

# Resurrection Catholic Primary School



Parent Handbook  
2021 - 2022



# Resurrection Catholic Primary School

Dear Parents,

Welcome to the 2021-2022 school year at Resurrection Catholic Primary School. The administration, teachers and staff are honored that you, the primary educators of your children, have chosen us to share this awesome responsibility with us. We respectfully enter into this collaborative ministry with you to educate, form, challenge, and inspire your children to be the very best of God's creation.

We believe that the integration of faith and culture assist us in helping each student grow in wisdom and grace from his/her education. We are dedicated to living our Catholic faith, taking an equitable view, working with individuals, mining the rich treasury of our faith, and working for justice for all - for the education and formation of all students.

As parents, you are important members of our RCPS community. Parents play a vital role in the education of their children and we want to coordinate our efforts with you so we work for the same goal. I believe that you will find the more you participate in the life, work, and worship of our community, the more meaningful your experience will be with us. For our veteran parents we ask that you reach out to our new parents/families and show them what it means to be a member of Resurrection. You can take pride in what you have helped us build.

At RCPS, we believe our community brings us together in interdependent relationships that challenge us to collaborate for the benefit of all children. We extend an open invitation to you to become meaningfully involved in our school and parish community. Through all the events, challenges and triumphs that go on during the school year we must always remember the reason this school exists, Jesus Christ. He is the model for all of us, so we will continuously put Christ at the center of all that we do. Thank you for joining us for this journey through the 2021 - 2022 school year.

Once again, welcome to the school year. Please contact me, your principal, if I can help you. I am confident that our work together will be a grace from our generous God.

Peace and Blessings,

Tresa Rast  
Principal  
[primaryschool@rcparish.org](mailto:primaryschool@rcparish.org)

Fr. Bill Moisant  
Pastor  
[wmoisant@msn.com](mailto:wmoisant@msn.com)

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# INTRODUCTION

This Student and Parent Handbook is provided to inform you of rules, policies, procedures, guidelines and other information you may need or for which you are responsible during the school year. Answers to many frequently asked questions may be found herein and we encourage you not only to carefully review the handbook but to keep it readily available for reference throughout the year. If you have questions or concerns that are not addressed in the handbook, please contact your child's teacher or the principal.

The Principal reserves the right to amend the handbook at any time. Revisions may be issued throughout the school year and will be effective as soon as the revision is posted to the official handbook on the website. Please visit our website on a regular basis to keep up with the latest activities and information about the school.

**Teachers have individual practices and procedures in their classrooms that may not be covered by this handbook. In all cases, the interpretation of the handbook remains with the administration.**

## Mission Statement

Resurrection Catholic Primary School (RCPS) accepts that each child is a unique creation of God. We promote a partnership among parents, faculty, staff and the community rooted in the Catholic Faith. Our mission is to be a primary school of excellence in which children are empowered with active and creative minds, a sense of understanding, compassion for others, and the courage to act on their beliefs.

RCPS provides children with the knowledge to develop their spiritual and academic life with the Catholic Church as their guide. Hand in hand with Jesus, we serve, we learn, we respect, we teach, and we grow.

## Vision Statement

Resurrection Catholic Primary School exists to provide a Christ-centered academic environment designed to promote the total development of the child by serving the mission of the Roman Catholic Church through the educational process. This is accomplished by joining in community as a ministry of Resurrection Parish to educate in the formation of faith and family; to provide a quality academic foundation; to unite in a nurturing and loving Catholic community through worship, through academic formation, through the promotion of peace and justice, through adaptation to change and diversity, through service, and through recognition of the value and dignity of each individual.

## Our Philosophy

Resurrection Catholic Primary School values each student as a child of God, loved and called to friendship with Him. We strive to provide for the continued formation of the Christian person in a unique environment in which students, teachers, and parents experience the presence and divine guidance of the Holy Spirit. We encourage learning through a safe, orderly, and caring environment where children feel they are capable, connected, and are contributors to the learning environment, community, and world. We seek to provide an atmosphere in the school that facilitates the growth of a faith that is simple, true, and unwavering.

Spiritual development of the student is the primary purpose of Catholic education. Academic excellence is pursued in the context of this development. In every subject area teachers incorporate knowledge and skills that will enable students to be good citizens and be of service to their school, parish, and the larger community. The

goals of academic development are inseparable from the development of spiritually healthy students who become responsible young adults.

Our values are mirrored in the goals of our programs and in their implementation. We continually endeavor to re-evaluate and renew our commitment to our faith and to a rigorous educational experience for all children in our care. We accept the challenge to reflect the mandate given to us by the Church to teach and live the Word of God.

