protected and to promote a nonhostile environment, including: (A) providing resources for support measures to the person who was subjected to the behavior; and (B) taking any actions that are necessary to remove potential future impact on the person who was subjected to the behavior, but that are not retaliatory against the person or staff member or school employee who reported the behavior.

All complaints about behavior that may violate this policy shall be investigated. The person who initiated the complaint and, if applicable, the person's parents shall be notified: (A) When the investigation is initiated and concluded; and (B) As to whether a violation of this policy was found to have occurred, to the extent allowable under school policy and under state and federal student confidentiality laws.

The initiation of a complaint, and the participation in an investigation, in good faith about behavior that may violate this policy will not adversely affect the educational assignments or any terms or conditions of employment or of work or educational environment of the person who initiated the complaint or who participated in the investigation.

When a person who may have been subjected to behavior in violation of this policy or, if applicable, the person's parents file a complaint alleging behavior that may violate this policy, the person or person's parents shall receive a written notification as described in ORS 342.704(6).

## **Appendix A. Valley Catholic School Anti-Bullying Policy**

### **Introduction**

At Valley Catholic School, we believe that all people have dignity because they are created in God's image and are of infinite value. We further believe that as a Catholic community we are called to reflect the values of Jesus in His regard and respect for all people. Relationships in our school are based on Jesus' basic principle of "...love your neighbor as yourself [Mark 12:31]." When we approach relationships in this way, we build up the Body of Christ within our school community, and provide a physically and emotionally safe environment for all students and staff. We want everyone to be welcomed, accepted, and safe.

Any form of bullying at our school or such behaviors that negatively impact the climate and culture of our school is contrary to our Catholic values and is not acceptable at any time.

The school will provide ongoing and age-appropriate anti-bullying education for all students, as well as opportunities for staff and parents to learn about these same topics, in order to promote the prevention of bullying behaviors within our school community. The school will provide ways for individuals to report incidents of bullying and other negative social behaviors that are of concern. The school will treat seriously any reports of bullying behaviors. Such reports will be reviewed and investigated in a prompt and thorough manner.

If the school investigation reveals that such behaviors have occurred, we will take action. Possible actions for dealing with these types of problems include, but are not limited to:

- Issuance of behavior notices or teacher/administrator notes home
- Detention
- Discussions with student and parents
- Meetings with a school resource officer
- Suspension
- A requirement that the parent seeks out and makes use of additional professional partners in order for the student to remain at VCS
- Expulsion
- Other disciplinary consequences outlined in each school's student handbook

It is within the principal's (or his/her designee's) discretion to determine which of these responses is appropriate, based on the circumstances and severity of the offense.

The Valley Catholic School president or his/her designee shall be responsible for ensuring annual notice of this policy is provided in the student handbook (either printed or electronic), on the school website, and in school offices.

## **Definitions**

“School” includes school facilities, school premises, school vehicles, and non-school property if the student is at any school-sponsored, school-approved or school-related activity or function, such as field trips or athletic events where students are under the control of the school.

“Harassment, intimidation or bullying” means any act that substantially interferes with a student’s educational benefits, opportunities or performance having the effect of:

1. Physical or emotional harm to a student or damage to a student’s property;
2. Knowingly placing a student in reasonable fear of physical harm to the student or damage to the student’s property;
3. Creating an intimidating, threatening, hostile, or abusive educational environment including interfering with the psychological well-being of the student;
4. Materially and substantially disrupting the education process or the orderly operation of the school.

“Bullying” is behavior that is intentional, repeated and negative, conducted by one or more persons, and directed against a person or persons who has/have difficulty defending himself, herself, or themselves.

“Hazing” includes, but is not limited to, any act that recklessly or intentionally endangers the mental health, physical health or safety of a student for the purpose of initiation or as a condition or precondition of attaining membership in, or affiliation with, any school-sponsored activity or grade level attainment, e.g., personal servitude, sexual stimulation/sexual assault, forced consumption of any drink, alcoholic beverage, drug or controlled substance, forced exposure to the elements, forced prolonged exclusion from social contact, sleep deprivation or any other forced activity that could adversely affect the mental or physical health or safety of a student); requires, encourages, authorizes or permits another to be subject to wearing or carrying any obscene or physically burdensome article; assigns pranks to be performed or other such activities intended to degrade or humiliate regardless of the person’s willingness to participate.

