

Parent Handbook  
2022-2023

## TABLE OF CONTENTS

<b>I. General Information</b>	6
A. History of the School	6
B. Vision	6
C. Mission	6
D. Philosophy	6
E. School Wide Learning Expectations	7
1. Be Christ-like	7
2. Be a Life-long Learner	7
3. Be a Good Citizen	7
E. Personnel	7
1. Archbishop	7
2. Department of Catholic Schools	7
3. Pastor	8
4. Principal	8
5. Faculty	8
6. Support Staff	8
7. School Personnel	8
<b>II. Academic Information</b>	9
A. Accreditation	9
B. Academic Honesty/Dishonesty	9
C. Conferences	9
1. Scheduled by School	9
2. Requested by Parent	9
3. Guidelines for Parents Who Attend Conferences	9
D. Curriculum	9
E. Grading and Related Topics	10
1. Grade Equivalents	10
a) Academic	10
2. Homework	10
3. Report Cards	11
4. Textbooks	11
F. Graduation	11
1. Graduation Ceremony	11
2. Graduation Attire	11
3. Graduation Requirements	11
G. Promotion and Retention	11
1. Promotion	11

2. Guidelines for Retention of Students	11
H. Archdiocese Standards-Based Assessment	12
I. Outside Assessments	12
J. School Library	12
<b>III. Admissions and Withdrawal</b>	13
A. Application Process	13
B. Entrance Requirements	14
1. Records at Entrance	14
2. Transfer Student process and Requirements	14
C. Nondiscrimination Policy	14
D. Delinquent Accounts	14
E. Withdrawal	14
<b>IV. Attendance</b>	15
A. School Hours	15
B. Reporting Process	15
C. Tardies	15
D. Absences	15
1. Absence for Vacation or Travel	15
2. Homework during Absence	16
3. Doctor or Dental Appointments	16
E. Truancy	16
<b>V. Student Expectations</b>	17
A. Positive Behavior Support	17
B. Bullying	17
C. Teen Dating Violence and Domestic Violence	17
D. Referral	18
E. Suspension	19
F. Expulsion	19
G. Technology Acceptable Use Policy	19
H. Cell Phones	19
I. Gum Chewing	20
J. Uniforms and Dress Code	20
Free Dress	20
Pre-Kindergarten-Fifth Grade	21
Middle School	22
<b>VI. Emergencies</b>	24
A. Emergency Information	24
B. Emergency Information Form	24
C. School Lockdown	24

D. School Closure	24
<b>VII. Financial and Related Information</b>	<b>25</b>
A. Insurance	25
B. Other Fees	25
C. Run for Cathedral	25
D. Tuition	25
1. Tuition Assistance	25
2. Tuition/Fees – Non Payment	25
<b>VIII. Medical</b>	<b>27</b>
A. Communicable Diseases	27
B. Immunizations	27
C. Medication	27
D. Medication Dispensation Guidelines	27
E. Prescription Medication (Injectables)	28
F. Parent to School Notification	28
G. Injury at School	28
H. Severe Allergic Reaction	28
<b>IX. Parental Involvement</b>	<b>30</b>
A. Parent Responsibilities	30
B. Complaint/Issue Resolution	30
C. Family Cooperation/Removal of Students Resulting From Parental Attitude	30
D. Parent Sign-in	30
E. Visitors	31
F. Releasing Students during the School Day	31
G. School Advisory Council	31
H. Nature and Function of Parent Association	31
I. Membership of the Parent Association	31
J. Parent Photography Expectations	32
K. School News	32
L. Publications	32
M. School Directory	32
N. Lost and Found	32
O. Uniform Closet	32
<b>X. Safety</b>	<b>33</b>
A. Earthquake Drills	33
B. Fire Drills	33
C. School Closure for Inclement Weather	33
<b>XI. Student Activities and Information</b>	<b>34</b>
A. Academic Tournaments	34

B. School Service	34
C. Assemblies	34
D. Study Trips/Field Trips	34
E. Sacramental Prep	34
F. Student Council/Leadership	35
G. Middle School School-Sponsored Event and Activity Expectations	35
H. Youth Groups	35
I. Outdoor School	35
J. Food Items	35
<b>XII. Student Recognition</b>	<b>36</b>
<b>XIII. Student Information Disclosure</b>	<b>37</b>
A. Review of Student Education Records	37
B. Directory Information	37
C. Emergency Disclosure of Information	37
<b>XIV. Student Services</b>	<b>38</b>
A. Lunch Services	38
B. Milk Program	38
C. Telephone	38
D. Extended Care	38
<b>XV. Volunteers</b>	<b>39</b>
A. Volunteer Opportunities	39
B. Volunteer Training Requirements	39
C. Volunteer Expectations	39
<b>XVI. Communication</b>	<b>40</b>
Parent Expectations	41
Parent Signatures	42

## **I. GENERAL INFORMATION**

### **A. History of the School**

Cathedral School has served the Portland area for over 125 years. Archbishop William Gross established Cathedral School, originally known as St. Mary's Parochial School, in 1896. In 1900 the school was named St. Mary's Academy Annex. It was operated by the Sisters of the Holy Names at N.W. 16<sup>th</sup> and Everett. At the time, there were 15 students enrolled in grades K–4. Beginning with the 1910-11 school year, it became known as Cathedral School. Four years later, Cathedral Parish pastor, Father Edwin O'Hara approved the building of what is now the Cathedral complex along N.W. 17th Street. This building was the site of Cathedral School for 48 years. The school's location did not change until 1961 when the Dunne family donated their family home property to Cathedral Parish for construction of the present Cathedral School. From as far back as 1910, enrollment was 179 students and reached an all-time high of 295 students in 1964. Enrollment then declined due to the changing nature of the neighborhood. This led to changes in acceptance policy during the 1970s that encouraged broader geographic and ethnic representation of students.

Since its founding, Cathedral School has evolved from a neighborhood school to a school that draws students from the Portland tri-county area as well as Clark County in Washington. While many changes have taken place, the school's values of diversity, respect, reverence for others and belief in God have remained constant through its "*Century of Excellence in Education.*"

### **B. Vision**

Cathedral School will be a premier comprehensive Catholic school with a strong emphasis on faith and service.

### **C. Mission**

The mission of Cathedral School is to provide an excellent academic education grounded in Catholic religious principles and values, thereby creating a lifelong love for learning and a respect for each person and all creation as gifts of God.

### **D. Philosophy**

In the spirit of our Mission, Cathedral School will:

Create a faith community wherein Catholic truths become the foundation of daily living in a global community.

Design and implement curricula that provide for the education of the whole person.

Provide a learning environment in which all children may grow toward their fullest God-given potential.

Foster the physical, emotional, and social well being of each individual.

Complement and support the parents in their role as the primary educators of their children.

Students are taught to assimilate academic and life skills, as well as social attitudes, which will assist them to internalize Catholic values in their discovery of truth. They are guided toward excellence as contributing and effective members of society.

The school is a living encounter with cultural and Catholic heritage. While honoring our parents as primary educators of their children, Cathedral School seeks to nurture the formation of the

individual student. As facilitators of learning, teachers encourage the development of critically thinking students who are responsible and self-disciplined and who take pride in being a part of Cathedral and the global community.

## **E. School Wide Student Learning Expectations**

Cathedral School students continue to strive throughout their lives to...