## **Student Learning Expectations (SLE's)**

SLE #1: Be a Child of God who:

- Loves neighbor and self
- Helps those in need
- Joins in worship and prayer
- Is honest and forgiving

SLE #2: Be a Communicator who:

- Shares feelings, thoughts and needs
- Listens carefully
- Uses learning tools responsibly

SLE #3: Be a Learner who:

- Is curious and asks questions
- Does his/her personal best work
- Is a problem solver
- Can work well alone and with others

SLE #4: Be a Growing Child who:

- Respects God's world
- Follows Jesus
- Is a good citizen
  - is courteous and polite
  - Takes responsibility for his/her actions

## **School Goals & Objectives**

### **SPIRITUAL GOALS - TO AID THE CHILDREN IN:**

- Realizing God's personal love for them through the study of our Catholic faith and values.
- The development of a loving relationship with God.
- The development of a deep and true devotion to our Lady.
- The development of a love for and loyalty to the Church.
- Living the faith as witnesses to Christ in the world.

### **INTELLECTUAL GOALS - TO AID THE CHILDREN IN:**

- Mastering of basic skills.
- Student-centered learning.
- Acquiring the skills needed to recall, organize, synthesize, apply and evaluate information.
- Mastering critical thinking skills through a variety of educational methods.
- Developing their creative abilities, interests, and God-given talents.
- Developing a love for learning (a healthy curiosity and thirst for knowledge).

### **SOCIOLOGICAL GOALS - TO AID THE CHILDREN IN:**

- Basic value of respect for self and others based on our Christian ethic.
- Love and respect for their culture and that of others.
- Self-direction and leadership.
- Developing a true sense of concern and responsibility for others.
- Appreciation and loyalty for their country.

### **AESTHETIC GOALS - TO AID THE CHILDREN IN:**

- Appreciate and respond to the beauty of the world by creative expression of their God-given talents.
- Appreciate and develop a taste for the fine arts.

### **PHYSICAL GOALS - TO AID THE CHILDREN IN:**

- Developing coordinated healthy bodies.
- Developing positive attitudes toward physical change and growth.
- Creating in the school an atmosphere of concern and care for health and safety.
- Valuing the practice of good personal hygiene and cleanliness.

## **Diversity, Inclusion and Equity**

At Resurrection Catholic Primary School, we believe that academic excellence depends not only on a diverse body of students, families, and faculty but, of equal importance, affirming and engaging the perspectives and backgrounds within our community. Our ongoing diversity, equity, and inclusion work therefore aims for every child and adult to be heard. These efforts are at the heart of our mission.

As a thriving, inclusive school community, we are proud of our ongoing commitment to equity and inclusion. We also acknowledge our need to continue our learning, to strengthen this commitment and our practices, every day. This statement therefore reflects not only who we are but also who we seek to become as a diverse, inclusive, and equitable school community. Please join us in this essential, shared work.

At RCPS we believe a diverse, inclusive, and equitable school community is critical for preparing students to participate in a complex, pluralistic, and interconnected society. We challenge ourselves to regularly evaluate and refine curricula, policies, and practices, and to commit the appropriate resources to ensure we embody these beliefs every day.

Guided by a commitment to recognize each child as a unique creation of God, we seek to engage all community members around our multiple identities: among them race, age, gender identity and expression, ethnicity, family composition, ability/disability, learning styles, religion, sexuality, and socio-economic status. By engaging in this exploration of identity, culture, and systems that advantage some and disadvantage others, RCPS aspires for all members of our community – students, parents, caregivers, faculty, staff, alumni, and Trustees – to develop a sense of belonging and for our children to bring about positive change in the world.

In support of diversity, inclusion, and equity at RCPS, all members of our community commit to:

- **Respect** all
- **Trust** each other to engage in difficult conversations
- **Share** our unique stories and listen to others'
- **Learn** from different perspectives and experiences
- **Examine** our biases and endeavor to overcome them
- **Foster** belonging, connectedness, and safety
- **Invest** in the personal growth of children and adults alike

# **ADMINISTRATION**

## **Student Advisory Council (SAC) *new 2021-2022 school year***

The function of the Student Advisory Council is to assist the Pastor and Principal in formulating and defining school policy. Local policies must be in keeping with the diocesan and state policies. The council is composed of Resurrection Catholic Primary School parents & parishioners.