“Cyberbullying” is the use of any electronic communication device to convey a message in any form (text, image, audio or video) that defames, intimidates, harasses or is otherwise intended to harm, insult or humiliate another in a deliberate, repeated or hostile and unwanted manner under a person’s true or false identity. In addition, any communication of this form which substantially disrupts or prevents a safe and positive educational environment or affects the culture and climate of the school may also be considered cyberbullying. Students will refrain from using personal communication devices or school property to harass or stalk another.

“Retaliation” means hazing, harassment, intimidation, menacing or bullying, and acts of cyberbullying toward a person in response to that person’s actually or apparently reporting or participating in the investigation of hazing, harassment, intimidation, menacing or bullying, and acts of cyberbullying or

retaliation. “Menacing” includes, but is not limited to, any act intended to place a school employee, student, or third party in fear of imminent serious physical injury.

### **Reporting**

School administration, teachers, and staff are not always present to witness incidents or areas of concern, and therefore can only intervene when they are informed about them. Any person - administrator, teacher, student, volunteer, or parent - can make a report. Any individual who comes forward will be asked to verbally share the relevant information or complete a written document (*Behavior Report*), available in the school office and online on the school’s website, that formally begins the process for investigation. Students are encouraged to report bullying concerns to their classroom teacher, school counselor, another school staff member, or principal or to complete the form. The building principal, or his/her designee (dean of students or counselor) will take reports and receive reports from other faculty and staff members and conduct a prompt investigation of any report of an act of hazing, harassment, intimidation, menacing, bullying, or cyberbullying.

The victim of these types of behaviors, anyone who witnesses an incidence of these behaviors, and anyone who has credible information that hazing, harassment, intimidation, menacing, bullying, or cyberbullying has taken place may file a report. Any student or staff member who believes he/she is being bullied should immediately report such circumstances to the principal or his/her designee.

*Responsibility of Staff:* School staff who observe an act of hazing, harassment, intimidation, menacing, bullying, or cyberbullying or who have reasonable grounds to believe that such behavior is taking place must make a report to school authorities. Failure to do so may result in disciplinary action which may include suspension of duties or dismissal.

*Responsibility of Students:* Students who observe an act of hazing, harassment, intimidation, menacing, bullying, or cyberbullying or who have reasonable grounds to believe such behavior is taking place must report the behavior to school authorities. Failure to do so may result in disciplinary action. The victim of the behavior, however, shall not be subject to discipline for failing to report it. Student reports may be made anonymously, provided, however, that no disciplinary action shall be taken against a student solely on the basis of an anonymous report.

*Prohibition against Retaliation:* Retaliation or threats of retaliation in any form designed to intimidate the victim of hazing, harassment, intimidation, menacing, bullying, or cyberbullying, those who are witnesses to the behavior, or those investigating a reported incident shall not be tolerated. Retaliation or threat of retaliation will result in the imposition of discipline in accordance with the school behavior code.

*False Reporting/Accusations:* A school employee, school volunteer, parent, or student who knowingly makes a false accusation of hazing, harassment, intimidation, menacing, bullying, cyberbullying, or

retaliation shall be disciplined in accordance with the school behavior code and/or may be dismissed or expelled.

*Reports in Good Faith:* A school employee, school volunteer, student, parent/legal guardian, or caregiver who promptly reports, in good faith, an act of hazing, harassment, intimidation, menacing, bullying, or cyberbullying to the appropriate school official designated in the school's policy shall be immune from a cause of action for damages arising from his/her reporting.

*Policy Violations:* Any employee who has knowledge of conduct in violation of this policy shall immediately report his/her concerns to the building principal, or his/her designee, who has overall responsibility for all investigations.

### **Investigation/Response**

All reports of bullying concerns will be handled seriously and promptly by the faculty and administration. Upon review and investigation of a report, some concerns may be addressed within the classroom by a teacher, while more serious and repeated concerns will be addressed by the administration for further intervention. Intervention in hazing, harassment, intimidation, menacing, bullying, or cyberbullying concerns, like all disciplinary matters at Valley Catholic School, will be addressed with the two specific goals in mind: to maintain safety and order within the community, and to identify, teach, and practice the skill(s) needed to prevent the unwanted behavior from occurring again. Appropriate confidentiality will be maintained in order to protect all of the individuals involved in the matter.

