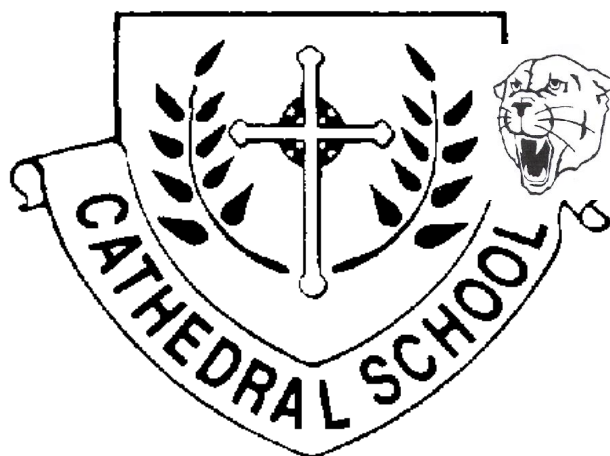


CATHEDRAL CATHOLIC SCHOOL STUDENT/PARENT HANDBOOK



Established 1896

110 NW 17TH AVENUE
PORTLAND, OR 97209
www.cathedral-or.org

Cathedral Catholic School

110 NW 17th Avenue
Portland, OR 97209
2014-2015

| | |
|--------------------------|----------------------------|
| Phone: | 503 - 275 - 9370 |
| Fax: | 503 - 275 - 9378 |
| Attendance Line/message: | 503 - 275 - 9370 |
| Attendance e-mail: | fdeclercq@cathedral-or.org |
| Doors Open: | 8:00 a.m. |
| Tardy Bell: | 8:10 a.m. |
| Dismissal: | 3:10 p.m. |

| | |
|------------------------------------|---|
| Pastor: | Msgr. Patrick Brennan |
| Principal: | Mrs. Amy Biggs |
| Kindergarten: | Mrs. Kate Gobel |
| 1st Grade: | Mrs. Stephanie McCoy |
| 2nd Grade: | Mrs. Andrea McMahon |
| 3rd Grade: | Mrs. Ingrid Trachtenbarg |
| 4th Grade: | Mrs. Sophia Penkala |
| 5th Grade: | Miss Alexandra Hart |
| 6th Grade, MS Social Science: | Mrs. Megan Aguon |
| 7th Grade, MS Language Arts: | Mr. David Exley |
| 8 th Grade, MS Science: | Mrs. Liane Rae |
| Middle School Math: | Mrs. Sarah Wellnitz |
| Middle School Language Arts: | Mrs. Gabi Kilkenny |
| Spanish Specialist & MS Health: | Mrs. Shelby Walker |
| P.E. Specialist: | Mr. Joe Nadalsky |
| Music Specialist: | Mrs. Barb English |
| Library & Media Specialist: | Mrs. Cindy Glenn |
| OCAC Art Specialist: | Mrs. Karen Tomlinson |
| Instructional Assistants: | Ms. Sara Strong Mrs. Julie Kempster Mrs. Rosanne Petersen Miss Katie Odiorne Mr. Mark Hernandez |
| IA/Extended Care Director: | Ms. Stacy Murphy |
| Administrative Assistant: | Mrs. Susan Hatley |
| Receptionist: | Ms. Fernanda De Clercq |
| Development Coordinator: | Mrs. Tracy Niedermeyer |
| Bookkeeper: | Mrs. Jennifer Overbay |
| Maintenance: | Mr. Jim Russell |

Vision

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

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 the Mission Statement, Cathedral Catholic 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.

Cathedral School Wide Learning Expectations

Cathedral School students continue to grow throughout their lives in...

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.

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.

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.

Positive Behavior Support

PBS is an approach to creating a safe and productive learning environment where teachers can teach and all students can learn. Instead of waiting for misbehavior to occur and reacting to that misbehavior, PBS focuses on teaching behavioral expectations in all school settings and rewarding students for following them. The purpose of school-wide PBS is to establish a climate in which appropriate behavior is the norm.

Here at Cathedral, we have developed a matrix of our behavior expectations in all areas of school (see page 5) Students who follow these expectations are recognized with an "Honored Cougar" award, which get 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.

Every Two Weeks Golden Awards:

Golden Lunchbox - class with the best (and cleanest) cafeteria behavior

Golden Whistle - class with the best playground behavior

Golden Cross - class with the most reverent behavior during religious services

Monthly Golden Awards:

Golden Clock - class with the lowest number of tardies in a month

Golden Cougar - class with the lowest number of absences in a month

Golden Book - class with the lowest number of overdue books in a month

Recognition of Students

Five times during the school year, we recognize one student per class who has consistently shown the characteristics of a successful learner.