## **Personnel**

### **CONTACT INFORMATION**

School Office - 503-638-8869

Principal - Tresa Rast - [primaryschool@rcparish.org](mailto:primaryschool@rcparish.org)

Priest - Fr. Bill Moisant - [wmoisant@rcparish.org](mailto:wmoisant@rcparish.org)

Business Manager - Maya Bashoury - [mbashoury@rcparish.org](mailto:mbashoury@rcparish.org)

### **FACULTY & STAFF**

Resurrection Catholic Primary School is staffed by a qualified faculty. All teachers are certified according to the Standards of the State of Oregon. The school staff includes teachers, administrative assistants, maintenance personnel, and other educational personnel who provide assistance in various areas of the academic program. Professional competency and growth are stimulated through monthly faculty meetings, continuous professional development, and principal and diocesan leadership.

### **PASTOR**

In the Diocese of Portland, the Pastor oversees the school in his appointed parish. He, along with the principal and with consultation of the Local Education Advisory Council, establishes the school's policy on matters not already determined by state and diocesan regulation. The principal and pastor retain the right to adjust any policy as appropriate and deemed necessary.

### **PRINCIPAL**

The educational leader of the school is the Principal. The Principal is directly responsible to the Pastor and Diocesan Superintendent of Schools for the organization and administration of the instructional and disciplinary activities of the school and for stimulating creative and innovative teacher-learning situations. The Principal assumes leadership in establishing good relationships with the children, parents, teachers, staff, parish and the local community. The Principal-Minister oversees the spiritual development of students and staff in conjunction with the Pastor.

### **STAFF QUALIFICATIONS**

All teachers meet or exceed the Oregon State Department of Education licensing requirements.

All of our primary grade teachers hold a Masters in Teaching. Our preschool teachers hold a four-year college degree and/or have completed required coursework in early childhood education. Some of our preschool



teachers hold a master's degree. Every year, the director, teachers, and assistant teachers must complete a required number of continued training hours.

## ADMISSIONS & WITHDRAWAL

### School Schedule - Regular Day

#### ARRIVAL

Drop-off 9:00 - 9:15 (8:50 for 2nd & 3rd grade)

#### DISMISSAL

3 & 4 year old Preschool 1:00

K - 3rd grade 3:00

### School Schedule - Early Release - No Extended Care

#### ARRIVAL

Drop-off 9:00 - 9:15

#### DISMISSAL

3 & 4 year old Preschool 1:00

K - 4rd grade 3:00

### Extended Care

All families using Extended care, either in the morning or afternoon, must be signed up in FACTS and pre-purchase sessions in their pre-pay account. Each session used is subtracted from your total visits. FACTS will notify you when you need to purchase more sessions.

Session 1: 8:00 - 9:05

Session 2: 1:00 - 2:00

Session 3: 2:00 - 3:00

Session 4: 3:00 - 4:00

#### SUPERVISION OF STUDENTS

Students shall be supervised during the entire time they are on the school premises during the school day. Parents are expected to provide all supervision before signing their child in to school and after signing him/her out of school. School rules apply at all times.

### Application Process

#### NONDISCRIMINATION POLICY

Resurrection Catholic Primary School, mindful of its mission to be a witness to the love of Christ for all, does not discriminate by race, gender, color, national or ethnic origin, disability or religious persuasion in admitting students, although Catholic students are given an admission priority. Religious instruction and participation of all students in religious activities are required for all students enrolled in Catholic schools.

While the school does not discriminate against students with special needs, a full range of services may not be available to all students. Decisions concerning the admission and continued enrollment of a student in the school are based upon the student's emotional, academic, and physical abilities and the resources available to the

school in meeting the student's needs. Our mission and ministry require that we always put the needs of the child first.

### **REGISTRATION PRIORITY**

Active members of the parish and siblings of current students receive priority consideration.

- Pre-K 3 students must be a minimum of three (3) years of age on or before September 1st of the school year & are potty trained.
- Pre-K 4 students must be a minimum of four (4) years of age on or before September 1st of the school year.
- Kindergarten students must be a minimum of five (5) years of age on or before September 1st of the school year.
- First grade students must be a minimum of six (6) years of age on or before August 1st of the school year.
- All students must comply with Oregon immunization and health requirements prior to enrollment.
- Each student is considered for enrollment on his/her own merits and the ability of RCPS to meet their needs.
- The pastor and principal will annually review a students' continued eligibility for enrollment in the parish school.

Registration of currently enrolled, returning students and siblings and parishioner families will take place in January. The registration fee is \$250 and paid through FACTS family portal. The registration fee is in addition to regular tuition and is non-refundable.

New family registration will take place beginning February 1st. Our admissions policy requires:

- Complete registration
- Registration Fee
- Birth certificate
- Immunization Record

## **Tuition Planning and Payment Schedule**

Tuition is the main source of revenue for the school. Resurrection Catholic Primary School uses FACTS, a tuition management service that has all accounts computerized. This allows our accounting office to be up to date and provides various options for payment. Detailed information is given to each family with tuition contracts. **All families are expected to use FACTS.** All families are asked to be faithful and on-time with payments. The school is providing an essential service to the family and relies on the tuition income to meet its operational expenses. If there is difficulty in meeting the commitment on time, please notify the school promptly.