### **1. Be a Disciple of Christ:**

- I demonstrate knowledge of Catholic teaching and traditions
- I participate in prayer and school liturgies
- I serve my school and local community
- I show respect and care for all of God's creations

### **2. Be a Lifelong Learner:**

- I am engaged in my education and consistently work to my full potential
- I listen actively and communicate effectively
- I use resources and my critical thinking skills to solve problems
- I try my best

### **3. Be a Good Citizen:**

- I take responsibility for my actions
- I respectfully interact with others
- I am a positive member of my community
- I use technology appropriately

As followers of Jesus we are respectful, responsible, and safe.

## **F. Personnel**

### **1. Archbishop**

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

### **2. Department of Catholic Schools**

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

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

### **3. Pastor**

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

### **4. Principal**

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

### **5. Faculty**

The faculty (and students) of the school is a community whose purpose it is to develop an atmosphere in which the religious faith of each student as well as his/her intellectual, moral, and physical capacities may be developed and strengthened.

### **6. Support Staff**

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

### **7. School Personnel**

Please see list of current school personnel on the Cathedral School website.



## **II. ACADEMIC INFORMATION**

### **A. Accreditation**

Cathedral School is fully accredited by the Western Catholic Education Association. Cathedral School received full accreditation status from the WCEA in recognition of high-quality Catholic education in June 2020.

### **B. Academic Honesty/Dishonesty**

Honesty is expected of students in the performance of all academic work. Cheating, plagiarism (such as, but not limited to, copying or sharing the work of another and submitting it as one's own), and doing another person's homework assignments are all forms of academic dishonesty. Students who violate the policy of academic honesty will receive a grade of zero. Academic dishonesty may lead to other disciplinary procedures including parent notification, detention, suspension, or possible expulsion.

### **C. Conferences**

#### **1. Scheduled by School**

Parent/Teacher Conferences are scheduled for all students during the first trimester of the year. Spring conferences are held as well, for identified students as requested by the teacher. A conference may be requested at any time during the year by either a parent or a teacher. Teachers and parents should communicate regularly whenever there is any cause for concern for a student's academic progress.

#### **2. Requested by Parent**

Parents desiring conferences other than those scheduled by the school, or parents who wish to meet with the teacher at times throughout the year are encouraged to call the school office to arrange an appointment. The principal may be requested by the parent or teacher to attend a conference.

Parents of middle school students may be asked to attend a "staffing" which would involve all the teachers of a middle school student. Students will always be encouraged to be part of conference discussions.

#### **3. Guidelines for Parents Who Attend Conferences**

- a) Be as courteous to the teacher as you would expect him/her to be to you. Questioning the teacher's authority is not helpful especially if done in front of the child. If a parent has such a disagreement, a private conference should be requested;
- b) Be open to both sides of the story if a problem arises. Perception differences and information reported incorrectly can lead to unnecessary confrontations with the teacher; discuss difficulties in the classroom with the teacher first before bringing them to the principal.

### **D. Curriculum**

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

The curriculum of Cathedral School follows the guidelines of the Archdiocese of Portland in Oregon. The school offers a full academic program, which includes the disciplines of Religion,

English Language Arts, Mathematics, Science, Social Science, Music, Art, Physical Education, Spanish and integrated Technology in Grades PK–8. The amount of the school day devoted to each discipline is in accordance with the Archdiocese of Portland, Department of Catholic Schools, and State of Oregon mandates.

## E. Grading and Related Topics

### 1. Grade Equivalents

#### *Pre-Kindergarten through Fifth Grade*

The following standards-based grading scale is used in grades PK-5 to communicate shared expectations for learning and report student progress to parents:

#### Key for Academic Performance

4 – Exceeds Standard

3 – Meets Standard

2 – Progressing to Meet Standard

1 – Below Standard

#### *Sixth through Eighth Grade*

Grade	Numerical Equivalent	Grade	Numerical Equivalent	Grade	Numerical Equivalent
A	94-100	B-	80-82	D+	67-69
A-	90-93	C+	77-79	D	63-66
B+	87-89	C	73-76	D-	60-62
B	83-86	C-	70-72	F	0-59
<i>PE, Art, and Music classes are Pass/Fail</i>					

#### a) Academic

All students are expected to maintain a minimum of 80%, or “B-“, in all academic courses. Students falling below 80%, or “B-“, will be placed on academic probation. Language Arts, Math, Science, Social Science, Religion, Spanish and Health make up the core curriculum. Physical Education, Music, Library and Art are not core curriculum but all are important to balance a student’s academic program.

### 2. Homework

The purpose of homework is to reinforce material already taught and to foster habits of independent study. Homework assignments vary based on the age of the student and the types of learning opportunities. Homework common practice typically designates ten minutes per grade level per night in addition to independent reading.

In grades four through eight students may be assigned study hall in the event that homework is not completed.

It is the responsibility of the student to contact his/her teacher(s) for assignments missed during an absence and to complete those assignments within as many days as the student was absent.

Parents need to call the administrative assistant in the school office prior to 9:00 a.m. for work to be picked up that same day at 3:10 p.m. for an absence due to illness.

### **3. Report Cards**

Grade reports are sent home at the end of each trimester. Grades for students in grades 6-8 are also available on PowerSchool and will be updated on a regular basis.

### **4. Textbooks**

**The Department of Catholic Schools and the Oregon State Department of Education determine the list of approved textbooks from which the school may select for each subject of the curriculum.** Books issued to students are to be returned with appropriate wear for one school year of use. Lost or damaged books will be replaced at the parent's expense. Damages will be assessed at the end of the year and appropriate charges made.

## **F. Graduation**

### **1. Graduation Ceremony**

Graduation from Cathedral School is marked by a simple and dignified celebration that gives recognition to the unique value of the Catholic education just completed. Graduation exercises take place two or three days prior to the closing of school. Ceremonies are highlighted by an evening program at which time diplomas are distributed.

### **2. Graduation Attire**

Appropriate attire should be worn for the graduation ceremony. Dress shirts and dress pants are minimum for boys; dress attire for girls is to be modest and in keeping with good taste and in consideration that the graduate is attending a church ceremony. Appropriate length and style of dresses for girls is expected.

### **3. Graduation Requirements**

Students must meet all academic requirements in order to graduate. Accounts must be paid in full and all books must be returned in order for the child to participate in the ceremony.

## **G. Promotion and Retention**

### **1. Promotion**

A student meeting or exceeding grade level standard in all subject areas will be promoted to the next grade.

### **2. Guidelines for Retention of Students**

Recommendation for retention of students is made by the teacher in consultation with the principal and the parents and, if appropriate, with other advisory staff. Such decision is based on the total evaluation of a student's growth in all areas of development. In all cases, the decision for retention rests with the principal.

## **H. Archdiocese Standards-Based Assessment**

Cathedral School participates in the Archdiocesan standards-based testing program at least three times per year. Assessments are used to measure growth, student progress, and the mastery of grade level standards.

## **I. Outside Assessments**

Behavioral, social-emotional, academic, and developmental testing outside of Cathedral School may be done at the parent's own discretion. Cathedral School partners with the student's family as follows:

- 1.** Parent(s) informs the classroom teacher of student's behavioral, social-emotional, academic, and/or developmental concerns.
- 2.** If required during the testing process, classroom teacher completes student evaluation and shares it with the principal.
- 3.** Parents, the classroom teacher, and the principal meet to discuss testing results and follow-up plan.

## **J. School Library**

The Cathedral School library contains hardbound and paperback books as well as magazines, CDs, and audio books.