### **SOURCES**

*1-Valley Catholic Early Learning School Parent-Student Handbook; 2-Valley Catholic Elementary School Parent-Student Handbook; 3-Valley Catholic Middle School Student-Parent Handbook; 4-Valley Catholic High School Student-Parent Handbook; 5-Immaculate Conception Catholic Regional School Bullying Policy; 6-Beaverton School District Policies & Regulations; 7-Our Lady of Perpetual Help Catholic School Anti-Bullying Policy & Procedures*

## Appendix B. Digital Learning Days (DLD)

### Classroom Expectations

Because we believe personal contact between teachers and students, and direct instruction is important and necessary there will be a minimum of 30 minutes of synchronous instruction per scheduled class.

Depending on the lesson, students may have an entire class be synchronous, may be working with peers in break out rooms, or may have the opportunity to mute their audio and video to work independently for part of the instruction time but the teacher will stay live on Zoom for the entire class.

Students and teachers are expected to be available during their scheduled class time. Both asynchronous and synchronous instruction will be used during distance learning.

**Asynchronous instruction:** Provides a learning environment that does not require teachers and students to be online at the same time.

**Synchronous instruction:** Real-time instruction that provides opportunities for students and teaches to participate and interact at the same time.

### Attendance

All students must be “in class” ready to go at the published start time and complying with the following requirements otherwise the student will be considered absent.

To be considered “in class” students must:

1. Have the audio muted upon entry
2. Start the live video feed upon entry
  - a. (Do not start class with the video hidden/on a blank screen)
3. Be seated in a location so the teacher can see the student’s entire face during synchronous instruction.
4. Student’s full name must be accurately listed on the device (no joke names or iPad registration numbers).

If a student logs into class after the class has started:

1. The student will be marked tardy in Powerschool.
  - a. If there were reasons beyond the student’s control, the student and parent should send both the teacher and the Director of Student Affairs (Dr. Ayesiga) an email with an explanation. We understand there can be issues but we need to know about them in order to help.
    - i. If the reason provided by the parent falls within excused absences, the absence will be changed in PowerSchool to an excused tardy.
    - ii. If no reason is provided, if the reason is not excused by the parent, or if the student has a pattern of absences/tardies, the absence will be changed to an unexcused tardy.

2. Attendance will also be taken again at the end of class during the check-in time (typically the last ten minutes). The same procedures listed in item #1 apply at the end of class as well.
3. Student may attend only classes that the student are enrolled in – no popping into other classes.
4. Students must email the teacher and a staff member in the VCMS front office if the student misses a class. The teacher can help with class specific instructions, make-up work, and other clarifications.
  - a. The school counselor will help the student navigate all of the classes and help the student develop a re-entry plan whether it was one or more days missed (See the VCMS Handbook for specific details on absences).

### **Student Expectations on Zoom**

1. Students should expect to receive a blend of daily and long-term assignments.
2. Students should expect up to 30 minutes of homework per class each day.
3. Students are expected to wear clothing that meets the free dress guidelines (as outlined in the handbook). Students should dress as if going to school for the day: No pajamas, tank tops, etc.
  - a. Students DO NOT need to wear their uniforms, spirit wear, or their badges.

### **Expected Etiquette on Zoom (or other on-line video platforms)**

- o All students must be ready to go at the published start time, sound muted, video live
- o Students may only attend classes to which they are enrolled
- o Students must use their official first and last name as their screen name
  - This would be the same name the student would use when heading an assignment to submit for grading.
- o While the classes are being held on-line, the time the students are “in class” should mirror as much of the same behavior that the teacher would expect if the student was sitting in a classroom. So, unless the student has permission from the teacher, behavior on Zoom (or any other on-line video service) is expected to be respectful for the learning environment.
  - This is not time to be silly (again, unless pre-approved by the teacher). Student should not:
    - Turn their image upside down
    - Have inappropriate backgrounds (see handbook's description for locker decorations for further explanation of inappropriate)
    - Post an image (of themselves or of something else) instead of being on live video
    - Do something on screen during a lesson or discussion that is distracting (such as dance, bring in an animal, eat during synchronous instruction, be in bed, etc.)
- o Check Google Classroom for each of your classes at least three times a day: by 8:30 a.m. to ensure the student has all materials that will be need for class, during class as instructed by the teacher, and after school as the student is completing homework.

## **Time Expectations**

Since DLDs are considered full school days, including class time and the time needed to complete homework.

## **Due Date**

All work, unless otherwise stated, is due the next day that class is in session. In addition, work is due at the start of each class unless the teacher specifies a different homework collection routine. For example, a math teacher may want the students to keep the assignment so the student can self-correct it before turning the assignment into Google Classroom.