All schools follow the following process:

End of January /beginning of February – Catholic schools open their application process for the upcoming school year and FACTS Grant and Aid application forms are available for parents/guardians to submit for financial aid. If families have applied to FACTS Grant and Aid by February 28, and the student attends the school during the upcoming school year, the FACTS application fee will be deducted from the student's tuition.

End of May – Once parents/guardians have completed the FACTS Grant and Aid financial aid application process and this information has been verified, financial aid award letters are disseminated by the school to parents/guardians noting the tuition amount with any scholarships and financial aid awards.

Options for payment:

- One lump sum payment by August 1st of the upcoming school year, paid through FACTS.
- Two equal payments – Set up on FACTS Payment Plans due by August 20th of the upcoming school year and the second payment due by January 20th of the current school year. FACTS fee of \$20 for this arrangement.

- Monthly payment plan (10 payments) set up on FACTS Payment Plans that begin in August and will bring the balance to zero by May 1st of the current school year. FACTS fee of \$50 for this arrangement.
- No cash or checks will be accepted as payment.

The chosen method for payment must be indicated on the Tuition Payment Agreement, and signed and returned by the parents/guardians. All tuition contracts are due by the date set by the principal in May. If a family has not turned in a contract by the due date or made other arrangements, their registration will be considered inactive and they will not be enrolled.

#### Tuition Payment in Default

If a payment is not made, for whatever reason, the following process will be followed:

- The parents/guardians will be notified through FACTS of the payment not being received.
- The parents/guardians will be given 20 calendar days to bring the account to current status or meet with school administration to have an adjusted payment contract approved (not a guarantee).
- If the account is not brought to current status, or an adjusted payment contract is not agreed upon and approved by school administration, the student enrollment will cease at the end of the current month.

## School Finances and Unexpected Circumstances

In the event of a natural disaster, disease outbreak, or any other circumstances which in the judgment of the school administration make it unfeasible, unsafe, or otherwise imprudent to continue campus-based education, school educational programs shall resume as soon as practical by way of distance learning and/or other methods adopted by the school administration and faculty. Due to the school's continuing financial obligations related to its operations, there will be no suspension, reduction, or refund of tuition in these circumstances.

## Tuition and Fees/Financial Assistance

Current tuition and fees are available on the school website, [resurrectioncatholicprimary.com](http://resurrectioncatholicprimary.com). Financial assistance may be available for qualifying families. Information and application forms are accessible via FACTS.

Financial aid requests and submissions are due February 28 and are to be completed online through FACTS financial aid requests. The cost to apply is \$40 per family.

## Withdrawal

If you choose to withdraw your child from RCPS, you will be responsible to pay tuition through the end of the current month in which you withdraw.

Transfer records requested by another school will not be released for students who have financial obligations to the school. Health records must be released to parents if requested. All other records will remain with the school or will be transferred directly to the school in which the student enrolls.

#### Student Records:

- \*Initial application forms and student entrance test
- \*Birth Certificate
- \*Reading and Mathematics Records
- \*Achievement Test Scores
- \*Health/immunization Records
- Transfer information and records (if appropriate)

- \*Baptismal and sacramental records
- Emergency information on student
- Custody information

\*Indicates information forwarded to another school

All records shall be kept in a fireproof file in the school office and may not be taken from the office. All records are confidential and shall remain the property of the school.

## **ATTENDANCE**

### **Non-Traditional Family Policy**

Divorced or separated parents must file a court-certified copy of the custody section of the divorce or separation decree with the principal's office. The school will not be held responsible for failing to comply with custody arrangements that have not been made known to us in writing. In cases where custody/visitation are shared by both parents, RCPS maintains a neutral position. RCPS will not be placed in the middle of family disputes. Parents must ensure the school's ability to maintain this unbiased position as a condition for the continued enrollment of the child. Upon parental request, RCPS will make every effort to communicate with both custodial and non-custodial parents.

### **Release of Students**

It is the responsibility of each parent/guardian to ensure that his/her child is picked up from school at the proper time. Parents or legal guardians are required to complete a dismissal form. This form specifically lists all persons authorized to pick up the child from school. The school reserves the right to require proper identification from anyone who is listed on this form coming to the school to pick up a student who is not personally known to the teacher or administrator (or her delegates) and to refuse release of the child without it. The school follows the guidelines set forth in the Buckley Amendment pertaining to the release of students.