Materials are due three weeks from the date they are checked out. Reminders for overdue materials are emailed home each week, and check out privileges are suspended for students with overdue, damaged, or missing items. Replacement costs will be charged to FACTS accounts for lost or damaged materials. **Refunds will not be given for materials that are found later.**

### **III. ADMISSIONS AND WITHDRAWAL**

Catholic schools are a primary means of Catholic education. A Catholic school assists Catholic families in the formation and education of their children in the Catholic faith, gospel values, and traditions. An application means that the family is willing to comply with the programs and policies of the school and actively participate in the activities which support the school in its programs and philosophy. Applications for admission are considered by both the pastor and principal and attention is given to class size, number of years on the waiting list, and students transferring from other Catholic schools. Priority is given to practicing Catholics registered at St. Mary's Cathedral who:

- Support the concept that Catholic moral requirements are to be lived at home and in the community as well as in the school.
- Support the parish according to guidelines and with consistent financial support of at least \$700 per year.
- Support school programs.
- Actively support and participate in the various volunteer endeavors, completing some of their volunteer hours directly related to the parish.
- Give full cooperation to the administrators and staff of the school.
- Have been registered parish members for a minimum of one year.
- Have completed the Baptism of their child(ren) prior to admission to Cathedral School.

#### **A. Application Process**

All applications are submitted online via the Cathedral School website.

With the application, applicants must submit a copy of their birth certificate, baptismal record (if applicable), a copy of most recent report cards and test scores (1st - 8th grade).

Once the application has been received, parents will be contacted by the Admissions Coordinator within 24-48 hours, who can answer any questions they might have and schedule a tour if desired.

Priority will be given to applicants in the following order:

- Siblings of students enrolled at Cathedral School.
- An active St. Mary's Cathedral parishioner, who has registered with the church, has consistent yearly donations via WeShare, regular attendance at mass and child must be baptized Catholic.
- Catholic Family (child must be baptized Catholic).
- Non-Catholic Family.

Registration means that the family is willing to comply with the programs and policies of the school. Applicants must meet all school admissions requirements. All students must reapply every year.

## **B. Entrance Requirements**

Pre-Kindergarten students must be four years old on or before September 1<sup>st</sup> of the year they enter school. Kindergarten students must be five years old on or before September 1<sup>st</sup> of the year they enter school. Students must have completed a year of kindergarten to be eligible for first grade.

### **1. Records at Entrance**

Students entering school for the first time are required to bring a birth record, a baptismal record (if applicable), and a record of state required immunizations. Students cannot be admitted until confirmation of current immunization status.

### **2. Transfer Student Process and Requirements**

All transfer students, grades PK-8, regardless of the time of year admitted, will be on academic and behavioral probation for a period of 90 days.

## **C. Nondiscrimination Policy**

In accordance with the Department of Catholic Schools Policies and Guidelines 3020 for admissions, Cathedral School admits students of any race, color, or racial or ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to all students at this school. The school does not discriminate on the basis of race, color, racial or ethnic origin, administration of its educational policies, admission policies, scholarship or loan programs, and athletic and other school administered programs.

## **C. Delinquent Accounts**

All accounts owed to the school are expected to be paid in a timely fashion. Families with overdue accounts will not be allowed to register for the following year. Parents are encouraged to contact the principal at the earliest opportunity if there are circumstances when this expectation cannot be met.

At the end of each trimester report cards will be held in the school office for all students with outstanding balances.

## **D. Withdrawal**

Families withdrawing a student from Cathedral School must notify the principal in writing.

If a student is to be withdrawn from Cathedral School, written notice must be received prior to May 31<sup>st</sup> in order for the family to not be held responsible for any further tuition or fees.

Families will be held responsible for  $\frac{1}{4}$  of their total tuition and fees for the academic year if written notification is received after May 31<sup>st</sup>. If written notification of withdrawal is received after August 15<sup>th</sup>, the family will be responsible for  $\frac{1}{2}$  of their total tuition and fees for the ensuing academic year.

A family withdrawing from Cathedral School will not be held accountable for tuition or fees beyond what is due at the date of withdrawal if the family relocates outside of the Portland metropolitan area; or serious events occur, which are beyond the control of the family, such as the death of a family member or catastrophic illness.

## **IV. ATTENDANCE**

Regular attendance is required of all students per Oregon state law (ORS 339). Parents, in cooperation with the principal, shall be responsible for the regular school attendance of students (Archdiocese attendance policy 3125). The school will investigate excessive absence and tardiness of individual students.

### **A. School Hours**

Morning supervision begins at 7:50 a.m. Students arriving between 7:50 a.m. and 8:00 a.m. are supervised on the playground/undercover until the doors open at 8:00 a.m. Students arriving after the second bell rings at 8:10 a.m. are considered tardy. School dismisses at 3:10 p.m. except for Tuesdays when school ends at 2:15 p.m. Any changes to these times are listed on the monthly calendar.

### **B. Reporting Process**

Parents are expected to email their child's teacher by 8:00 a.m. if their child is going to be absent from school that day. After 8:00 notification should be made via a phone call to the school office.

### **C. Tardies**

Students are expected to be in their seats in the classrooms ready to begin their day when the 8:10 a.m. tardy bell rings. Students arriving at or after 8:10 a.m. will be marked tardy and will be admitted to class with a tardy slip. Twelve (20%) tardies within a trimester is deemed excessive. Students with excessive tardies will be at risk of not being promoted to the next grade level until after a review by the principal and classroom teacher. In addition, their re-enrollment for the next school year may be in jeopardy.

### **D. Absences**

Cathedral School does not designate "excused" or "unexcused" for tardies and absences from school. Students are either in class, ready to learn at the proper time, or are absent/tardy. If a student misses more than two hours during any half-day session s/he will be considered absent (Archdiocesan attendance policy 3125).

Any student who misses more than 24 days (20%) from the first day of school to the last day of the 2<sup>nd</sup> trimester (March) will be at risk of not being promoted to the next grade level until after a review by the principal and classroom teacher. In addition, financial assistance and re-enrollment for the next school year may be in jeopardy.

However, if the student has a long-term illness that is documented by a medical doctor and the school is included in providing educational support from the beginning of the student's illness, a waiver may be provided enabling the child to be promoted to the next grade. If the student is in eighth grade and meets the criteria above for a medical leave, the school will grant a certificate of completion at the time of graduation.

#### **1. Absence for Vacation or Travel**

Oregon state law requires elementary school students to attend school. Therefore, this school does not grant permission for students to take vacation trips during scheduled school days. If parents choose to violate this policy, they do so with the understanding that make-up work may be provided after the vacation and completed under parent supervision. Teachers are not

required to provide homework to students prior to a planned absence, such as a trip or vacation. It should be understood that the student's report card grades may reflect his/her inability to participate in class activities during vacation time.

## **2. Homework during Absence**

Upon returning to school after an absence, a student is responsible for arranging all make-up work during the day following the absence. Students in Middle School are responsible to gather homework assignments. Students are expected to complete their assignments within as many days as the student was absent.

## **3. Doctor or Dental Appointments**

Doctor/dental appointments should be scheduled outside regular school hours when possible.

## **E. Truancy**

A student who is absent from school without a documented medical report for five days or more is deemed truant and parents will be contacted. Students are risking grade level failure because they simply did not attend school adequate days to meet academic requirements. These students may be withdrawn from school after 10 days of consecutive absence.



## **V. STUDENT EXPECTATIONS**

All students are expected to conduct themselves in a respectful, responsible, safe and Christ-Like manner. A disruptive student can hinder the efforts of teachers and other students. The majority of Cathedral students comply with the rules and guidelines of the school. However, when exceptions occur, the school will employ disciplinary procedures.

Families are expected to honor and support the privacy and confidentiality of all individuals.