## **Connection Issues/Power Outage/ Illness**

Individual accommodations will be made for those who are not able to complete the DLD lessons as assigned. Regardless of the reason, if a student misses participation on a DLD, the absence will be treated the same way as if the student was absent from school. The same practices and policies would apply (please refer to the student handbook for details).

Should this happen, the student will need to contact each teacher directly for a make-up assignment.

## **Academic Integrity**

The expectations for academic integrity are exactly the same for distance learning as they are for in-person learning. Students are always expected to complete their own work unless otherwise instructed. They are expected to cite sources and cite them as instructed. Violations of academic integrity are taken seriously and can lead to consequences including receiving a zero on the assignment up to expulsion for a third offense. Please review the complete policy in the Handbook.

## **Communication:**

School communication with students will be carried out via a student's vstudent email account. Students should check their vstudent accounts daily.

Teachers will communicate with students via their vstudent account and/ or Google Classroom. Teachers will establish parameters for regular contact with students and postings for assignments. The chain of communication, whether during distance or in-person learning, remains the same. Academic questions/ concerns should first be raised directly with the teacher involved. If there is no resolution then the issue should be brought to the attention of the department chair.

### **Campus Ministry/ Religion**

[Nick Hegwood](#)

### **Counseling**

[Alyse Rostamizadeh](#)

### **English**

[Paul Caballero](#)

### **Health/ PE**

[Kara Moore](#)

### **Math/ Learning Support**

[Lanie Toth](#)

### **Science**

[Heather Ferebee](#)

### **STEM**

[Melissa Iserson](#)

### **Social Studies**

[Courtney Ferrari](#)

If there is a question about behavior or attendance then the issue/ questions/ concerns should first be raised directly with the teacher involved. If there is no resolution then the issue should be brought to the attention of the Director of Student Affairs, Dr. Ayesiga at [yayesiga@vstudnet.org](mailto:yayesiga@vstudnet.org).

**Staff Availability**

Teachers will be checking their emails throughout the day to answer any questions, starting at 8:00 a.m. Full time staff members will be regularly checking email between the hours of 8:00am and 3:30pm and occasionally after 3:30p.m.

**Additional Questions**

Please do not hesitate to email your teachers if you need help or have a question. You may also consider posting your question to Google Classroom for help so your teacher and/or classmates may respond with answers or further questions.

**Calendar**

The calendar will be adjusted to reflect our shift to distance learning. Some events may be cancelled, others postponed, others offered digitally.

## **VCMS Counseling Department Digital Learning Steps of Support**

During this time, the Counseling Department is committed to doing their best to support the students, as well as teachers/staff. The hope is to be able to track students and ensure that no one falls through the cracks. We believe the following steps will help us achieve this.

### **Minor Student Concerns**

For minor student concerns or issues, such as late to class or unexcused absences (absences not reported to the school by a parent), not turning in assignments, poor academic performance or achievement, or small behavioral issues, staff will follow these steps.

1. **Contact the student.** Staff will contact the student by email or private correspondence on Google Classroom where the staff member will address the concern or issue with the student first, before involving parents, counselor or administration unless another issue arises from this interaction.
2. **Contact the student's parent/s.** If the concern or issue is not resolved or continues to occur, the next step is for staff to contact the student's parents. Staff members will contact the parents via email to inform them about what they are observing.
  - a. The school counselor and school administration may be copied on the email.
    1. This allows the counselor and administration to be informed in the event that the student needs additional support.
    2. This also allows the counselor and administration to track the student to see if the concern/issue is isolated to a single class or is a pattern that is developing in two or more classes.

### **Academic Support**

1. There will be an hour of additional support after school hours at no additional cost.
  - a. These study sessions are not tutoring sessions. They will provide guided/monitored study sessions for all students.
  - b. The after school support is a drop in program so students may choose to attend as needed.
    - i. For returning students, this is the equivalent to the after-school study hall program we typically offer when school is in-person.
2. Students who are struggling academically, especially with the transition to digital learning, will also be provided with a staff member who will check in with the student at least weekly. This staff member will offer support by helping the student take full advantage of the opportunities provided within the VCMS program as a way to support students who struggle with one or more students.
  - a. In most cases the school counselor, the academic support teacher, or in some cases, the STEMinar teacher will be the staff member providing academic support for those who are struggling.