### **Picking up Child Early**

Only the parent or guardian may request, in writing, special permission from the principal regarding the early dismissal of his/her child for valid reasons. Requests to release a student early from school are given in advance to the school office. A special slip for dismissal is then filled out by the office personnel and parent/guardian before the child leaves the school.

### **Vacations**

There are regularly scheduled vacations and holidays in the school calendar, which is based on mandated days by the State of Oregon and the Archdiocese of Portland. Please check these ahead of time and plan accordingly. The school will not approve vacations taken outside of the scheduled times; these decisions are the responsibility of the parents. Prolonged absence can and does affect students' growth and development. The school cannot be responsible for the results of these absences. Although classroom teachers may be willing to provide additional work for a child while on vacation, they are not required to do so. It is the responsibility of the parent to ensure growth and development continues.

## Leaving School Grounds

No student will leave the school grounds during the school day unless accompanied by a parent who signs them out in the office.

## Visiting the School

At this time of COVID 19, parents are not allowed to visit the school.

## Emergency Cards

The school office & teachers will maintain an emergency card for each enrolled student. **This information must be filled out by parents in the family portal on FACTS.**

The card shall contain the following information:

- Student's name
- Name and address of parents or guardians
- Phone numbers where they may be reached during school day
- Name and phone number of a third party who may be contacted in the event the parents or guardians cannot be reached
- Name of medical insurance provider and policy number
- All pertinent medical/allergy information

## ACADEMIC GROWTH

### Conferences

Formal parent/teacher conferences are held each November for all parents. The conference affords a time of mutual communication regarding the progress and growth of the child, as well as goal setting. Optional spring conferences are held in April. Additional conference time may be called for at the request of the parent or teacher.

### Curriculum

Our curriculum is focused on educating the whole child. Each student receives the personal and individual attention needed to ensure their success. Our students are taught the tools needed to become change makers within our classrooms, school, families and in their communities. Justice and Respect are grounded in our faith foundation, our Catholic social teachings are integrated throughout our curriculum.

### Religion

Resurrection Catholic Primary School is a Catholic school. All students attending RCPS are expected to attend and participate in all religious services. The academic environment serves as an extension and integration of the strong Catholic heritage offered to our students. The school works hand-in-hand with parents in conveying the teachings and traditions of the Catholic faith.

## **COMMUNITY PRAYER**

Our school and parish communities join in prayer for those in need. Please submit the names of those in need of prayers to the school office so that we can include them whenever possible in our Mass petitions and in our United in Prayer information to our families.

## **RELIGION RESOURCES**

Our Catholic faith is central to all that we do. In the spirit of St. John Baptist, our students remember and proclaim throughout the day that they are in the holy presence of God. Each grade has formal religion class in addition to 1-2 visits per week to the atrium.

## **CATECHESIS OF THE GOOD SHEPHERD**

The Catechesis of the Good Shepherd was born from the joy of the children in their encounter with God and lives in being nourished by this joy. It has also been observed that children of the same developmental stage even though belonging to different cultural backgrounds, respond to certain elements of the Christian message in the same way. The Catechesis of the Good Shepherd divests itself of any strictly scholastic character, so as to become an experience of life, an education in faith, and a celebration of the encounter with the Father, in listening to Jesus, the one Teacher, and in obedience to the Holy Spirit.

An interpersonal relationship is always a mystery, all the more so when that relationship is between God and the child. We believe that there is a deep bond between God and the child which produces in the child the desire to draw nearer to God. The catechist's role is to prepare the environment and to give selected presentations from scripture and liturgy that "call forth" the child's response rather than "pours in" information. The catechist listens with the child and together they ask, "God, who are you? How do you love us?" The adult reflects with the child on the questions generated by the presentations with the materials offered to the child to aid the child's reflection. The atrium (or prepared environment) is one of the important elements that help the relationship between God and the child to flourish. After a theme has been presented, the child is free to choose an activity that will make possible the inner dialogue with the "Interior Teacher."

## **SCHOOL MASS**

As a school community, it is important to join together to praise God through the celebration of the Holy Sacrifice of the Mass. We are blessed with the availability of Fr. Bill, who is able to celebrate the Mass with our primary school community at least twice a month. Parents are encouraged to join us for these community celebrations. Mass will be held every 2nd and 4th Wednesday at noon for students K-3. Our preschool classes will visit the church for Worship Wednesday twice a month.

## **MASS SCHEDULE**

Every 2nd & 4th Wednesday      12:00 (K-3rd)

Preschool Worship                      Worship Wednesdays (every other Wednesday)

## **STEWARDSHIP**

We know from the Bible that everything we have is a gift from God. We are stewards—managers of the many gifts God has given to us. As Christian stewards, we recognize that all that we are—all that we have—belongs to God, and we are accountable to Him for the use of all things. Therefore, we must live and give as Christians, generously sharing our God-given gifts of time, talent and treasure. As a ministry of Resurrection Catholic Parish, the mission of Resurrection Catholic Primary School includes giving back to God through our focus on community service, volunteerism, working hand-in-hand with our parish, and in any other way in which we can share the gifts God has given to us.