### **A. Positive Behavior Support**

Parents have the primary responsibility for guiding their children toward responsible behavior and being Christian role models. Cathedral School is committed to nurturing the growth of the whole child and the establishment of a safe environment in which students may learn and grow into responsible Christian adults. Cathedral School promotes respectful, responsible and safe behavior along with Christian values that create an orderly, nurturing and safe environment.

### **B. Bullying**

The staff and students at Cathedral School are committed to making Cathedral School a safe and caring place.

Bullying definition:

*Bullying is unfair and one-sided. It happens when someone keeps hurting, frightening, or leaving someone out on purpose.*

**Cathedral School staff will do the following to prevent bullying and help children feel safe at school:**

- Closely supervise students in all areas of the school and playground
- Watch for signs of bullying and stop it when it happens
- Teach the *Second Step* program
- Respond quickly and sensitively to bullying reports
- Implement consequences for bullying

**Students at Cathedral School will be taught to do the following to prevent bullying:**

- Be respectful, responsible, and safe
- Refuse to bully others
- Refuse to let others be bullied
- Refuse to watch, laugh, or join in when someone is being bullied
- Try to include everyone in play, especially those who are often left out
- Report bullying to an adult

### **C. Teen Dating Violence and Domestic Violence Pursuant to ORS 339.366 and 339.368**

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

### Education and Training

Students in grades 7 and 8 will receive age-appropriate education about teen dating violence and domestic violence in the curricular program at Cathedral School annually.

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

Information regarding domestic violence has been posted in clearly visible locations on the school campus. The posters include a toll-free hotline number that a student may call to obtain information and help regarding domestic violence.

### Response and Reporting Procedures

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

Incidents of teen dating violence that must be reported include any that take place on school grounds, as well as school-sponsored activities.

Employees will report incidents of teen dating violence to the principal immediately.

The principal has responsibility for investigations concerning incidents of teen dating violence.

### Notification of Policies

At a minimum, Cathedral School shall make the policy:

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

The school principal at Cathedral School is responsible for ensuring the policy is implemented.

### Definitions

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

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

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

### **D. Referral**

When a student receives a referral,

- Referral 1 – Pre-Kindergarten through fifth grade students will spend lunch and recess in the office for one day. Students in middle school are required to attend middle school study hall for one day. The student's parents will receive an email and follow-up phone call from the teacher.
- Referral 2 - Same protocols as referral 1 for two or three days.
- Referral 3 - Same protocols as referral 1 for one week. The teacher will meet with the student's parents.
- Referral 4+ - Students will receive in school or out of school suspension. The student's parents will meet with administration and the teacher.

### **E. Suspension**

Suspension, the temporary prohibition of a student's attendance, shall be within the sole authority of the principal. Suspension shall be limited to a maximum of five school days. Suspension may be invoked for a sufficient reason. Students must be released only to parent/guardian in case of suspension.

To ensure continuation of student learning, students shall be expected to complete schoolwork during the time of suspension. However, teachers should not be required to spend additional time in helping a student prepare his/her homework because of the student's misconduct.

### **F. Expulsion**

Expulsion is the permanent exclusion of a student from a school. The expulsion of a student is a most serious matter, and is invoked rarely and only as a last resort. The principal shall notify the pastor and the Superintendent of Catholic Schools when an expulsion is contemplated and obtain the agreement of both before parents are notified. Full credit will be given for all work accomplished by the student up to the date of expulsion.

In no case may a teacher on his or her own authority expel a student.

### **G. Technology Acceptable Use**

Cathedral School is 1:1 with iPads, and technology is integrated throughout the school day. Students are expected to:

1. Use the computers and internet for educational uses only
2. Respect other users' work and files
3. Respect and care for equipment and network
4. Respect ethical computer use
5. Use internet etiquette and respect privacy

The use of a device is a privilege, and inappropriate use will result in loss of the device.

### **H. Cell Phones**

Student cell phone use is prohibited at all times during the school day. In the event a student brings a cell phone to school, they will be expected to abide by the following:

1. Phone is to be kept in the OFF position upon entry to the building, and until the student is off school grounds.
2. Phones will be turned in to the teacher every morning and returned at dismissal.

3. Students violating the above expectation will lose their cell phone until it is picked up by their parent picks.

Parents are asked to turn off their cell phones while they are volunteering in the building during the school day and/or at meetings.

### **I. Gum Chewing**

Gum chewing is not allowed on school property or on field trips.

### **J. Uniforms and Dress Code**

All students are expected to come to school in full uniform, neatly and modestly dressed. Shirts must be buttoned and tucked in at all times. Logo's will be required on all polo shirts for the 2023-2024 school year. All uniform clothing must be properly fitting and conform to the uniform guidelines listed below.

All students must be well groomed and present themselves in a manner consistent with and respectful and reverent of our Catholic learning environment.

- Hair must be clean, groomed, well maintained, and retain the child's natural hair color. Distracting hair such as bleach, dye, or streaked hair is not allowed.
- Glitter, feathers, hair extensions or color enhancements of any kind are prohibited.
- Boys' hair length must be out of their eyes and above the collar of their shirt.
- Girl's hair must be out of their eyes and properly groomed.
- Nail polish, if worn, must be clear.
- Lightly applied makeup may be worn by Eighth grade girls only.
- Tattoos (real or temporary) are not permitted.
- Girls may wear small post earrings, one per ear.
- Any jewelry or wrist wear must not interfere with the learning environment.

Students go outdoors for recess in nearly all-weather conditions. Students must be equipped with the appropriate outerwear for weather (e.g., raincoat for rainy days) that can be removed in the classroom.

**Free Dress:** From time to time, students may enjoy free dress days, typically the last Thursday of each month, for students in classes who have earned the privilege by meeting their token goals. On free dress days, students are expected to dress appropriately in a manner consistent with the guidelines of regular uniform days (including socks and shoes). Free dress means nice, modest, casual clothes such as the following:

- Pants and shorts: Khakis, jeans, or cotton elastic waist pants. Cotton elastic waist pants may be worn when accompanied by a shirt that extends below the waistband. Track pants and basketball shorts with lengths consistent with uniform shorts may be worn. Cotton sweatpants, yoga pants, and running tights are not allowed.
- Shirts, tops and dresses must have sleeves and necklines consistent with the regular uniform day policy. Shirt lengths must extend below the pant waistband when students sit, stand, bend, or raise arms. Any logos or pictures on shirts must be appropriate for a Catholic school.

All clothing must be clean and properly fitting (not overly tight or over-sized). Clothing must not distract from the learning environment of the classroom and be respectful of the mission of our

school. If students are not in acceptable attire, parents will be asked to bring appropriate clothing for the student to change.

## **Uniform Guidelines**

### **Approved Uniform Vendor:**

Dennis Uniform is the official uniform vendor for Cathedral School. Last year we shared the two-year plan to phase out Land's End and make Dennis Uniform the official uniform vendor for Cathedral School. New uniforms can no longer be purchased from Land's End. However, items you already own (shirts, sweatshirts, shorts and pants only) may be worn for the 2022 – 2023 school year. We will no longer have Land's End available in the uniform exchange. For the 2023 – 2024 school year, we will be exclusive with Dennis Uniform and logo's will be required on all shirts.

### **Dennis Uniform**

- www.dennisuniform.com
- Order online
- Cathedral School's code is 25208

### **All Pre-Kindergarten – Fifth Grade Students**

#### **Shirts:**

- Solid red, navy, or white long or short-sleeved polo shirt, with or without Cathedral School logo. *Logo's will be required for the 2023-2024 school year.*
- Mass Day/ Friday – Cathedral School logo required on all shirts.

