

# **CATHEDRAL SCHOOL**

**110 NW 17TH AVENUE  
PORTLAND, OR 97209**

## **HANDBOOK 2017-2018**

<b>OFFICE HOURS</b>	<b>7:30 A.M.—4:00 P.M.</b>
<b>FACULTY HOURS</b>	<b>7:30 A.M.—4:00 P.M.</b>
<b>MORNING CARE HOURS</b>	<b>7:00 A.M.—7:50 A.M.</b>
<b>AFTER CARE HOURS</b>	<b>3:10 P.M.—6:00 P.M.</b>
<b>AFTER CARE HOURS/TUESDAY</b>	<b>2:15 P.M.—6:00 P.M.</b>
<b>SCHOOL OFFICE</b>	<b>503-275-9370</b>
<b>ATTENDANCE LINE</b>	<b>503-275-9370, OPTION 1</b>
<b>PARISH OFFICE</b>	<b>503-228-4397</b>
<b>SCHOOL FAX</b>	<b>503-275-9378</b>
<b>EXTENDED CARE OFFICE</b>	<b>503-275-8873</b>
<b>WEBPAGE</b>	<b>WWW.CATHEDRAL-OR.ORG</b>

## TABLE OF CONTENTS

<b>I. General Information</b>	6
A. History of the School	6
B. Vision	6
C. Mission	6
D. 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	8
1. Archbishop	8
2. Department of Catholic Schools	8
3. Pastor	8
4. Principal	8
5. Faculty	8
6. Administrative Assistant	8
7. Parish Business Manager	9
8. Other Support Staff	9
<b>II. Academic Information</b>	10
A. Accreditation	10
B. Academic Honesty/Dishonesty	10
C. Conferences	10
1. Scheduled by School	10
2. Requested by Parent	10
3. Guidelines for Parents Who Attend Conferences	10
D. Curriculum	10
E. Electronic Information/Communication System	11
F. Grading and Related Topics	11
1. Grade Equivalents	11
a) Academic	12
2. Homework	12
3. Report Cards	12
4. Textbooks	12
G. Graduation	12
1. Graduation Ceremony	12
2. Graduation Attire	12
3. Graduation Requirements	12
H. Promotion and Retention	13

1. Promotion	13
2. Guidelines for Retention of Students	13
I. Archdiocese Standards-Based Assessment	13
J. School Library	13
<b>III. Admissions and Withdrawal</b>	14
A. Application Process/Policy	14
B. Entrance Requirements	15
1. Records at Entrance	15
2. Special Needs Policy	15
3. Transfer Student Process and Requirements	15
C. Nondiscrimination Policy	15
D. Delinquent Accounts	15
E. Withdrawal Process	15
F. Cancellation of Contract	15
<b>IV. Attendance</b>	17
A. Reporting Process	17
B. Excused Absences	17
1. Doctor or Dental Appointments	17
2. Homework During Absence	17
C. Truancy	17
D. Tardiness and School Hours	17
<b>V. Discipline Policies and Related Information</b>	18
A. Positive Behavior Support	18
B. Bullying	18
C. Electronic Information/Communications Policy/Agreement	19
Appropriate Use Policy and Guidelines	19
D. Uniforms and Dress Code	19
Boys PreKindergarten-5 <sup>th</sup> Grade	20
Boys Middle School	21
Girls PreKindergarten-5 <sup>th</sup> Grade	22
Girls Middle School	23
Free Dress	24
<b>VI. Emergencies</b>	25
A. Emergency Information	25
B. Emergency Information Form	25
C. School Lockdown	25
D. School Closure	25
<b>VII. Financial and Related Information</b>	26
A. Insurance	26

B. Other Fees	26
C. Fundraising	26
D. Run 4 Cathedral	26
E. Tuition	26
1. Tuition Assistance	26
2. Tuition/Fees – Non Payment	26
<b>VIII. Medical</b>	27
A. Communicable Diseases	27
B. Immunizations	27
C. Medication	27
D. Medication Dispensation Guidelines	27
E. Prescription Medication (Injectables)	28
F. Non-Prescription Medication	28
G. Medication Dispensation Authorization Form	28
H. Parent to School Notification	28
I. Injury at School	29
J. Severe Allergic Reaction	29
<b>IX. Parental Involvement</b>	30
A. Parent Responsibilities	30
B. Complaint/Issue Resolution	30
C. Family Cooperation/Removal of Students Resulting From Parental Attitude	30
D. Parent Sign-in	31
E. Visitors	31
F. Releasing Students during the School Day	31
G. School Advisory Council	31
H. Parents' Association	31
I. Parent Photography Expectations	31
J. School News	32
K. Publications	32
L. School Directory	32
M. Lost and Found	32
N. Uniform Closet	32
<b>X. Safety</b>	33
A. Asbestos Notification	33
B. Earthquake Drills	33
C. Fire Drills	33
D. School Closure for Inclement Weather	33
<b>XI. Student Activities and Information</b>	35
A. Academic Tournaments	35

B. Altar Servers	35
C. School Service	35
D. Assemblies	35
E. Field Trips	35
F. Sacramental Prep	35
G. Student Council/Leadership	36
H. Youth Groups	36
I. Outdoor School	36
J. Food Items	36
<b>XII. Student Recognition</b>	37
<b>XIII. Student Information Disclosure</b>	38
A. Review of Student Education Records	38
B. Directory Information	38
C. Emergency Disclosure of Information	38
<b>XIV. Student Services</b>	39
A. Lunch Services	39
B. Milk Program	39
C. Telephone	39
D. Extended Care	39
<b>XV. Volunteers</b>	40
A. Volunteer Requirements	40
B. Volunteer Training Requirements	40
C. Volunteer Code	40
<b>XVI. Communication</b>	42-43

## **I. General Information**

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

Cathedral School has served the Portland area for over 100 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.*

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.