October: **Work Ethic** - to follow directions, to strive for quality, to show a positive attitude for learning, to complete assignments within a given time period.

November: **Responsibility** - to accept and follow school routines and expectations, to complete and return homework, to be organized.

January: **Community** - to be honest, truthful, kind, think of the needs of others and help those in need along with using talents to serve God and God's people.

February: **Compassion** - to demonstrate concern for others, to be caring and helpful to others.

April: **Respect** - to respect individual differences and the rights of others, to respect the school environment and materials, to show respect for the ideas of others.

May: **Faith** - to live as Jesus did and love others as he taught, to care for the world God made and all of God's creatures, to show an understanding of the Catholic Faith and live by those values.

Cathedral Expectations

| Expectation | Classroom | Hallway | Services & Assembly | Cafeteria | Playground | Arrival & Dismissal |
|-----------------------|---|---|---|--|---|--|
| Be Respectful | <ul style="list-style-type: none"> • Raise hand before speaking • Cooperate with others • Be a good listener | <ul style="list-style-type: none"> • Keep your hands to yourself • Keep noise level to a minimum • Be aware of others around you | <ul style="list-style-type: none"> • Listen and appropriately participate • Respect personal space • Be reverent during services | <ul style="list-style-type: none"> • Use your inside voice • Say "please" and "thank you" • Allow anyone to sit next to you | <ul style="list-style-type: none"> • Invite people to play • Take turns & play fairly • Be a good winner or loser | <ul style="list-style-type: none"> • Walk to the designated waiting area and wait quietly until doors open • Quietly walk to class |
| Be Responsible | <ul style="list-style-type: none"> • Do your best work • Keep materials and space organized | <ul style="list-style-type: none"> • Keep your hands to yourself • Go where you are going in a timely manner | <ul style="list-style-type: none"> • Keep your eyes on your teacher for directions • Use good audience behavior • Follow dress code expectations | <ul style="list-style-type: none"> • Clean up after yourself • Sit quietly and wait to be dismissed • Recycle | <ul style="list-style-type: none"> • Take care of equipment • Use problem solving strategies • Follow the rules | <ul style="list-style-type: none"> • Go directly from drop off to designated waiting area or to class • Walk |
| Be Safe | <ul style="list-style-type: none"> • Keep your hands and feet to yourself • Use materials properly | <ul style="list-style-type: none"> • Always walk • Be aware of the people around you | <ul style="list-style-type: none"> • Enter and exit in an orderly way • Keep your hands and feet to yourself | <ul style="list-style-type: none"> • Always walk • Obey the signals of the monitors | <ul style="list-style-type: none"> • Use equipment properly • When the whistle blows, Stop & Walk • Respect personal space | <ul style="list-style-type: none"> • Follow directions • Wait quietly • Walk |

General Guidelines

The purpose of these guidelines is to ensure student safety and responsible behavior. We believe that all adults are teachers for all students at Cathedral. All adults are expected to give feedback to students at Cathedral as appropriate.

Guidelines for Responsible Student Behavior

Students are expected to:

- Participate in creating a cooperative, responsible, and friendly environment at Cathedral Catholic School.
- Accept responsibility for their own actions by making thoughtful choices.
- Follow reasonable directions given by teachers and staff.
- Be courteous, considerate, and respectful to others.
- Walk in the building and designated walking areas outside.
- Keep desk, classroom, playground, hallways, and restrooms clean and litter free.
- Go directly to the outside waiting area or classroom when arriving at school.
- Be in the building or classroom only when a teacher is present.
- Leave gum, candy, toys, and game cards at home.
- Keep hands and feet to themselves.
- Use appropriate language and gestures at all times.
- Wear hats outside, not in the building.
- Use materials and equipment appropriately, and use other's property only with their permission.
- Leave the school area at dismissal. (Unless accompanied by a parent)
- Be on time. School doors open at 8:00 a.m. daily and the dismissal bell rings at 3:05 p.m. Supervision begins outside at 7:50 a.m. therefore students should not be on school grounds any earlier than 7:50 a.m. unless they are going to Vermont Hills morning care.
- Come to school dressed safely and ready to learn.
- Remember to have appropriate tennis shoes on P.E. day.
- Dismount bikes, skateboards and scooters before coming onto the school grounds and walk safely to the designated area. Heelies must be removed before coming onto school grounds.

At Cathedral we are...

Respectful,

Responsible,

and Safe!