#### **Pants and Belt:**

- Solid navy twill pants.
- Solid navy twill shorts.
- Navy, black, or brown belt required K – 5<sup>th</sup> grade (Magnetic or Velcro belts are a great option for younger students).
- Elastic waist solid navy twill pants, PK and K only.
- Elastic waist solid navy twill shorts, PK and K only.
- Belt not required in PK.

#### **Outerwear:**

- Fleece: Solid red fleece ¼ zip pullover, front-zip jacket, or front-zip vest with Cathedral School Crest logo.
- Sweater: Solid red sweater, cardigan, or sweater vest with Cathedral crest logo.
- Sweatshirt: Solid red crewneck sweatshirt with Cathedral crest logo.
- Hooded Sweatshirt: Solid red Cathedral School hooded sweatshirt. *(Purchased through CYO). May not be worn on Friday.*

#### **Shoes and Socks:**

- Athletic shoes or dress shoes (Closed toe and covered heel required)
  - No boots, uggs, slippers, heels, sandals or any other type of shoe that does not fit the above category.
- Visible socks of one color: red, navy, or white
  - Crew socks, knee socks, ankle socks

## **Girls Pre-Kindergarten – Fifth Grade**

Skirts, Skorts and Jumpers: **(No more than 3 inches above the knee)**

- Hamilton plaid double tab pleated skort
- Hamilton plaid drop yoke pleated skort
- Hamilton plaid stitched down kick pleat skirt with side zipper
- Hamilton plaid knife pleated skirt
- Hamilton plaid box pleated jumper
- Hamilton plaid knife pleated jumper
- Hamilton plaid shift
- Bike shorts should be worn under skirts and jumpers

*\*Hamilton plaid samples are available in the school office for sizing.*

Leggings and tights:

- Dark Navy School uniform leggings (Dennis only)
- Red, navy, or white tights

## **All Sixth Grade – Eighth Grade Students:**

**Shirts:**

- Solid red, navy, or white long or short-sleeved polo shirt, with or without Cathedral School logo. *Logo's will be required for the 2023-2024 school year.*
- Mass Day/ Friday – Cathedral School logo required on all shirts.

**Pants and Belt:**

- Solid Khaki twill pants.
- Solid Khaki twill shorts, knee length required.
- Navy, black, or brown belt required.

**Outerwear:**

- Fleece: Solid navy fleece ¼ zip pullover, front-zip jacket, or front-zip vest with Cathedral School Crest logo.
- Sweater: Solid navy sweater, cardigan, or sweater vest with Cathedral crest logo.
- Sweatshirt: Solid navy crewneck sweatshirt with Cathedral crest logo.
- Hooded Sweatshirt: Solid navy Cathedral School hooded sweatshirt. *(Purchased through CYO). May not be worn on Friday.*
- 8th Grade Only: Personalized Grey Hooded sweatshirt sold through Cathedral School. *May not be worn on Friday.*

**Shoes and Socks:**

- Athletic shoes or dress shoes (Closed toe and covered heel required)
  - No boots, uggs, slippers, heels, sandals or any other type of shoe that does not fit the above category.
- Visible socks of one color: red, navy, or white
  - Crew socks, knee socks, ankle socks

## **Girls Sixth Grade – Eighth Grade**

Skirts and Skorts: **(No more than 3 inches above the knee)**

- Hamilton plaid double tab pleated skort
- Hamilton plaid drop yoke pleated skort

- Khaki double tab pleated skirt
- Khaki drop yoke pleated skirt
- Hamilton plaid stitched down kick pleat skirt with side zipper
- Hamilton plaid knife pleated skirt
- Bike shorts should be worn under skirts and jumpers

*\*Hamilton plaid samples are available in the school office for sizing.*

Leggings and tights:

- Dark Navy School uniform leggings (Dennis Only)
- Red, navy, or white tights

## **VI. EMERGENCIES**

### **A. Emergency Information**

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

### **B. Emergency Information Form**

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

- The name of the student, his/her home address, telephone and birth date
- The business telephone numbers of the parents/guardian;
- The cell phone and/or pager numbers of parents;
- The name and telephone number of the family physician;
- Name of medical insurance company and identification number;
- Special health conditions or allergies to which the student is susceptible, the emergency measures to be applied, and any current medication;
- The parents' approval to send the student to a medical facility for emergency treatment should this be necessary;
- The names of the persons to whom the student may be released;
- The signature of responsible parent(s) or legal guardian.

### **C. School Lockdown**

In the event of a lockdown the following procedures will be implemented for the safety of staff and students:

- Doors will remain locked
- Blinds will be closed
- No one will be permitted to enter or leave the building;
- Lockdown will continue until the school receives an “all clear” signal from emergency personnel.

Parents should not call the school so as to keep the phone available to emergency personnel.

### **D. School Closure**

In the event of an emergency or facility problem the school may need to close. If the school is closed during the day, parents will be notified as soon as possible via email. If this happens during the school day, all students will remain at school under supervision until picked up by parents.



## **VII. FINANCIAL AND RELATED INFORMATION**

### **A. Insurance**

Student Accident Insurance coverage is optional, although encouraged. A form is available throughout the school year. CYO sports activities are NOT covered by this plan.

### **B. Other Fees**

Fees other than tuition are determined annually and include: registration, book/technology, fundraising, and special program fees if applicable. The registration fee is non-refundable, and due at the time of registration. All fees are expected to be paid on their due date and are non-refundable.

### **C. Run for Cathedral**

The Run for Cathedral is the school's annual jog-a-thon. Conducted in the fall, all funds raised through the run are used for curriculum enhancement. Examples of funding includes class field trips, author visits, assemblies, and a portion of the costs of the fourth grade Oregon Trail Overnight and the sixth grade Outdoor School. All families are required to participate in the Run for Cathedral and generate at least \$100 sponsorship per student.

### **D. Tuition**

Cathedral School is funded by tuition, fundraising, and a variety of other minor revenue sources such as donations, interest from investments, facility rental.

All the components and responsibilities of tuition are defined and detailed on the tuition contract parents must complete each year. It is imperative that all families make it a priority to pay their tuition on time. Students will not be allowed to register for the following year if the current year's tuition is not current. The principal should be contacted at any time there is a financial question.

#### **1. Tuition Assistance**

Each year the school budget contains an amount available to St. Mary's Cathedral Parish families for tuition assistance. An application is available online through FACTS Tuition Aid. FACTS, an outside agency, evaluates information supplied by parents. This information is reviewed along with other data to determine the amount of assistance granted. The principal, in collaboration with the pastor determines the awards. Families are expected to carry through with the remaining financial commitment. All financial aid awards are kept confidential.

To qualify for tuition assistance, applications must be submitted by the deadline set each year. Tuition assistance will be granted based upon need, subject to available funds.

#### **2. Tuition/Fees—Non-Payment**

All tuition and fees (including Extended Care) are collected via FACTS Tuition Management. Families are required to open or update a FACTS account as specified for the following year.

1. One Payment: Tuition paid in full on or before July 1<sup>st</sup>.
2. Two Payments: Two equal payments made in July and January.
3. Three Payments: Three equal payments made in July, November, and February.

4. Ten Payments: Tuition will be paid in ten equal installments. The first installment is due in July and the last is due in April.

If at any time during the school year a family's financial position changes so that they are unable to meet their tuition contract, the parents must contact the principal immediately to make arrangements for a payment plan or tuition assistance.

Tuition payments must be current at all times throughout the school year. Tuition collection will be monitored monthly.