## **Social Emotional Support**

1. There will be an hour of additional daily support, programs, breakout rooms, and other opportunities designed to help support the social emotional health of the students. These opportunities are provided at no additional cost.
  - a. This support might be embedded into orientation or academic classes, before school, during the lunch break, or after school time, and there will be several extended blocks of time during the school day that will be set aside over the course of the quarter that will address social emotional needs of the students.
2. Students who are struggling with social emotional issues (feeling accepted, being included, managing conflict, anxiety, transitions, friendship issues, etc.), especially with the transition to digital learning, will also be provided with a staff member who will check in at least weekly and offer support in helping the student take full advantage of the opportunities provided as a way to support students who struggle with one or more students.
  - a. In most cases the school counselor and the academic support teacher will be the staff members providing academic support for struggling students.
  - b. In addition, the student will be asked to identify a teacher they feel particularly close to who will become part of their support system.

## **Coming to Campus during Digital Learning (DLD)**

### **Family Responsibility *Before* arriving on campus**

- Families should take their student's temperature before arriving at school. Students with a temperature of 100.4 or higher or with the following symptoms should remain home and notify the school for an alternative pick-up time:
  - cough
  - sore throat
  - runny nose
  - loss of taste/smell
  - vomiting or diarrhea.

# **Appendix C. Harassment, Intimidation, or Bullying, Cyberbullying, Hazing, Menacing, Retaliation, Teen-Dating Violence, and Domestic Violence Policy**

## **Introduction**

At Valley Catholic School, we believe that all people have dignity because they are created in God's image and are of infinite value. We further believe that as a Catholic community we are called to reflect the values of Jesus in His regard and respect for all people. Relationships in our school are based on Jesus' basic principle of "...love your neighbor as yourself [Mark 12:31]." When we approach relationships in this way, we build up the Body of Christ within our school community, and provide a physically and emotionally safe environment for all students and staff. We want everyone to be welcomed, accepted, and safe.

Any form of harassment, intimidation, or bullying, cyberbullying, hazing, menacing, retaliation, and teen-dating violence is contrary to our Catholic values, unacceptable, and strictly prohibited. Each student at Valley Catholic School has the right to a safe learning environment.

Valley Catholic School will provide ongoing and age-appropriate education about harassment, intimidation, or bullying, cyberbullying, hazing, menacing, retaliation, teen-dating violence, and domestic violence for all students at Valley Catholic School and school employees. Valley Catholic School will provide ways for individuals to report incidents of harassment, intimidation, or bullying, cyberbullying, hazing, menacing, retaliation, teen-dating violence, and other negative social behaviors that are of concern.

Valley Catholic School also will post information on campus regarding domestic violence and a telephone number that a student may call to obtain information and help regarding domestic violence.

## **Definitions**

"Cyberbullying" is the use of any electronic communication device to convey a message in any form (text, image, audio, or video) that defames, harasses, intimidates, bullies, or is otherwise intended to harm, insult, or humiliate another in a deliberate, repeated, or hostile and unwanted manner. In addition, any communication of this form that substantially disrupts or prevents a safe and positive educational environment or affects the culture and climate of the school may also be considered cyberbullying. Students will refrain from using personal communication devices or school property to harass, bully, intimidate, or stalk another.

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

"Domestic violence" means abuse as defined in ORS 107.705 between family and household

members, as those terms are defined in ORS 107.705.

“Harassment, intimidation, or bullying” means any act that substantially interferes with a student’s educational benefits, opportunities, or performance and has the effect of:

1. Physical or emotional harm to a student or damage to a student’s property;
2. Knowingly placing a student in reasonable fear of physical harm to the student or damage to the student’s property;
3. Creating an intimidating, threatening, hostile, or abusive educational environment including interfering with the psychological well-being of the student;
4. Materially and substantially disrupting the education process or the orderly operation of the school.

“Hazing” includes, but is not limited to, any act that recklessly or intentionally endangers the mental health, physical health, or safety of a student for the purpose of initiation or as a condition or precondition of attaining membership in, or affiliation with, any school-sponsored activity or grade-level attainment, e.g., personal servitude, sexual stimulation/sexual assault, forced consumption of any drink, alcoholic beverage, drug or controlled substance, forced exposure to the elements, forced prolonged exclusion from social contact, sleep deprivation or any other forced activity that could adversely affect the mental or physical health or safety of a student; requires, encourages, authorizes, or permits another to be subject to wearing or carrying any obscene or physically burdensome article; assigns pranks to be performed or other such activities intended to degrade or humiliate regardless of the person’s willingness to participate.

“Menacing” includes, but is not limited to, any act intended to place a school employee, student, or third party in fear of imminent serious physical injury.