# COMMUNICATION

## Confidentiality

Confidentiality plays a vital role in promoting respect for every individual and fostering a strong community. RCPS takes confidentiality very seriously and makes every effort to protect each family's privacy. Communications among staff and parents about children should be kept confidential at all times. RCPS recommends that conversations about a child, behavior, or incident should be conducted in private, away from the child and other members of the RCPS community. Discussions in the hallways should be kept to a minimum. If a parent has a question or concern, we suggest that this parent first contact the teacher via email or in person to arrange a time to discuss.

## Complaint/Grievance Procedure

Concern for the dignity and rights of each person are intrinsic to the Church's mission as a true witness to the spirit of the Gospel. Circumstances may give rise to conflicts among students, parents and school staff. All parties are encouraged to use every available means to resolve these conflicts when they occur using the following process:

1. The person bringing the complaint is encouraged to try to resolve the complaint by discussing it with the persons directly involved.
2. If resolution is not achieved, the complaint should be discussed with the principal.
3. If the principal is unable to resolve the conflict, the principal will bring the pastor into the process as appropriate.
4. After reviewing the facts and facilitating discussion of the problem the principal will respond to the person bringing the complaint.

## School-Wide (Non-emergency) Information

The RCPS office communicates with parents in a number of ways:

- Email
- Telephone
- RCPS website
- Weekly newsletter
- Back-to-School Night
- Notices sent home in children's backpacks
- Conferences

## CLASSROOM INFORMATION

RCPS teachers communicate with parents in a number of ways:

- Teachers use the application "Bloomz" to communicate with families weekly.
- Teachers post charts, pictures and projects outside of their classrooms to give parents a view into the classroom.
- Weekly lesson plans are posted in the classroom.
- Please be sure to check the contents of your child's file and backpack each day so that you can find important notes, art projects, and so forth.

## **CHILD-SPECIFIC INFORMATION**

During arrival and dismissal times, staff members must devote full attention to all of the children. Please keep conversations brief. If you need to communicate specific information, a written note or email is preferred.

Parent-teacher conferences are held two times per school year (fall and spring). The fall conference is an informal meeting for parents and teachers to have an opportunity to discuss the child. For the spring conferences, the teacher will prepare an evaluation for the purpose of sharing observations and documenting the development of each child. At the conference, teachers and parents will discuss the evaluation and your child's developmental progress.

If, at any time, you have special concerns, please feel free to contact your child's teacher – use email, send a note, or call the office to leave a message. During school hours, teachers cannot accept phone calls. If you have a message for a teacher during school hours, please call or email the office, and we will relay the message. The teacher will respond as soon as possible.

- If you wish to talk to the teacher at length, you can email the teacher and, if needed, arrange a time to meet in person or over the phone.
- Please do not discuss problems or concerns in the presence of your child or other parents.
- Please communicate with the teacher about any changes at home or within the family (i.e., parent on a trip, family member in the hospital, sick grandparent). These changes can affect your child's behavior, and it is useful for staff to be aware of these developments. RCPK will always respect your privacy.
- If your child is going to be out of school for any reason, please let the office know. For illnesses, this is especially important so that we can inform families of any communicable disease symptoms while maintaining confidentiality. In addition, teachers and children miss a child when they are absent, so they would like to know that the child is okay.

## **HEALTH & SAFETY**

The promotion of health for each student at Resurrection Catholic Primary School is the basis of the school's health program. Individual health records are kept on file and monitored.

### **Emergency Medical Authorization**

In order to handle emergency situations, the school must know how to reach parents quickly. For this reason, every parent must fill out an Emergency Medical Form each year as required by law. Please inform the school of any changes needed on the form throughout the school year.

### **Immunizations**

Resurrection Catholic Primary School requires proof of immunizations of students prior to enrollment be submitted via your FACTS family portal.

Required immunizations for every student in Preschool 3 and 4 are:



- 3 doses of DPT vaccine or TD2.
- 3 doses of Polio vaccine
- 3 doses of Influenza
- 1 dose of Pneumococcal conjugate vaccine
- 1 dose of MMR
- 1 dose of Varicella (chicken pox)
- 1 dose of Hepatitis A

Required immunizations for every student in Kindergarten through 3rd grade are:

- 4 doses of DPT vaccine or TD9.
- 4 doses of polio vaccine, final dose must be administered after the fourth birthday.
- 2 MMR's
- 3 doses of Hepatitis B
- 2 doses of Varicella (chicken pox) or history of the disease
- 2 doses of Hepatitis A
- 3 doses of Influenza
- 1 dose of Pneumococcal conjugate vaccine

The necessary proof of immunization form is available from the student's personal physician. No student will be allowed to attend classes after September 30th, until such time as his/her updated health form has been turned in to the school office.