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

1. Withhold grade reports to the parents
2. Deny a student enrollment for the following trimester (a date will be determined in writing)
3. Deny a graduating student participation in graduation ceremonies and/or withhold a diploma

Families not current at registration time risk losing their "current family" status for registration for the following school year. Families who have not paid their full tuition by May 31<sup>st</sup> will lose their reserved place for the coming school year unless a payment plan has been approved by the principal. Those places will be filled from the waiting list.

## **VIII. MEDICAL**

### **A. Communicable Diseases**

In the school environment, many communicable diseases or conditions are easily transmitted from one individual to another. Among the most common school diseases or conditions in students are head lice (pediculosis), chicken pox, mumps and measles. Students who have restrictable diseases or conditions must be excluded from school. As dictated by Multnomah County Department of Health and Human Resources, there are other conditions for which a child should be excluded from school until either diagnosed and cleared by a health care provider or recovered. These include:

1. Fever greater than 100.4 degrees Fahrenheit (fever should be absent 24 hours before returning to school)
2. Vomiting
3. Stiff neck or headache with fever
4. New onset of rash with concurrent or preceding fever
5. Jaundice
6. Pink eye

Students must present a note from the doctor upon return to school after contracting any communicable disease/condition.

### **B. Immunizations**

Students entering school for the first time are required to bring a record of state required immunizations. All students must stay current on their immunizations as detailed in State of Oregon Statute 333-050-0050.

### **C. Medication**

A Medication Administration Form must be completed by a parent to request the school administer prescription medication to a student. This form is posted on the school website and is also available in the school office. Requests shall include the written instructions of the physician for the administration of medication to a student. A prescription label will be deemed sufficient to meet the requirements for a written prescription. Non-prescription medication will not be administered by the school.

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

### **D. Medication Dispensation Guidelines**

The following information is required for non-injectable medication to be dispensed to a student:

1. Written instructions from the doctor which include:  
Name of student, name of medication, dosage, time and/or frequency of administration, and method of administration (e.g., mouth, nose, ear, etc.). "Take as directed" or "as needed" cannot be taken as specific direction.
2. It is recommended that the physician note any possible adverse reactions and action required. These instructions may be included on a prescription label or in separate written directions from the physician.

3. The authorization form attached must be signed and filled out completely by the parent or guardian.
4. All prescription medication must be in the prescription bottle and clearly labeled. (If the student is also taking the medication at home, the medication can be issued by pharmacist in two separate bottles.)
5. Unused medications must be picked up by a parent when treatment is complete or at the end of the school year. Medication left at school after the last day of the school year will be discarded.

#### **E. Prescription Medication (Injectables)**

The following is required for the administration of injectables (Epi-Pen or Glucagon):

1. The parent shall make the request in writing for the school to administer, as necessary, injectable medication (medication administered by the intramuscular route) to the student.
2. The request must include written instructions of the doctor for the administration of an injectable medication to the student. (A prescription label on the original container of the injectable medication is deemed sufficient to meet the requirements for written physician instruction.)
3. The training of staff members to be authorized to administer injectable medication must be conducted under the supervision of a licensed physical or a nurse practitioner. Parents/guardians cannot train the designated school personnel in the use of injectables.

#### **G. Parent to School Notification**

Parents are expected to notify the school immediately if their child has come into contact with or has any contagious disease or condition, such as, but not limited to, chicken pox, pink eye, and/or head lice. When students are ill enough that they cannot participate in normal school activities, including recess and P.E., or may communicate their illness to others, they may not be sent to school. Documentation from a physician must be provided to the school office for students who have an injury or medical condition that allows them to attend school but impacts their performance and/or ability to participate in normal school activities.

Student emergency information is provided by parents upon registration. Parents are expected to update emergency information with the school office when changes occur.

#### **H. Injury at School**

When a child injured at school, parents will be notified if there is a doubt that the injury is not minor and short-lived.

#### **I. Severe Allergic Reaction**

Cathedral School follows State of Oregon and Archdiocese of Portland Policies to meet the needs of students with severe allergic reactions.

It is the parents' responsibility to notify the school if a child's allergy is severe enough to require intervention. The school relies on the family physician to provide a safety plan, which the school will then implement, or notify the parents if any aspect of the plan is not possible to put in place. These steps must be completed and the safety plan in place before the child attends school.

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

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 immediately, but will not delay transportation to the hospital if parents cannot be reached.

## **IX. PARENTAL INVOLVEMENT**

### **A. Parent Responsibilities**

Parents at Cathedral School are expected to support the school community by modeling positive behavior and Cathedral School's core values. Parents are to work in concert with the school to provide a quality Catholic education by:

1. Modeling the school's core value of respect when interacting with teachers, school administration, and other parents;
2. Participating in conferences and ongoing thoughtful communication with teachers and administrators (as necessary);
3. Honoring timely tuition payments;
4. Volunteering at Parents' Association events, in the classroom (e.g., field trips), and special events (e.g., April in Paris(h));
5. Providing support for fundraising events (e.g., Run for Cathedral);
6. Working cooperatively with the school if a student discipline issue arises;
7. Actively seeking cooperative solutions to concerns and issues with students, teachers, and school administration, and encouraging others in the community to do the same.

### **B. Complaint/Issue Resolution**

Constructive feedback is welcome when it is motivated by a sincere desire to improve the quality of the education programs and to assist the school to perform its tasks more effectively. Concerns regarding individual teachers and staff members must first be directed to the child's classroom teacher. Understanding that a teacher has 26-30 students and twice as many parents to communicate with, problems can usually be resolved when they first occur. Two-way communication is important to keep all school relations positive and productive. If an issue is not resolved with the teacher, the parent should then address it with the principal. In most cases a conference will be scheduled with all parties. Finally, if the concern is still unresolved, the pastor may be contacted.

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

Under normal circumstances a student should not be deprived of a Catholic education on grounds relating to the attitude of the parents. Nevertheless, a situation may arise in which the uncooperative, demeaning or destructive attitude of parents so diminishes the effectiveness of the school or a classroom that the family may be asked to withdraw from the school. Uncooperative or destructive behavior may include such things as bullying emails, abusive language, and behavior inconsistent with the school's core values. The principal should keep the pastor informed about the situation and request his support for the dismissal.

### **D. Parent Sign-in**

All visitors are expected to stop at the office, sign in, and wear a visitor badge any time they are in the building after 8:10 a.m.

## **E. Visitors**

Visitors from other schools, relatives from out of town, or other non-Cathedral School personnel are not allowed at school to attend and/or participate in the classroom.

## **F. Releasing Students during the School Day**

Students will be released only to a parent/guardian or to an individual authorized by the parent/guardian. Authorization to release a student to a non-parent/guardian must be in writing. Students must be signed out by an authorized adult at the main office.

## **G. School Advisory Council**

The School Advisory Council provides a much-needed resource to the principal, support and advice on important issues, which the principal does not have the time or expertise to accomplish alone. There are three broad areas of support where specific expertise is needed, which can be provided by standing committees. To be successful, these committees need School Advisory Council members with relevant experience/expertise, and who are willing to devote sufficient time to the issue at hand. Defining these areas further can help identify areas of expertise needed on the School Advisory Council, and in turn give direction to School Advisory Council member recruitment. Appointment to these committees is done by the Principal and the School Advisory Chair in accordance with the Bylaws.

There are three standing committees: Development, Marketing, and Finance. The School Advisory Council meets four times during the school year.

## **H. Nature and Function of Parent Association**

The purpose of the Cathedral School Parent Association is to support Cathedral School. The Parent Association is accountable to the principal who must approve all officers, the adoption of all resolutions, and any amendments to the constitution and/or bylaws.