“Retaliation” means harassment, intimidation, or bullying, cyberbullying, hazing, and menacing toward a person in response to that person’s actually or apparently reporting or participating in the investigation of harassment, intimidation, or bullying, cyberbullying, hazing, menacing, teen-dating violence, domestic violence, or retaliation.

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

## **Reporting**

*Responsibility of Staff:* School employees who observe an act of harassment, intimidation, or bullying, cyberbullying, hazing, menacing, retaliation, or teen-dating violence, or have reasonable grounds to believe that such behavior is taking place or has taken place, must make a report to the Principal, school counselor, or the Valley Catholic School President, each of whom are responsible

for receiving such reports. Failure to do so may result in disciplinary action that may include suspension of duties or dismissal. School employees are also mandatory reporters of abuse. Thus, as appropriate, school employees also must report such conduct pursuant to the Suspected Abuse and Suspected Sexual Conduct Reporting Policy at Appendix B and must follow all abuse-reporting requirements set forth by Oregon state law.

Further, any school employee who has knowledge of incidents of teen-dating violence that took place on school property, at a school-sponsored activity, or in a vehicle used for school-provided transportation shall immediately report the incident to the Principal, school counselor, or the Valley Catholic School President. School employees are also mandatory reporters of abuse. Thus, as appropriate, school employees also must report such conduct pursuant to the Suspected Abuse and Suspected Sexual Conduct Reporting Policy at Appendix B and must follow all abuse-reporting requirements set forth by Oregon state law.

*Responsibility of Students and Others:* Students, parents, and school volunteers who observe an act of harassment, intimidation, or bullying, cyberbullying, hazing, menacing, retaliation, or teen-dating violence, or have reasonable grounds to believe that such behavior is taking place or has taken place, must make a report of such conduct immediately to the Principal, school counselor, or Valley Catholic School President. Failure to do so may result in disciplinary action. The victim of the behavior, however, shall not be subject to discipline for failing to report it. Reports may be made anonymously.

An additional resource for students to report is Safe Oregon via phone at 844-472-3367, text at 844-472-3367, or email at [tip@safeoregon.com](mailto:tip@safeoregon.com).

Those who make a report in good faith under this policy will not be disciplined.

*Prohibition against Retaliation:* Retaliation or threats of retaliation in any form designed to intimidate the victim of harassment, intimidation, or bullying, cyberbullying, hazing, menacing, retaliation, or teen-dating violence, those who are witnesses to the behavior, or those investigating a reported incident shall not be tolerated.

Retaliation or threat of retaliation will result in the imposition of discipline in accordance with the school behavior code.

*False Reporting/Accusations:* A school employee, school volunteer, parent, or student who knowingly makes a false accusation of harassment, intimidation, or bullying, cyberbullying, hazing, menacing, retaliation, or teen-dating violence shall be disciplined in accordance with the school behavior code and/or may be dismissed or expelled.

*Policy Violations:* Any school employee who has knowledge of conduct in violation of this policy shall report immediately his or her concerns to the Principal, school counselor, or Valley Catholic School President.

### **Investigation/Response**

All reports of harassment, intimidation, or bullying, cyberbullying, hazing, menacing, retaliation,

or teen-dating violence will be handled seriously and promptly by the faculty and administration. Upon review and investigation of a report, some concerns may be addressed within the classroom by a teacher, while more serious and repeated concerns will be addressed by the administration for further intervention. In addition, Valley Catholic School may contact law enforcement as appropriate. School employees also will follow all abuse-reporting requirements under Oregon state law.

An individual who makes a report of harassment, intimidation, or bullying, cyberbullying, hazing, menacing, retaliation, or teen-dating violence will be asked to verbally share the relevant information with the Principal, the school counselor, or the Valley Catholic School President so that a written document (*Behavior Report*) can be completed. This documentation formally begins the process for investigation of the allegations, which will include, but not be limited to, taking reports and receiving reports from other faculty and staff members, and will be conducted by the Principal, Vice Principal, or school counselor. As appropriate, additional steps may be taken as set forth in the Suspected Abuse and Suspected Sexual Conduct Reporting Policy at Appendix B or as required under Oregon law.

If the school investigation reveals that such behaviors have occurred, we will take action. Possible actions for dealing with these types of problems include, but are not limited to:

- Issuance of behavior notices or teacher/administrator notes home
- Detention
- Discussions with student and parents
- Meetings with a school resource officer
- Suspension
- A requirement that the parent seeks out and makes use of additional professional partners in order for the student to remain at Valley Catholic School
- Expulsion
- Other disciplinary consequences outlined in each school's student handbook
- Contacting law enforcement

It is within the principal's (or his/her designee's) discretion to determine which of these responses is appropriate, based on the circumstances and severity of the offense.