Student Behavior Referrals

Teachers are responsible for handling all student behavior issues, both inside and outside the classroom. When student behavior warrants, an FYI is issued. FYI forms are exactly that- For Your Information; a tool teachers use to communicate with parents regarding their student's behavior. When you receive an FYI form please discuss the behavior with your student. When the behavior is repeated or escalated, a Referral form is issued. Teachers use Referral forms to communicate serious behavior issues with parents. Student behavior warranting a Referral form may be referred to the principal for intervention.

The following list includes examples of possible behaviors meriting an FYI or Referral form:

Swearing/Vulgarity

- swearing
- inappropriate hand gestures
- inappropriate sexual connotations
- inappropriate language

Vandalism/Theft

- teasingly taking others' possessions
- thoughtlessly or purposely damaging property
- careless accidents

Classroom Disruption

- repeated talk-outs/side-talk
- silly answers/attention getting
- noise making/lack of focus (annoyances)
- stopped learning process
- behavior repeated after correction

Defiance

- ignoring reasonable request
- refusing or ignoring directions
- blatant refusal, telling adult "I won't"

Disrespect

- has to have last word or "back talk"
- argumentative to peers
- disrespectful "body language"
- disrespect to peers or adults

Harassment

- "put downs"
- mean-spirited teasing that stings
- annoying on purpose or "bugging"
- continued proximity after separation
- racial, sexual, religious, or appearance remarks
- threats/extortion

*** A copy of the "FYI form" and "Referral form" can be found at the end of the handbook.**

Progressive Consequences

Developing Ownership and Responsibility for Behavior

- 1.) Simple interaction
 - Discussion between staff and student, verbal correction, restate expectations, re-teach appropriate behaviors
- 2) Timeout from activity
- 3) Timeout to a different classroom-possibly with loss of recess
- 4.) Out of classroom intervention
 - Student works with principal or designee
 - Other interventions may include: loss of recess, restitution, timeout, skills training or community service
 - Copy of behavior plan (and discipline referral, if applicable) is sent home for parent signature
 - If not returned, follow-up by staff with call to parents
- 5.) Principal meets with student
 - Discipline referral is sent home for parent signature
 - If not returned, follow-up by staff with call to parents
- 6.) In-school suspension- parent notification
- 7.) Out-of-school suspension
 - Re-entry meeting with principal required

SEVERE MISBEHAVIOR: Move immediately to steps 5, 6, or 7.
(i.e. harassment, assault, criminal activity, or blatant defiance/disrespect)

As necessary, a team meeting can be called with parents, teacher, and principal and support staff to develop individual behavior plans for students.

Conflict Resolution/Problem Solving

Second Step problem-solving steps:

1. What is the problem?

Each person says:

- What happened?
- How I feel.
- What I need.

Restate the problem giving both points of view.

2. What are some solutions?

3. For each solution, ask:

- Is it safe?
- How might people feel?
- Is it fair?
- Will it work?

4. Choose a solution and use it.

5. Is it working? If not, what can I do now?

When conflicts arise, there are many options a student can choose.

For example:

- Let anger settle.
- Ignore it.
- Walk away.
- Talk it over - and listen.
- Say "I'm sorry" or "I didn't mean it."
- Take turns.
- Share.
- Ask for help from a friend or teacher (a mediator).
- Follow the problem-solving steps.

Homework Tips for Parents

- Be familiar with your child's teacher's guidelines or policy on homework.
- Set aside a quiet, well-lit place for your child to study.
- Put aside a certain time for your child to do their homework.
- Encourage your child to establish good homework habits.
- Be involved in the homework process and be available to answer questions, give practical help or offer advice but don't do the homework.
- Help practice repetitious homework. (i.e.: spelling, math facts, etc.)
- Be sure to sign homework if asked to by your child's teacher.
- Give your child as much notice as possible if family events will interrupt their homework schedule so homework can be completed on time.
- Talk often to your child's teacher.

My name _____

My teacher _____

My room number _____

My Music days are _____

My PE days are _____

My Library days are _____

My Spanish days are _____

My favorite thing about school is... _____

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

Parents/Guardians:

Please read carefully through this handbook with your student. After reading and discussing, please sign below. We invite you to call or come in if you need clarification on any part of this handbook. For more information about Cathedral School policies, please ask our office staff or check the website: www.cathedral-or.org.

I have read and understand the Cathedral Catholic School Student/Parent Handbook.

Student Signature

Date

Parent/Guardian Signature

Date

Teacher

Grade

Additional parent information:

Home phone number: _____

Daytime phone number: _____

Cell phone number(s): _____

E-mail address: _____