In fulfilling its purpose, the Association will have the following objectives:

- To work in conjunction with the Cathedral school advisory council to broaden understanding and foster appreciation of Catholic education.
- To assist in the operation of the school as needed through volunteer activities.
- To assist in fundraising to support and benefit Cathedral School.
- To develop within a Catholic community, positive relations among parents, students, school faculty and St. Mary's Cathedral Parish.
- To enable the entire school and parish community to achieve its stated mission and goals within the school's philosophy.

## **I. Membership of the Parent Association**

All parents or guardians of students enrolled in Cathedral School shall be members of the Parent Association. The Association has no governing and/or regulatory power.

## **J. Parent Photography Expectations**

Parents are welcome to take pictures for personal use during school events that are public, without seeking permission from the school. This includes Mass, assemblies, plays, the Talent Show, First Communion, etc....

## **K. School News**

Cathedral School communicates with families via email, the bi-monthly newsletter called "Cathedral News," as well as the Cathedral School website. Parents are encouraged to access the website under for additional information and calendar.

## **L. Publications**

Cathedral School only disseminates Cathedral School and Archdiocese of Portland news and information.

## **M. School Directory**

The purpose of the school directory is to provide address and telephone information to Cathedral School families. It is not appropriate to use the Cathedral School directory for any purpose other than it is intended. The school will not be liable/responsible for the use of the school directory for any purpose other than it is intended. Any communication involving a misuse of the directory and information contained within may result in serious consequences up to and including withdrawal of the offending families from the school community.

## **N. Lost and Found**

Unclaimed items will be placed in the Lost and Found area in the courtyard vestibule. All lost and found articles remaining at winter break, spring break, and the end of the school year will be donated.

## **O. Uniform Closet**

Cathedral School maintains a supply of gently used uniforms. Parents are invited to donate any clean, usable uniform clothing. Items for donation may be delivered to the school office. All families are invited to take whatever they reasonably need at any time during the school year.



## **X. SAFETY**

### **A. Earthquake Drills**

During an earthquake students and staff will *duck, cover and hold*. The evacuation of the building would most likely follow, depending on the evaluation of the situation. Earthquake drills are practiced on a regular basis, both within individual classrooms and school-wide.

### **B. Fire Drills**

All staff members are instructed in fire safety procedures. Fire drills are held monthly, and a record of drills is maintained in the school office. Evacuation plans are displayed in every room of the building.

### **C. School Closure for Inclement Weather**

When the weather is severe, schools may close for the safety of students. School closings are broadcast over the local radio and TV stations. Parents may also refer to most radio and TV station websites for school closure information. Cathedral School follows the directives of the Portland School District. If all Portland schools are closed, Cathedral will also close. If the Portland schools are opening late, Cathedral School will also open late. There will be no before school care when school starts late. ***Please note that our parents come from all over the Portland metro area. Consequently, we follow the Portland Public School District as a whole, not individual schools or school clusters.***

## **XI. STUDENT ACTIVITIES AND INFORMATION**

### **A. Academic Tournaments**

Various academic tournaments, may be sponsored by Cathedral School for students.

### **B. School Service**

As part of the mission and philosophy of Cathedral School, all students and staff are involved in outreach programs, which are determined by the teachers and principal.

Students in all grade levels will participate in various service projects, activities or programs scheduled with their classes by the teachers. Additionally, students complete service that may be helpful to Cathedral School or Cathedral Parish. These are scheduled both regularly and “on call”. Projects include the pre-kindergarten diaper drive for Mother & Child Education Center, kindergarten Christmas gift bags for children at the Mother & Child Education Center, first grade Easter baskets for Cares NW, second and sixth grade “Mac Attack” macaroni and cheese drive for the Portland Police Sunshine Division, third grade visits to the Providence Center for Medically Fragile Children, fourth grade visits to The Oregon Food Bank, fifth grade fall food drive, seventh grade sugar & spice drive for Blanchet House, eighth grade dodgeball tournament, eighth grade winter care kits project for Blanchet House, and eighth grade baby bottle coin drive for Mother & Child Education Center.

### **C. Assemblies**

Assemblies for students may be held for a variety of reasons. Assemblies are intentional and will in most cases align with faith, service, and knowledge.

### **D. Study Trips/Field Trips**

5800A Department of Catholic Schools Guidelines and Policies

Whenever groups of students are taken on a trip sponsored by any school agency, during school hours or outside of school hours, the groups must be properly supervised by at least one member of the faculty. All such trips must have the prior approval of the principal and written consent of the parents. All overnight trips, including Outdoor School, must be approved by the Department of Catholic Schools. Educational field trips may be made during school time to such places as historical monuments, religious shrines, cultural centers, government bureaus, and representative industries or service companies. Students may attend theatrical performances of cultural or educational value during school time. The trip or activity should be related to the subject matter being studied by the particular group, and the educational value of the trip should justify the time, distance, and expense involved.

Non-educational student trips may not take place. This includes “Rite of Passage” trips associated with graduation. Additionally, school sponsored field trips may not take place after students have graduated.

Questions about this policy and/or interpretations of this policy are to be directed to the Department of Catholic Schools. Any exceptions to the policy must have the prior approval of the Superintendent before the field trip is announced or planned.

Written permission of the parents or guardian is to be obtained for each trip on a form prepared by the school using the Archdiocese of Portland template. Signed parental permission is

necessary for the student to leave the school grounds. Phone calls giving permission for field trips are not acceptable.

Drivers for field trips are expected to drive directly to and from the field trip. Leaving the field trip site before the teacher or stopping for food or for any other non-emergency reason is not acceptable. Drivers should dress and act appropriately when transporting students.

Proof of Insurance forms, background checks, and Called to Protect training should be complete and on file in the school office.

#### **E. Sacramental Preparation**

The second grade teacher coordinates First Reconciliation and First Eucharist in collaboration with the Parish Religious Education Program.

#### **F. Student Leadership**

Sixth through eighth grade students will have the opportunity to learn and practice leadership skills through participating in the Cathedral School Student Ambassador Program.

#### **G. Middle School School-Sponsored Event and Activity Expectations**

In order to participate in Cathedral School sponsored events and activities outside of the classroom, middle school students must maintain a B average (80%) in their seven core academic courses (Religion, Math, Language Arts, Science, Social Science, Spanish, Health). In the event one or more of these grades drop the student will be withdrawn from the event without an opportunity to rejoin. Any student with behavior referrals from the current trimester may be asked not to join.

#### **H. Youth Groups/Sports**

Catholic Youth Organization (CYO) is an independent organization with parish affiliation. CYO sponsors the following activities: volleyball, basketball, cheerleading, football, track and field, cross country, and la crosse for third through eighth grade; swimming for kindergarten through eighth grade, and track and field for third through eighth grade.

#### **I. Outdoor School**

In collaboration with Multnomah County ESD, sixth grade students will attend a three to five-day Outdoor School program at a facility approved by Multnomah County ESD.

#### **J. Food Items**

Schools are advised by the Multnomah County Health Department to avoid distributing “home” baked/prepared items at school. Also, items containing nuts may not be brought for “birthday” or other group snacks.

School snack items brought by students for recess or morning breaks may not include candy items.

## **XII. STUDENT RECOGNITION**

### **Awards Granted by the School**

Students who follow Cathedral School's behavior expectations are recognized with an "Honored Cougar" award, which is entered into a weekly drawing for special recognition. Whole classrooms that follow these expectations are recognized through a variety of "Golden" awards each month along with wooden "Cathedral" tokens. Each class will set a monthly token goal. Free dress will be awarded to classes that meet their token goal on the last Friday of each month.