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

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

### **1. Be Christ-like:**

- I follow Jesus' teachings while making decisions
- I am reverent and pray in many forms
- I am committed to serving others
- I share my faith with others

### **2. Be a Life-long Learner:**

- I exhibit curiosity and enthusiasm for learning
- I speak and write clearly
- I use resources and my critical thinking skills to solve problems
- I try my best

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

- I am respectful, responsible, and safe
- I am an effective communicator
- I care for myself and the world around me
- I use my talents and gifts to help all God's creations

## **E. 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. Administrative Assistant**

The Administrative Assistant is responsible to the principal for the efficient operation of the school office and for the performance of all secretarial, clerical, and other assigned duties related to the principal's office and general school operation.



## **7. Parish Business Manager**

The Parish Business Manager is responsible to the pastor and maintains financial data for all school programs. Accounts payable and receivables are maintained and reported appropriately to the principal.

## **8. Other 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.

## **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 2014.

### **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**

The school year is divided into trimesters. An opportunity for parents and students to conference with teachers is scheduled at the appropriate times during the year. 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 preparation program, which includes the disciplines of Religion, 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 and State of Oregon mandates.

## E. Electronic Information/Communication System

(Also see Electronic Policy under Discipline)

*The mission of Cathedral School is to prepare students to be responsible citizens and life-long learners with strong Catholic values.*

In addition, the school believes that technology should be used as a vehicle of communication, analysis, and research in light of Catholic values and moral decision-making. Therefore, the school is committed to the integration and effective use of current and future technology to further the educational mission of the school and the Church's mission of spreading the Gospel to all people.

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

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

## F. Grading and Related Topics

### 1. Grade Equivalents

#### ***Primary (Grades PK-5)***

The following standards based grading scale is used 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

#### ***Middle School (Grades 6-8)***

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 and Music classes are Pass/Fail</i>					

## **a) Academic**

All students are expected to maintain a "C" at minimum in all academic courses.

Language Arts, Math, Science, Social Science, Religion, Spanish and Health make up the CORE curriculum. Physical Education, Music, 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 10 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 school prior to 10:00 a.m. for work to be picked up that same day at 3:10p.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.

## **G. 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 3 or 4 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 (including library books) must be returned in order for the child to participate in the ceremony.

## **H. 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.

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

Cathedral School participates in the Archdiocesan standards-based testing program three times per year. Each student's scores will be sent home. Teachers may be contacted for greater explanation of testing reports. Tests are used to determine general growth of each student and the progress and effectiveness of the curriculum. Tests are not for the purpose of ascertaining teacher effectiveness or a student's complete academic ability on a one year basis. Parents may request other types of tests, such as academic or psychological testing, from the local public school district at their own discretion.

## **J. School Library**

Cathedral School library contains hardbound and paperback books as well as magazines, CDs, and audio books. The following policies concerning the library have been established:

Materials are due back three weeks from the date they are checked out. Students may not check out materials if they have overdue, damaged or missing items. Reminders for overdue materials are emailed home each week. Students who have materials unaccounted for will be asked to return or pay for materials. Replacement cost will be charged for lost or damaged items. Reference materials may not be checked out of the library. Cathedral School reserves the right to withdraw check out privileges of students who repeatedly have overdue or lost books. **Refunds will not be given for materials that are found later.** All book fees are expected to be cleared by the end of each trimester.

### 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 \$500 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 one year.
- Have completed the Baptism of their children.

#### A. Application Process/Policy

Each school year, after the designated time for re-enrolling a student in Cathedral School, the school administration will survey and begin the admission policy for students new to the school. New students will be considered for possible enrollment based on the following criteria:

Parents will submit a completed Cathedral application form to the school office as per the timeline established.

Families will furnish pertinent educational, behavioral and social interaction background on students including standardized test results, and previous academic reports upon request.

When an opening occurs, applicants will be considered by the school administration in the following order:

1. Siblings of students enrolled at Cathedral School.
2. Baptised children from families new to Cathedral School who are registered members of Cathedral Parish.
3. Baptised children from families new to Cathedral School who are registered members of a Catholic Parish without a school.
4. Baptised children from families new to Cathedral School who are registered members of a Catholic Parish with a school.
5. Children from Catholic families who are not registered in a Catholic Parish.
6. Children from non-Catholic families.

**Parents are expected to agree to and comply with all aspects and expectations in supporting the school's mission and policies.** Applicants will be assessed as needed to determine their previous education preparation, which might include grades, test scores, teacher referrals, etc. Applicants and their families will take part in the Cathedral interview process. Students will visit the school and be evaluated. Upon satisfactory completion of the application process, admission to Cathedral School will be offered.

## **B. Entrance Requirements**

Pre-Kindergarten students must be four years old on or before September 1 of the year they enter school. Kindergarten students must be five years old on or before September 1 of the year they enter school. Students must have completed a year of kindergarten to be eligible for first grade. New students may be registered any time following these guidelines.

### **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. Special Needs Policy**

Cathedral School provides intentional assessment driven instruction in all content areas in order to meet the needs of all students. Cathedral School does not offer additional outside support or psychological services.

### **3. 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.

## **D. Delinquent Accounts**

All accounts owed to the school are to be paid in a timely fashion. Families with overdue accounts will not be allowed to register for the following year. Parents are 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. Families will be notified of the amount owed and report cards will be released to the parent when payment has been made.