Parents are to notify the school office immediately if a child contracts a communicable disease.

## Medication Policy & Forms

A Medication Administration form is available in the school office.

Administration of medication during school hours, on school property or while attending school events, must be medically necessary. Students may not receive or take any medication unless a Medication Authorization Form is completed and signed by the parent/guardian and, for prescription medications and over the counter medications, by a health care professional (physician, nurse practitioner, physician assistant or dentist) who is licensed to practice in Oregon. The following conditions will apply:

1. A new Medication Authorization Form is required at the beginning of each new school year or at any time there are changes in the medication or its administration, including its discontinuation.
2. A separate Medication Authorization Form must be completed for each different medication.
3. The parent/guardian may complete the health-care provider section for non-prescription medication.
4. A physician's order and specific parental consent are necessary for self-carry/self-administration of emergency medications such as inhalers or *Epipens*. A notice signed by the school principal authorizing a student to self-carry/self-administer medication will be kept by the student at all times on school property, during the school day.
5. Medication must be delivered to the school by the parent/guardian, or in special circumstances, by another responsible adult approved by the parent/guardian. Such approval shall be in writing and submitted to the school in advance of delivery.

6. All medications provided to the school must be in the original container and labeled by the pharmacist with the student's name, name of medication, dose, frequency, method or route of administration and any special instructions, including but not limited to adverse effects that may reasonably be expected and contraindications to administering the medication. Non-prescription medication must be in the original container with the manufacturer's label intact and clearly labeled with the student's name. The parent/guardian assumes full responsibility for maintaining a current supply and the appropriate transportation of medication.
7. Medication delivered to the school will be recorded by student name, medication name, date of delivery, quantity delivered and expiration date. Medication will be stored in a secure location accessible on an as-needed basis. The principal or principal's designee will reconcile the supply of all medication with the administration logs no later than the third school day of each month. Under no circumstances are students allowed to have any kind of medication in their possession except for inhalers that have been registered in the school office.
8. Staff members who assist in the administration of medication will maintain a log of such administration. Medication logs will be signed by the staff member.
9. The first day's dosage of any medication must be administered at home before it will be administered by school personnel.
10. The school principal will designate a member of the school staff to administer the medication. Staff members will be trained to verify that the administration is consistent with instructions on the authorization form and medication container at the time of each administration.
11. The parent/guardian will be notified if students fail to report for or refuse to accept administration of medication that has been authorized by the parent and, if required, the health care professional.
12. Medication prescribed on an "as-needed" basis will not be administered by school personnel without, in addition to the Medication Authorization Form, a statement of permission signed and dated by the parent/guardian and specifying the requested day(s) of administration.
13. Unused medication will be destroyed if not claimed by the parent/guardian within five working days of the end of the school year, the expiration date of the medication or the discontinuation of the medication, whichever is earlier.
14. Failure to register medication will lead to a presumption that such medications are not lawfully in the possession of the student.
15. The parent/guardian must agree to release Resurrection Catholic Primary Parish & School from any and all liability, claims and actions that may arise from injury or harm to his/her child provided school staff are following the health care provider's order as submitted on the Medication Authorization Form. The parent/guardian must further agree to indemnify and hold harmless Resurrection Catholic Parish & School from any claim arising from any wrongful act or negligent conduct by his/her child related to the possession or administration of medication.

## **Sick Child at Home**

Any child who is showing signs of illness such as vomiting, fever, injury or symptoms of a communicable disease should be kept home from school. Students need to be fever free, without taking fever reducing medication, for 24 hours before returning to school.

## **Illness During the School Day**

The parent or guardian will be notified when a student becomes ill during the school day. The secretary and the parent or guardian will determine whether the child should be dismissed to go home. Students who are seriously ill or who constitute a danger of spreading illness to others will be expected to be picked up by the parent or guardian. Siblings will also have to be picked up. Students should not return to school without a doctor's note or a Covid test. If you have a positive test for Covid you must quarantine for 14 days and free of symptoms for 3 days. We will follow the CDC guidelines in this matter.

### **MEDICAL EMERGENCIES/ACCIDENTS/INJURIES**

Accidents reported on school property shall be reported immediately to the principal or pastor. A report shall be written describing the accident and follow up care. The Diocesan accident report form shall be used. A copy of the report shall be kept permanently in the school. If professional medical services are required, a copy of the report shall be sent to the Catholic Schools Office and the Diocesan Risk Manager.