### **XIII. STUDENT INFORMATION DISCLOSURE**

#### **A. Review of Student Education Records**

Parents of students currently in attendance at Cathedral School may review the student's education records. Parents wishing to review student records should make a written request to the principal to do so. An amendment to the student's education records may be requested, if the student's parents believe the contents are inaccurate. If the school concludes that the request is valid, the record(s) will be amended. If the school concludes that the record(s) need not be amended, the parent may place a statement with the record commenting on the disputed information.

#### **B. Directory Information**

Cathedral School has designated the following as directory information which the school may disclose without specific consent: the student's/parent's name, address, cell phone, and email address.

A parent may elect not to have any or all of these items included in a school-related directory. Notice from a parent that he or she does not want any or all of these types of information included must be made in writing to the principal of Cathedral School by the beginning of the school year.

#### **C. Emergency Disclosure of Information**

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

## **XIV. STUDENT SERVICES**

### **A. Lunch Services**

A hot lunch is available for purchase Monday and Friday. The cost is \$5.00 per student per day. Lunches are ordered online and pre-paid through [www.boonli.com](http://www.boonli.com). Menus will be distributed home to families via the webpage calendar and [boonli.com](http://boonli.com).

### **B. Milk Program**

Milk is available to students daily during their lunch period. Milk is provided with the purchase of hot lunch. There is a \$30 yearly charge for milk to accompany brown bag lunches. Milk tickets are purchased through the school office and paid via FACTS.

### **C. Telephone**

Permission for using telephones in classrooms must be obtained from the teacher. Telephones are not for general student use. If a message comes for a student that is of an emergency nature or requires a phone call to the parent, the student will be notified and place the call from their classroom telephone.

### **D. Extended Care**

Extended Care for Cathedral School students is offered in the school cafeteria both before and after school. Morning hours are 7:00 a.m. to 7:50 a.m., and afternoon care is offered immediately after school until 5:30 p.m. Extended Care is offered all school days, including early release days. Extended Care is closed on non-school days, including conferences, in-service/professional development days, holidays, and school breaks. On inclement weather days when school starts late no morning care will be available. When school is closed due to weather, so is extended care.

Students must be registered for the Cathedral School Extended Care program. Registration forms are available on the school website. The completed forms must be returned to the school office, and the registration fee will be charged via FACTS. Students attending Extended Care who have not already registered will be registered on the spot and the registration fee will be charged. Forms and fee information are available on the school website.

## **XV. VOLUNTEERS**

Cathedral School recognizes parents as the primary educators of their children. Therefore, Cathedral School is committed to work in partnership with parents to engage students, and help them develop in faith, knowledge, service, and community.

Many Cathedral School events would not be possible without the help of parent volunteers. From serving hot lunch to assisting with community events, there are volunteer tasks for every individual and talent. Parents are required to commit to serve throughout the year at school events and in additional ways that work best for each family. Members of St. Mary's Cathedral Parish are also required to include volunteer hours directly related to the parish.

### **A. Volunteer Opportunities**

Each family is asked to volunteer in whatever capacity fits their time and talents. Cathedral School does not have requirements of volunteer hours. However, all parents are expected to volunteer at minimum, for one event during the year. These include: Back to School Family Celebration, Run for Cathedral, Parents Association Wreath Sale, Special Friends Breakfast, Art Show Setup, April in Paris(h), First Communion Retreat, and the First Communion Reception.

### **B. Volunteer Training Requirements**

The school will require volunteers in any school program or activity to undergo a background check. Ordinarily any person with an adult criminal conviction is not eligible to serve. Volunteers are also required to attend "CASE" training and complete yearly online updates. No person is allowed to volunteer with students until they have completed both the background check and "CASE" training. The school further reserves the right to decline to accept the services of a volunteer, or to withdraw a volunteer from service in school activities whenever, in the judgment of the school, it is in the best interest of the school to do so.

### **C. Volunteer Expectations**

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

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

Volunteers accept responsibility to use contacts made through the school in such a way so as not to disrupt the peace, order, and tranquility of the school community.

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

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

## XVI. Communication

The staff of Cathedral School is committed to working closely with parents in order to best meet the needs of each child. During the course of a child's years in school, it is likely that a family will, at some point, have a question, concern, problem, or suggestion. Use the table below to identify the proper contact. We welcome and encourage close connection; our common goal is student learning. By identifying the problem and analyzing possible solutions together, we can meet any challenge and move forward in a positive manner.

<b>To communicate a problem or suggestion concerning:</b>	<b>Talk to:</b>
<ul style="list-style-type: none"> <li>● Vision and mission of the school</li> <li>● School improvement</li> <li>● Accreditation</li> <li>● General school/Archdiocese policy</li> <li>● Facility/Plant Improvements</li> <li>● Curriculum</li> <li>● Marketing/Advertising</li> <li>● Development/Fundraising</li> <li>● Professional Development</li> <li>● Cathedral School Events</li> <li>● Fees &amp; Tuition</li> <li>● FACTS Tuition Management</li> </ul>	Principal
<ul style="list-style-type: none"> <li>● Student Learning</li> <li>● Student Safety</li> <li>● Student Faith Formation</li> <li>● Student Supervision &amp; Management</li> <li>● Professional Development</li> </ul>	The teacher; or the principal and the teacher
<ul style="list-style-type: none"> <li>● Attendance</li> <li>● Office Services</li> <li>● Health Room</li> <li>● Building Rental</li> </ul>	Administrative Assistant



## **Parent Expectations**

### **Community**

Cathedral School is a Catholic community bound together by a common goal—the value-centered education of our children. Three separate groups—staff, parents, and students—form the community and are united by this common goal. If we are to act in the best support of our students, we must share in working for the good of all, as well as for the individual. Staff and students have each affirmed a commitment to these values and responsibilities, and we ask that all parents do the same.

### **Parent Guidelines**

Parents are our students' first teachers. Therefore, it is important that parents support the school community by modeling positive behavior and the school's core values. Parents should be committed to accepting responsibility for working in concert with the school to provide a quality Catholic education by:

1. Modeling the school's core value of respect when interacting with teachers, school administration, and fellow parents;
2. Participating in conferences and ongoing thoughtful communication with teachers and administrators (as necessary);
3. Working cooperatively with the school if a student discipline or academic issue arises; and
4. Actively seeking cooperative solutions to concerns and issues with students, teachers, and school administration, and encouraging others in the community to do the same.

### **Compliant/Issues Resolution**

Constructive feedback of the school is welcome when it is motivated by a sincere desire to improve the quality of the education programs and to assist the school to perform its task more effectively. To this end, parents should consider the following:

1. Concerns regarding classroom curriculum, daily activities, and individual teachers and staff members should first be directed to the student's classroom teacher.
2. When using email communications, ensure the tone of the email conveys concerns in a constructive and thoughtful manner.
3. Understanding that a teacher has at least 26 students and twice as many parents to communicate with, problems can usually be resolved when they first occur. Two-way communication is important to keep all school relations positive and productive.
4. If an issue is not resolved with the classroom teacher, the parent may then address it with the principal, again ensuring that any written and in person communication demonstrates respect for the principal and the teacher. In most cases, a conference will be scheduled with all parties.

Finally, if a concern is still unresolved, the pastor may be contacted.

**Please sign and return this page to your child's teacher.**

I have read and understand the Cathedral School Student/Parent Handbook and acknowledge the expectations of my child's behavior and the consequences established by Cathedral School.

I/We have read these Parent Expectations carefully and acknowledge these responsibilities and commit to being accountable for my/our interactions with the community. The cooperation and acceptance of all parents is needed to maintain our core value of respect at Cathedral School.

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date