## **E. Withdrawal Process**

Families withdrawing a student from Cathedral School should notify the principal in writing as soon as possible to ensure a smooth transition of student records.

## **F. Cancellation of Contract**

By June 30 of each academic year, programs are designed, books purchased and staff hired for the upcoming year. At the same time, waiting lists for closed classes begin to decline quickly as parents seek to confirm a September school placement for their children.

Cathedral school has established the following policy on cancellation of enrollment. A family who wishes to cancel their registration, but has completed the registration process and paid all necessary registration fees

must notify the school in writing of their intent to withdraw. The date of the written notification will determine the tuition amount due Cathedral School by the withdrawing family.

If written notification of withdrawal is received by June 1 of the year of enrollment, the family will not be held responsible for any further tuition or fees.

If written notification of withdrawal is received after June 1 but before August 15 of the year of enrollment, the family will be responsible for  $\frac{1}{4}$  of their total tuition fees.

If written notification of withdrawal is received after August 15 of the year of enrollment, the family will be responsible for  $\frac{1}{2}$  of their total tuition fees.

A family withdrawing from Cathedral will not be held accountable for tuition or fees beyond what is due at the date of withdrawal if:

The family relocates outside the metropolitan Portland area.

Serious events occur, which are beyond the control of the family, such as death of a family member or catastrophic illness.



## **IV. ATTENDANCE**

Regular attendance is required of all students by the School Laws of the State of Oregon. Parents have the primary responsibility to see their children are at school each day at the expected time. The school will investigate excessive absence and tardiness of individual students. Students who are not in school daily miss many opportunities for learning. Additionally, time taken by the teacher to “catch up” students who are tardy or absent is valuable time taken from the entire class. Families who are planning vacations are requested when possible to refer to the school calendar and plan school absences in conjunction with non-student days.

### **A. Reporting Process**

Parents are expected to notify the school office by 8:00 a.m. if their child will be tardy (more than 10 minutes) or absent from school that day.

### **B. Excused Absences**

The following reasons are considered excused absences: 1) student illness, 2) family illness at home requiring the student’s assistance, 3) family emergency, 4) court appearance, 5) funeral, 6) medical need, 7) other reasons with prearranged administrative approval. Students who are ill more than five days must present a doctor’s excuse for the absence. In all cases when a student is absent, the school should be notified through the office. A written excuse is expected when a student returns from an absence. The excuse should state the reason for the absence, the date and have a parent signature.

#### **1. Doctor or Dental Appointments**

Please schedule doctor/dental appointments outside regular school hours when possible. There are adequate non-school days during the year, which will assist this request.

#### **2. Homework during Absence**

Upon returning to school after an absence, a student is responsible for arranging for 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.

### **C. Truancy**

A student who is absent from school without a valid excuse for a period deemed unreasonable may be considered 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 will be withdrawn from school after 10 days of successive absence.

### **D. Tardiness and School Hours**

Morning supervision begins at 7:50 am. Students arriving between 7:50 am and 8:00 am will wait in the covered play area until the doors open. The doors open at 8:00 am and all students walk to their classes. Students arriving after the second bell rings at 8:10 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.

Upon arriving late at school, the student must report to the office to sign in as being tardy and receive a “tardy slip”. Please remember that being tardy causes a disruption in the classroom.

## **V. DISCIPLINE POLICIES AND RELATED INFORMATION**

The purpose of discipline is to maintain an atmosphere conducive to learning. Discipline is an aspect of moral guidance. Teachers want all students to learn, and expect all students to conduct themselves appropriately in school and when representing the school. 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 in regard to matters relating to student disciplinary issues and actions.

### **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. The school intends to promote respectful, responsible and safe behavior along with Christian values that create an orderly, nurturing and safe environment. See the Student/Parent Handbook for details of behavior expectations.

### **B. Bullying**

The faculty, staff, and students at Cathedral School are committed to making our school a safe and caring place. We will treat each other with respect, and we will refuse to tolerate bullying in any form.

Cathedral School defines bullying as follows:

*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 *Steps to Respect* program or *Second Step*
- Respond quickly and sensitively to bullying reports using the *Steps to Respect Process* and coaching models
- Look into all reported bullying incidents
- 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. Electronic Information/Communications Policy/Agreement**

### **Appropriate Use Policy and Guidelines**

Cathedral School offers on-line electronic information services including but not limited to the Internet and email ("information services") for students who participate in an orientation or training course. Cathedral School strongly believes in the educational value of such information services and recognizes the potential of such to support the curriculum and student learning in our school. The school's goal in providing this service is to promote educational excellence by facilitating resource sharing, innovation, and communication. Cathedral School staff will make reasonable efforts to prevent students from misusing the information services. However, a student is also responsible and must be continuously on guard to avoid inappropriate and/or illegal interaction while utilizing the school information services network.

### **D. Uniforms and Dress Code**

Students at Cathedral School are ambassadors for the school when they are in uniform. Uniforms convey a sense of belonging, school unity, and pride. All students are expected to come to school in uniform, neatly and modestly dressed. Shirts must be buttoned and tucked in. All uniform clothing must be properly fitting and conform to the uniform guidelines listed in the charts below.

All students must be well groomed and present themselves in a manner consistent with and respectful of our Catholic learning environment. Hair must be clean, well maintained, and retain a natural hair color. Boys' hair length should be out of their eyes and off of their collars. Makeup and nail polish, if worn, must be modest and lightly applied. 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.