Intervention in harassment, intimidation, or bullying, cyberbullying, hazing, menacing, retaliation, or teen-dating violence, like all disciplinary matters at Valley Catholic School, will be addressed with two specific goals in mind: to maintain safety and order within the community, and to identify, teach, and practice the skill(s) needed to prevent the unwanted behavior from occurring again. Appropriate confidentiality will be maintained in order to protect all of the individuals involved in the matter.

## **Appendix D. Suspected Abuse and Suspected Sexual Conduct Reporting Policy**

### **Definitions**

“Abuse” includes, but is not limited to, any criminal assault of a student, intentional physical injury to a student, mental injury to a student that results in observable and substantial impairment of the student’s ability to function, sexual abuse of a student, and negligent or maltreatment of a student that is likely to endanger the health of the student. A more complete definition of “abuse” is found in ORS 419B.005.

“Agent” means a person acting as an agent for Valley Catholic School in a manner that requires the person to have direct, unsupervised contact with students.

“Commission licensee” means a person whom the Teacher Standards and Practices Commission has the authority to investigate or discipline because the person: (a) is enrolled in an approved educator preparation program; (b) is an applicant for a Teacher Standards and Practices Commission license or registration; (c) holds a license or registration issued by the Teacher Standards and Practices Commission; or (d) has held a license or registration issued by the Teacher Standards and Practices Commission at any time during the previous five years.

“Contractor” means a person providing services to Valley Catholic School under a contract in a manner that requires the person to have direct, unsupervised contact with students.

“Investigation” means a detailed inquiry into the factual allegations of a report of suspected abuse or suspected sexual conduct that: (a) is based on interviews with the person who initiated the report, the person who may have been subjected to abuse or sexual conduct, witnesses, and the person who is the subject of the report; and (b) results in a finding that the report: (A) is a substantiated report; (B) cannot be substantiated; or (C) is not a report of abuse or sexual conduct.

“Sexual conduct” means verbal or physical conduct or verbal, written, or electronic communications by a school employee, a contractor, an agent, or a volunteer that involve a student and that are:

(a) sexual advances or requests for sexual favors directed toward the student; or (b) of a sexual nature that are directed toward the student or that have the effect of unreasonably interfering with the student's educational performance, or of creating an intimidating, hostile, or offensive educational environment.

“Volunteer” means a person acting as a volunteer for Valley Catholic School in a manner that requires the person to have direct, unsupervised contact with students.

### **Policy**

All school employees, contractors, agents, volunteers, and students are subject to this policy.

Valley Catholic School does not tolerate sexual conduct or abuse.

**All school employees are mandatory reporters of abuse and must follow the abuse-reporting requirements set forth by Oregon state law under ORS 419B.005-ORS 419B.050.**

Further, all school employees, agents, contractors, and volunteers who have:

- Reasonable cause to believe that another school employee or a contractor, agent, or volunteer has engaged in abuse or sexual conduct,
- Reasonable cause to believe that a student has engaged in abuse,
- Reasonable cause to believe that a student has been subjected to abuse by a school employee, contractor, agent, volunteer, or student, or
- Reasonable cause to believe that a student has been subjected to sexual conduct by a school employee, contractor, agent, or volunteer

must immediately report such suspected sexual conduct or suspected abuse to the school Principal, or alternatively, the Valley Catholic School President, both of whom have been designated to receive such reports.

**All school employees also must report suspected abuse to a law enforcement agency, the Department of Human Services, or a designee of the department as required by ORS 419B.010 and ORS 419B.015.**

Further, any student who feels that he or she has been abused or subjected to sexual conduct should report that immediately to the Principal, school counselor, or Valley Catholic School President. Such reports may be made anonymously.

An additional resource for students to report abuse or sexual conduct is Safe Oregon via phone at 844-472-3367, text at 844-472-3367, or email at [tip@safeoregon.com](mailto:tip@safeoregon.com).

Any student who initiates a report in good faith about suspected abuse or suspected sexual conduct by a school employee, contractor, agent, or volunteer or suspected abuse by a student will not be disciplined.

The school Principal, the school counselor, or the Valley Catholic School President will report all suspected abuse or suspected sexual conduct by school employees, contractors, agents, or volunteers, and all suspected abuse by students, to a law enforcement agency or the Department of Human Services for investigation. The law enforcement agency or Department of Human Services will complete an investigation regardless of any changes in the relationship or duties of the person about whom the report was made.