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

### **Uniform Guidelines**

#### **Dennis Uniform**

- [www.dennisuniform.com](http://www.dennisuniform.com)
- order online or visit their store at 105 SE Hawthorne Blvd., Portland, OR, 97214
- Cathedral School's code is 25208

#### **Land's End**

- [www.landsend.com](http://www.landsend.com)
- order online or visit your local Sears store
- Cathedral School's code is 9000-3786-2

## Boys PreKindergarten-5th Grade

	Regular Day	Mass and POW Day
<b>Shorts and Pants</b>  Dennis and Lands End only	Solid navy twill pants or shorts with navy, black, or brown belt. Belt not required in PK and K. Elastic waist solid navy twill pants and shorts allowed in PK and K.	Solid navy twill pants or shorts with navy, black, or brown belt. Belt not required in PK and K. Elastic waist solid navy twill pants and shorts allowed in PK and K.
<b>Shirts</b>  Dennis and Lands End only	Solid red, navy, or white long- or short-sleeved polo shirt. Cathedral crest logo optional.	Solid red, navy, or white long- or short-sleeved polo shirt <b>with Cathedral crest logo</b> .
<b>Outerwear</b>  Approved Cathedral Vendors only	<p><b>Sweater (Dennis or Lands End):</b> solid red sweater, cardigan, or vest with Cathedral crest logo</p> <p><b>Fleece (Dennis only):</b> solid red fleece ¼ zip pullover, front-zip jacket, or front-zip vest with Cathedral crest logo</p> <p><b>Sweatshirt (Dennis or Lands End):</b> solid red crewneck sweatshirt with Cathedral crest logo</p> <p><b>Hooded Sweatshirt (purchased from CYO):</b> solid red Cathedral School hooded sweatshirt</p>	<p><b>Sweater (Dennis or Lands End):</b> solid red sweater, cardigan, or vest with Cathedral crest logo</p> <p><b>Fleece (Dennis only):</b> solid red fleece ¼ zip pullover, front-zip jacket, or front-zip vest with Cathedral crest logo</p> <p><b>Sweatshirt (Dennis or Lands End):</b> solid red crewneck sweatshirt with Cathedral crest logo</p>
<b>Shoes</b>	Athletic shoes or dress shoes (closed toe and covered heel required)	Athletic shoes or dress shoes (closed toe and covered heel required)
<b>Socks</b>	Visible socks of predominantly one color: red, navy, or white	Visible socks of predominantly one color: red, navy, or white

Boys Middle School		
	Regular Day	Mass and POW Day
Shorts and Pants  Dennis and Lands End only	Solid khaki twill pants or shorts with navy, black, or brown belt.	Solid khaki twill pants or shorts with navy, black, or brown belt.
Shirts  Dennis and Lands End only	Solid red, navy, or white long- or short-sleeved polo shirt. Cathedral crest logo optional.	Solid red, navy, or white long- or short-sleeved polo shirt <b>with Cathedral crest logo.</b>
Outerwear  Approved Cathedral Vendors only	<b>Sweater (Dennis or Lands End):</b> solid navy sweater, cardigan, or vest with Cathedral crest logo  <b>Fleece (Dennis only):</b> solid navy fleece ¼ zip pullover, front-zip jacket, or front-zip vest with Cathedral crest logo  <b>Sweatshirt (Dennis or Lands End):</b> solid navy crewneck sweatshirt with Cathedral crest logo  <b>Hooded Sweatshirt (purchased from CYO):</b> solid navy Cathedral School hooded sweatshirt  <u>8<sup>th</sup> Grade only:</u> Custom grey 8 <sup>th</sup> Grade sweatshirt	<b>Sweater (Dennis or Lands End):</b> solid navy sweater, cardigan, or vest with Cathedral crest logo  <b>Fleece (Dennis only):</b> solid navy fleece ¼ zip pullover, front-zip jacket, or front-zip vest with Cathedral crest logo.  <b>Sweatshirt (Dennis or Lands End):</b> solid navy crewneck sweatshirt with Cathedral crest logo
Shoes	Athletic shoes or dress shoes (closed toe and covered heel required)	Athletic shoes or dress shoes (closed toe and covered heel required)
Socks	Visible socks of predominantly one color: red, navy, or white	Visible socks of predominantly one color: red, navy, or white
P.E. Uniform  7 <sup>th</sup> and 8 <sup>th</sup> Grade only	White Cathedral T-Shirt (purchased from school) with solid black or navy shorts (white trim and small logos on the leg permitted)	

Girls PreKindergarten-5th Grade		
	Regular Day	Mass and POW Day
Skirts, Skorts, Shifts, and Jumpers  Dennis and Lands End only	Hamilton plaid in approved styles. Skirts, skorts, shifts, and jumpers must be no more than three inches above the knee. Girls should wear bike shorts under skirts and jumpers.	Hamilton plaid in approved styles. Skirts, skorts, shifts, and jumpers must be no more than three inches above the knee. Girls should wear bike shorts under skirts and jumpers.
Shorts and Pants  Dennis and Lands End only	Solid navy twill pants or shorts with navy, black, or brown belt. Belt not required in PK and K. Elastic waist solid navy twill pants and shorts allowed in PK and K.	Solid navy twill pants or shorts with navy, black, or brown belt. Belt not required in PK and K. Elastic waist solid navy twill pants and shorts allowed in PK and K.
Shirts  Dennis and Lands End only	Solid red, navy, or white long- or short-sleeved polo shirt in approved styles. Cathedral crest logo optional.	Solid red, navy, or white long- or short-sleeved polo shirt in approved styles <b>with Cathedral crest logo</b> . No logo required with shifts and jumpers
Outerwear  Approved Cathedral Vendors only	<b>Sweater (Dennis or Lands End)</b> : solid red sweater, cardigan, or vest with Cathedral crest logo  <b>Fleece (Dennis only)</b> : solid red fleece ¼ zip pullover, front-zip jacket, or front-zip vest with Cathedral crest logo  <b>Sweatshirt (Dennis or Lands End)</b> : solid red crewneck sweatshirt with Cathedral crest logo  <b>Hooded Sweatshirt (purchased from CYO)</b> : solid red Cathedral School hooded sweatshirt	<b>Sweater (Dennis or Lands End)</b> : solid red sweater, cardigan, or vest with Cathedral crest logo  <b>Fleece (Dennis only)</b> : solid red fleece ¼ zip pullover, front-zip jacket, or front-zip vest with Cathedral crest logo  <b>Sweatshirt (Dennis or Lands End)</b> : solid red crewneck sweatshirt with Cathedral crest logo
Shoes	Athletic shoes or dress shoes (closed toe and covered heel required)	Athletic shoes or dress shoes (closed toe and covered heel required)
Socks and legware  Leggings from Dennis and Lands End only	<b>Socks</b> : Visible socks of predominantly one color: red, navy, or white <b>Tights</b> : solid red, navy, or white tights <b>Leggings</b> : navy ankle length leggings in approved styles worn with visible socks	<b>Socks</b> : Visible socks of predominantly one color: red, navy, or white <b>Tights</b> : solid red, navy, or white tights <b>Leggings</b> : navy ankle length leggings in approved styles worn with visible socks

Girls Middle School		
	Regular Day	Mass and POW Day
Skirts, Skorts, Shifts, and Jumpers  Dennis and Lands End only	Hamilton plaid or khaki in approved styles. Skirts, skorts, shifts, and jumpers must be no more than three inches above the knee. Girls should wear bike shorts under skirts, shifts and jumpers.	Hamilton plaid or khaki in approved styles. Skirts, skorts, shifts, and jumpers must be no more than three inches above the knee. Girls should wear bike shorts under skirts, shifts and jumpers.
Shorts and Pants Dennis and Lands End only	Solid khaki twill pants or shorts with navy, black, or brown belt.	Solid khaki twill pants or shorts with navy, black, or brown belt.
Shirts  Dennis and Lands End only	Solid red, navy, or white long- or short-sleeved polo shirt in approved styles. Cathedral crest logo optional.	Solid red, navy, or white long- or short-sleeved polo shirt in approved styles <b>with Cathedral crest logo</b> . No logo required with shifts and jumpers.
Outerwear  Approved Cathedral Vendors only	<p><b>Sweater (Dennis or Lands End):</b> solid navy sweater, cardigan, or vest with Cathedral crest logo</p> <p><b>Fleece (Dennis only):</b> solid navy fleece ¼ zip pullover, front-zip jacket, or front-zip vest with Cathedral crest logo</p> <p><b>Sweatshirt (Dennis or Lands End):</b> solid navy crewneck sweatshirt with Cathedral crest logo</p> <p><b>Hooded Sweatshirt (purchased from CYO):</b> solid navy Cathedral School hooded sweatshirt</p> <p><u>8<sup>th</sup> Grade only:</u> Custom grey 8<sup>th</sup> Grade sweatshirt</p>	<p><b>Sweater (Dennis or Lands End):</b> solid navy sweater, cardigan, or vest with Cathedral crest logo</p> <p><b>Fleece (Dennis only):</b> solid navy fleece ¼ zip pullover, front-zip jacket, or front-zip vest with Cathedral crest logo.</p> <p><b>Sweatshirt (Dennis or Lands End):</b> solid navy crewneck sweatshirt with Cathedral crest logo</p>
Shoes	Athletic shoes or dress shoes (closed toe and covered heel required)	Athletic shoes or dress shoes (closed toe and covered heel required)
Socks and legware  Leggings from Dennis and Lands End only	<p><b>Socks:</b> Visible socks of predominantly one color: red, navy, or white</p> <p><b>Tights:</b> solid red, navy, or white tights</p> <p><b>Leggings:</b> navy ankle length leggings in approved styles worn with visible socks</p>	<p><b>Socks:</b> Visible socks of predominantly one color: red, navy, or white</p> <p><b>Tights:</b> solid red, navy, or white tights</p> <p><b>Leggings:</b> navy ankle length leggings in approved styles worn with visible socks</p>
P.E. Uniform 7 <sup>th</sup> and 8 <sup>th</sup> Grade only	White Cathedral T-Shirt (purchased from school) with solid black or navy shorts (white trim and small logos on the leg permitted)	

**Free Dress:** From time to time, students may enjoy free dress days, typically the last Friday 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 sweat pants, 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 should 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 should be clean and properly fitting (not overly tight or over-sized). Clothing should 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.



## **VI. EMERGENCIES**

### **A. Emergency Information**

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

### **B. Emergency Information 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 date of the latest tetanus immunization/booster;
- 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 some situations it may be necessary to have a school lockdown. As per police recommendations, the following procedures will be implemented for a school lockdown:

- Doors will be locked;
- Drapes and/or 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**

Should the need to close school due to an emergency or facility problem occur the change will be posted on the school website. If the school is closed during the day, parents will be notified as soon as possible via telephone and/or email. 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, books/technology, and any special program fees, which occur throughout the year.

### **C. Fundraising**

Parents are expected to pay a one-time, yearly tax deductible donation of \$400.