The school Principal or the Valley Catholic School President also will notify the Teacher Standards and Practices Commission as soon as possible of any reports of suspected sexual conduct that may have been committed by a person who is a commission licensee; and notify the Department of Education as soon as possible of any reports of suspected sexual conduct that may have been committed by a person who is not a commission licensee.

Valley Catholic School also may conduct its own investigation of the suspected abuse or suspected sexual conduct and take appropriate disciplinary actions, subject to requirements under ORS 339.388.

If it is found that a report of abuse or sexual conduct is substantiated, Valley Catholic School may take appropriate disciplinary action as allowed by law and Valley Catholic School policies.

If, in the course of an investigation, Valley Catholic School becomes aware of new information that gives rise to a reasonable cause to believe that abuse or sexual conduct occurred, Valley Catholic School shall ensure that a report is made to a law enforcement agency, the Department of Human Services, a designee of the department as required by ORS 419B.010 and 419B.015, the Teacher Standards and Practices Commission, or the Department of Education.

Upon request from a law enforcement agency, the Department of Human Services, the Teacher Standards and Practices Commission, or the Department of Education, in conducting an investigation related to suspected abuse or suspected sexual conduct, Valley Catholic School shall immediately provide any requested documents or materials, to the extent allowed by state and federal law, including laws protecting a person from self-incrimination.

When a report is received of suspected sexual conduct or suspected abuse by a school employee, and there is reasonable cause to support the report, Valley Catholic School will take necessary actions to ensure the safety of the student(s) who was subject to the abuse or sexual conduct, including placing the school employee on paid administrative leave pending an investigation. Valley Catholic School may take other action as allowed by law and the policies of the school.

When a report is received of suspected abuse or suspected sexual conduct by a contractor, agent, or volunteer, Valley Catholic School (a) may immediately prohibit the contractor, agent, or volunteer from providing services to Valley Catholic School; and (b) shall prohibit the contractor, agent, or volunteer from providing services to Valley Catholic School if Valley Catholic School determines that there is reasonable cause to support a report of abuse or sexual conduct. Valley Catholic School may take other action as allowed by law and the policies of the school.

The initiation of a report in good faith about suspected abuse or suspected sexual conduct will not adversely affect any terms or conditions of employment or the work environment of the person who initiated the report or who may have been subjected to abuse or sexual conduct.

As allowed by law, Valley Catholic School will notify the person who was subjected to the suspected abuse or suspected sexual conduct about any actions taken by Valley Catholic School based on any report made pursuant to this policy.

Valley Catholic School will post in each school building (a) the name and contact information of the school Principal and the Valley Catholic School President who have been designated to receive reports of suspected abuse or suspected sexual conduct and the procedures that will be followed after receipt of a report; and (b) the contact information for making a report of suspected abuse to a law enforcement agency, the Department of Human Services, or a designee of the department as required by ORS 419B.010 and 419B.015 and a statement that the duty to report abuse is in addition to any report required to be made by this policy.

At the time of hire or beginning of service, Valley Catholic School will provide school employees, contractors, agents, and volunteers with the following: (a) a description of conduct that may constitute abuse or sexual conduct; (b) a description of the investigatory process and possible consequences if a report of suspected abuse or suspected sexual conduct is substantiated; and (c) a description of the

prohibitions imposed on school employees, contractors, and agents when another school employee, contractor, or agent attempts to obtain a new job, as provided by ORS 339.378(2).

Valley Catholic School will provide to school employees each school year training on: (a) the prevention and identification of abuse and sexual conduct; (b) the obligations of school employees under [ORS 339.388](#) and [419B.005](#) to [419B.050](#) and the policies of the school to report suspected abuse and suspected sexual conduct; and (c) appropriate electronic communications with students.

Valley Catholic School will provide to contractors, agents, and volunteers each school year information on: (a) the prevention and identification of abuse and sexual conduct; (b) the obligations of school employees, contractors, agents, and volunteers to report abuse and sexual conduct under this policy and Oregon law; and (c) appropriate electronic communications with students.

Valley Catholic School also will make the training provided to school employees as described above available each school year to contractors, agents, and volunteers and to parents and legal guardians of students who attend the school. The training shall be provided separately from the training provided to school employees.

Valley Catholic School also will make available each school year to students a training that is designed to prevent abuse and sexual conduct.