### **D. Run 4 Cathedral**

The Run 4 Cathedral is the school's annual jog-a-thon. Conducted in the fall, all funds raised through the Run are used for curriculum enhancement. The schools' art program, contracted through The Oregon College of Art and Craft, is funded entirely by Run 4 Cathedral. Other programs include class field trips, author visits, assemblies, and a portion of the costs of the 4<sup>th</sup> grade Oregon Trail Overnight and the 6<sup>th</sup> grade Outdoor School. All families are expected to participate in the Run 4 Cathedral and generate at least \$100 sponsorship per student.

### **E. Tuition**

Cathedral School is funded by tuition, subsidy to the school from the parish, the annual auction, and a variety of revenue sources such as donations, interest from investments, facility rental, Archdiocese Financial Aid Grant and subsidies from other parishes for their parishioner students that attend Cathedral. All the components and responsibilities of tuition are defined and detailed on the tuition contract parents complete each year. 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, business manager and pastor determine the awards. Families are expected to carry through with the remaining financial commitment. All financial aid awards are kept confidential.

Applications for tuition assistance can be found online at [www.factstuitionaid.com](http://www.factstuitionaid.com). Copies are available in the business manager's office if needed. 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**

Specific policies regarding payment of tuition are explained on the registration forms.

## **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 100.5 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 Archdiocesan schools must provide a signed Certificate of Immunization Status (CIS) form documenting either evidence of immunization or a medical exemption prior to initial attendance.

### **C. Medication**

A Medication Administration Form must be completed by a parent to request the school to administer medication to a student. Requests shall include the written instructions of the physician for the administration of a prescription medication to a student or the written instructions of the parent for the administration of a nonprescription medication to a student. A prescription label will be deemed sufficient to meet the requirements for written prescription.

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

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

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

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

1. Written instructions from the doctor which include:
  - Name of student
  - Name of medication
  - Dosage
  - Time and/or frequency of administration
  - Method of administration (e.g., mouth, nose, ear, etc.)

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. "Take as directed" or "as needed" cannot be taken as specific direction.
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 druggist 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 past the end of the school year will be destroyed.

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

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

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. Since 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.

#### **F. Non-Prescription Medication**

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

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

#### **G. Medication Dispensation Authorization Form**

Medications, both prescription drugs and over-the-counter items (throat lozenges, vitamin C, etc.) will be administered in the school office only upon receipt of the appropriately completed Medication Dispensation Authorization Form. This form is posted on the school website and is also available in the school office.

#### **H. Parent to School Notification**

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

so ill that they cannot participate in normal school activities including recess and P.E., or who may communicate their illness to others, may not be sent to school under any circumstances.

If a student should become ill during school hours, the parents will be contacted to provide transportation home. Emergency forms are filled out the first of the year and these are to be updated throughout the year when any changes are made in doctors, phone numbers, whom to contact if you are not home, etc.

### **I. Injury at School**

When children are injured at school or complain of an injury, the school personnel will examine the child and try to determine the severity. Parents will always be notified if there is a doubt that the injury is not minor and short-lived.

### **J. Severe Allergic Reaction**

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

It is the parents' responsibility to notify the school of a child's severe allergic reaction. 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.

Safety practices will be put into place whenever there is a student in the school who requires them as part of their safety plan. Examples of safety practices include providing nut-free lunch tables and classrooms, or eliminating latex products from the 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**

**Community:** Cathedral School is a Catholic Community bound together by a common goal – the value-centered education of our children. Four separate groups – faculty, parents, students, and staff – 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. Our community should be inclusive and our members should be willing to be committed and responsible for the rules of the community. Active alumni and parishioners further enhance our community.

### **A. Parent Responsibilities**

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 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., the Book Fair);
5. Providing support for fundraising events (e.g., Run 4 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 should first be directed to the child's classroom teacher.

Understanding that a teacher has 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. 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**

It is important to **STOP at the office** when visiting or volunteering in a classroom. **All visitors must report to the office, be signed in, and wear a visitor badge.** Items left for students should be delivered to the office to be taken to the classroom by office staff. We try to keep classroom disruptions to a minimum and learning time to a maximum.

#### **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. Ordinarily, the parent/guardian's authorization to release a student to a non-parent/guardian should be in writing. An ill student will be released only to a parent or authorized person as listed on the Emergency Information Form. Please sign out at the main office.

#### **G. School Advisory Council**

The Cathedral School Advisory Council is the chief consultative body to the principal on matters of administration and policy. It fulfills an important role by recommending policy to the principal and supporting the mission of the school.

Council members can be either elected or appointed and serve a three-year term in which they are expected to attend all meetings and sit on one of the following committees:

- Communications
- Development
- Finance
- Marketing

The Advisory Council meets regularly throughout the school year. An agenda is established approximately one week before. Parents wishing to attend a meeting are welcome. Items to be discussed by the Council must be on the agenda. Parents wishing to be on the agenda to speak or present a topic for discussion should contact the Advisory Chair or the Principal.

Topics brought to the council will not be discussed until added to the agenda. Administrative and personnel issues are not the council's responsibility and are not discussed in Council meetings.

#### **H. Parents' Association**

The Parents' Association promotes and stimulates interest in activities that ultimately benefit the students of Cathedral School. Activities of this organization must have the approval of the principal and/or the pastor. The objectives also shall include the utmost cooperation among parents, students and teachers for their mutual benefit. The Parents' Association sponsors the wreath sale, community events, volunteerism, and assists the teachers in a variety of ways. All parents and school staff are members of the Parents' Association.

#### **I. 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, POW, Assemblies, Plays, Talent Show, First Communion, etc....

During the course of the school year, a parent(s) may be asked by the school to take pictures for a specific purpose or project (i.e. auction slide show). When this occurs, the following expectations are to be followed:

1. Parents must sign in at the office and wear a visitor's badge.
2. Parents may take pictures only in classrooms or other areas where arrangements have been made with the classroom teacher or another staff member, always with express permission of the principal.

Photographs taken on behalf of Cathedral School become the property of the school. Once a project is complete, all photos are to be turned in to the Administrative Assistant in the form of a disc or USB drive. In addition, the photos are to be deleted from the photographer's camera, memory cards, and personal computer.

#### **J. School News**

Cathedral School communicates with families via email and the school's website. Parents are encouraged to access the website for information and schedules. All communication is reviewed and approved by the school administration prior to dissemination.

#### **K. Publications**

School publications, productions, displays or websites which are school-sponsored or part of the school's educational program are subject to review and evaluation by the school administration. The final decision about the suitability of any material in question shall rest with the principal prior to publication, production or display.

Any non-school sponsored publication wishing to be distributed through or at the school must comply with the above stated review.

#### **L. School Directory**

The purpose of the school directory is to serve as a resource in communicating with our families concerning approved school activities, functions, and programs with the authorization of the school/parish administration. 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.

Class information distributed through email must be approved and sent by the teacher or the school office.

#### **M. Lost and Found**

Items lost and/or found will be placed in the Lost and Found area in the courtyard vestibule. All unclaimed articles will be given to charity at winter and spring breaks as well as the end of the school year, or included in our uniform recycle at the end of August.

#### **N. Uniform Closet**

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



## **X. SAFETY**

### **A. Asbestos Notification**

Uncontrolled asbestos contamination in buildings can be a significant environmental and public health problem. Both the public and private sectors have been dealing with the asbestos issue for many years. In 1986, Congress enacted the Asbestos Hazard Emergency Response Act (AHERA) primarily to require school districts to identify asbestos-containing materials (ACM) in their school buildings and take appropriate actions to control the release of asbestos fibers. In 1987, the U.S. Environmental Protection Agency (EPA) finalized a regulatory program which enforces the AHERA.

In compliance with the AHERA regulations, we had our school facilities inspected by an EPA accredited building inspector. During the inspection, samples were taken of building materials suspected of containing asbestos. The results of the inspection and laboratory analysis of the samples have confirmed the presence of ACM in portions of the school facilities. It is important to note that these materials are in a form and condition that does not pose a health threat to students, faculty or employees.

With confirmation of the presence of ACM, an Asbestos Management Plan was developed for our schools by an EPA accredited management planner. The Management Plan includes the inspection and physical assessment reports, the training program for our custodial and maintenance personnel, the plans and procedures to be followed to minimize disturbance of the asbestos-containing materials, and a program for regular surveillance of the ACM. Every three years, a reinspection by an accredited inspector must be conducted on all friable and non-friable known or assumed asbestos containing building materials (ACBM) to determine whether the condition of the ACBM has changed and to make recommendations on managing or removing the ACBM.

During the 2016/17 school year we will conduct two periodic surveillance inspection in the fall of 2016 and spring of 2017 to check the condition of the asbestos and to determine if any action is needed.

For further details on the locations of the ACBM or on the asbestos activities, you are welcome to review a copy of the Asbestos Management Plan in our school administrative office during regular office hours. Mr. David Hodgins, Risk Management/Environmental Coordinator of the Archdiocese of Portland, is our asbestos program coordinator and all inquiries regarding the plan should be directed to him at (503) 233-8313.

### **B. Earthquake Drills**

During an earthquake or any ground shaking, students and staff *duck, cover and hold*. When the ground stops shaking, the situation is evaluated and evacuation follows. Earthquake drills are practiced on a regular basis, both within individual classrooms and school-wide.

### **C. Fire Drills**

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

### **D. 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. ***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, such as speech, math, spelling and computer are sponsored for the students.

### **B. Altar Servers**

Altar servers are usually trained in the fourth grade under the direction of the pastor.

### **C. 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 coin drive during Catholic Schools Week, kindergarten "sack project" for Potluck in the Park, 1<sup>st</sup> & 5<sup>th</sup> grade Easter baskets for Cares NW, 2<sup>nd</sup> & 6<sup>th</sup> grade "Mac Attack" macaroni & cheese drive for the Portland Police Sunshine Division, 3<sup>rd</sup> grade visits to the Providence Center for Medically Fragile Children, 4<sup>th</sup> grade visits to The Oregon Food Bank, 5<sup>th</sup> grade fall food drive, 7<sup>th</sup> grade sugar & spice drive for Blanchet House, 8<sup>th</sup> grade dodgeball tournament, and 8<sup>th</sup> grade sock project for Potluck in the Park.

### **D. Assemblies**

Assemblies for students are held for a variety of reasons. All assemblies are meant to be a positive and spirit-building gathering. Curriculum enrichment assemblies are also scheduled throughout the school year.

### **E. Field Trips**

Field trips are for the purpose of introducing and supplementing classroom learning experiences. When a field trip is planned, a description of the trip with requested permission will be sent home. An all school event will not be treated as a field trip.

For each field trip the following information should be available:

1. Signed parental permission is necessary for the student to leave the school grounds. Phone calls giving permission for field trips are not acceptable. A signed fax will, however, allow a student to attend a specific field trip.
2. 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.
3. Proof of Insurance forms, background checks, and Called to Protect training should be complete and on file in the school office.
4. Parents are not allowed to bring siblings or other children along on field trips.

### **F. Sacramental Preparation**

The 2<sup>nd</sup> grade teacher and Religious Liaison coordinate First Reconciliation and First Eucharist in collaboration with the Parish Religious Education Program.

### **G. Student Council/Leadership**

Students in grades 5-8 will have the opportunity to learn and practice leadership skills. An advisor will work with students to complete a variety of school activities, services, recognitions or events in which all grades can participate.

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

Girl Scouts, Camp Fire Girls and Boys, 4-H, Cub and Boy Scouts may be organized each year depending upon interest and available leaders.

Several sports programs are available through CYO, including volleyball, basketball, and track & field. CYO is independent of Cathedral School, and information is disseminated from the Athletic Director to Cathedral School and parish families.

### **I. Outdoor School**

It is our hope that sixth grade students will attend a 3 to 5-day program at a facility approved by Multnomah County ESD. The program usually occurs in the spring.

### **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 should not be brought for "birthday" or other group snacks.

School snack items brought by students for recess or morning breaks should not include candy items. More healthy items such as fruit/granola or cereal snacks are expected.

## **XII. STUDENT RECOGNITION**

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

Students who follow the behavior expectations are recognized with an “Honored Cougar” award, which gets entered into a weekly drawing for prizes and special activities. Whole classrooms that follow these expectations are recognized through a variety of “Golden” awards every other week and monthly along with wooden “Cathedral” tokens. Free dress will be awarded to classes that meet their token goal on the last Friday of each month.

Seven times during the school year we recognize one student per class who has consistently shown the characteristics of a successful learner. These characteristics are Community, Faith, Respect, Compassion, Empathy, Leadership, and Work Ethic.

### **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 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, home and cell telephone listings 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 \$4.00 per student per day. Lunches are ordered online and pre-paid through [www.orderlunches.com](http://www.orderlunches.com). Menus will be distributed home to families via the webpage calendar and [orderlunches.com](http://orderlunches.com).

Brown bag lunches are available to purchase Tuesday, Wednesday, and Thursday from an outside vendor, My Lunchbox. Lunches are ordered and paid through their website, [www.my-lunchbox.net](http://www.my-lunchbox.net).

### **B. Milk Program**

The school has milk available for all students each day. Milk is provided with the purchase of hot lunch. Milk must be purchased for consumption on non-hot lunch days. There is a \$30 yearly charge for milk. Milk tickets are purchased through the school office and online via the school webpage.

### **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 7:00am to 7:50am, and afternoon care is offered immediately after school until 6:00pm. Extended Care is offered all school days, including early release days, as well as teacher in-service days and conferences. Extended Care is closed on holidays and during school breaks (Thanksgiving, Christmas, Spring, Summer). 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 preregistered for the Cathedral School Extended Care program. Registration forms are available on the school website. The completed forms must be returned to the Extended Care Director; the registration fee will be charged via FACTS. Forms and fee information are available on the school website.

## **XV. VOLUNTEERS**

Volunteers serve to enhance the school's ability to provide for the students' development and to benefit the school. They serve in a variety of capacities, which include, but are not limited to: School Advisory Council and committees, Parents' Association Board and committees, classroom assistance to teachers, cafeteria/hot lunch program, room parents, field trip assistants, assistance in various parish programs, and other activities relating to the talents and gifts of the volunteer population.

### **A. Volunteer Requirements**

Each family is required to volunteer a minimum of 20 hours per family. Volunteer hours can be any combination of school and parish hours. Specific requirements are:

- **Volunteer in Parish (St. Mary's Cathedral parishioners)**  
All families receiving "In-Parish" tuition are asked to complete volunteer hours directly related to the parish (e.g. Eucharistic Minister, Children's Liturgy, Money Counter, serve on a parish council or committee, Altar Server etc.)
- **Special Volunteer Events**  
Parents are expected to work at least one Special Event (Back to School BBQ, Special Friends' Breakfast, Art Show, Spaghetti Dinner, etc.)
- **Run 4 Cathedral**  
All families are expected to participate in the Run 4 Cathedral and generate at least \$100 sponsorship per student.
- **Book Fair**  
All families are expected to work one 2-hour shift.

### **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 "called to Protect" training and complete yearly online updates. No person is allowed to volunteer with students until they have completed both the background check and "called to Protect" training. The school further reserves the right to decline to accept the services of a volunteer, or to withdraw from service in school activities whenever, in the judgment of the school, it is in the best interest of the school to do so.

### **C. Volunteer Code**

Volunteers are here to serve our school age children. Younger siblings often take the volunteers attention and detract from the learning environment and the work at hand. Therefore childcare arrangements should be made for your younger children when volunteering in school.

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

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

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

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



pastor of the parish.

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

## **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 (see the table next page to identify 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 policy</li> <li>• Archdiocesan policy</li> <li>• School expenditures</li> <li>• Facility/Plant Improvements</li> <li>• Curriculum</li> <li>• Marketing/Advertising</li> <li>• Development</li> <li>• New Families</li> <li>• Fundraising</li> <li>• Concerns or suggestions regarding school administration</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>• Support Principal</li> <li>• Customer Service Agent: Students, Parents, Public</li> <li>• Attendance</li> <li>• Ordering</li> <li>• Office Services</li> <li>• Health Room</li> <li>• Building Rental</li> </ul>	Administrative Assistant
<ul style="list-style-type: none"> <li>• Fees &amp; Tuition</li> <li>• FACTS Tuition Management</li> </ul>	Parish Business Manager
<ul style="list-style-type: none"> <li>• Back to School BBQ</li> <li>• Special Friends' Breakfast</li> <li>• Wreath Sale</li> <li>• Spaghetti Dinner</li> <li>• Staff Appreciation Week</li> </ul>	Parents' Association President
<ul style="list-style-type: none"> <li>• If you are in need of assistance beyond that which is available through the principal...</li> </ul>	The Pastor