### **CHILD PROTECTIVE INVESTIGATIONS**

Oregon law provides that any person who knows or has reasonable cause to suspect that a child is abused by a parent, legal custodian, caregiver or other person responsible for the child's welfare must report such knowledge to the Department of Children and Families (DCF). The school will cooperate with all child protective investigations by DCF or the local law enforcement agency. Reports should be made to Oregon's Department of Children and Families by calling the Abuse Hotline at: 1-800-96-ABUSE (1-800-962-2873).

Child protective investigations by DCF or local law enforcement agencies sometimes include interviews of students at school and may occur without advance notice. When it is reasonably possible, the school will seek to notify the parents that their child has been asked to participate in a child protective investigation. The school may also request the presence of a school staff member during investigative interviews on school property. However, please note that, under Oregon law, DCF and local law enforcement have the discretion to conduct unannounced interviews and to disallow school staff member's presence during these interviews.

### **ABUSE REPORTING**

As caregivers and advocates of minor children, all teachers and staff members are required by law to report suspected child abuse, whether it is physical, emotional, sexual, or neglect. No staff member or employee of Resurrection Catholic Primary School can be held liable for making such reports. Indeed, any staff member who becomes aware and does not report, may be liable for serious penalties, as silence contributes to the crime. RCPS will follow the procedures and support any follow-up actions required by authorities. Parents need to be aware that names of any reporters, should they be known, may not be given out and any incurred investigations may not be discussed except with the release of the investigating authority.

# CODE OF CONDUCT

## Code of Christian Conduct Covering Parents, Guardians and Other Responsible Adults

The Archdiocese deeply appreciates the choice parents and students make to enroll in its parochial elementary schools and secondary schools. Truly, this is a commitment for life and many families make considerable sacrifices of time and treasure to support their students while they are in school. Often families and students continue this support even after graduation because Catholic education makes a difference. Indeed, Catholic schools are different.

All schools in the Archdiocese are intended to be environments that educate, nurture and support students according to the basic Christian principles of charity and love of neighbor. Everyone involved in the development of children and youth – teachers, administrators, parents, family and friends – is required to behave in accordance with these principles.

Our Christian principles provide that:

- Parents or guardians are expected to work courteously and cooperatively with the school to assist the student in meeting the school's academic, moral and behavioral expectations.
- Students and parents or guardians may respectfully express their concerns about the school operation and its personnel. However, they may not do so in a manner that is discourteous, scandalous, rumor driven, disruptive, threatening, hostile or divisive.
- Parents, guardians or other responsible adults who insult or abuse school personnel in the presence of other school personnel, students or parents on or adjacent to school premises or at some other place where school personnel are required to be in connection with their assigned school activities, may be asked to withdraw their student from the school.

In addition, parents/guardians may be requested to remove their child from the school for ANY of the following reasons:

- Refusal to cooperate with school personnel; or
- Refusal to adhere to Diocesan or local policies and regulations; or
- Interference in matters of school administration or discipline.
- Misconduct at any school function including sporting events.

In all cases, reasonable effort to elicit the minimum requisite parental/guardian cooperation shall be made and documented. The principal must verify that parents/guardians were informed to terminate the inappropriate behavior and to cooperate with the school and the consequence for failure to do so. If such effort does not correct the situation, then after consultation with the priest, the principal may require the parents/guardians to withdraw the child.

At Resurrection Catholic Primary School, we utilize a Multi-Tiered System of Support framework to create a positive learning environment for all students that is equitable, inclusive and focused on the whole child. The goal of our behavior program is to promote responsible decision making, respect for self and others, respect for property and pride in appropriate behavior. One of our primary responsibilities as a school is to promote a safe,

productive learning environment, and it is our belief that communication and teamwork between the home and the school are important in promoting good citizenship and a secure school.

In MTSS, integrated instruction and intervention is delivered to students in varying intensities (multiple tiers) based on student need. “Need-driven” decision-making seeks to ensure that school resources reach the appropriate students at the appropriate levels to accelerate the performance of ALL students to achieve and/or exceed proficiency.

**Universal Interventions (Tier 1)** are what *all* students get in the form of behavioral/social-emotional instruction and student supports. Tier 1 focuses on the implementation of the standards and is aligned with the Oregon Social Emotional Learning Standards.

Social Emotional Learning is the process through which children develop awareness and management of their emotions, set and achieve important personal and academic goals, use social awareness and interpersonal skills to establish and maintain positive relationships, and demonstrate decision making and responsible behaviors to achieve school and life success. There is a strong research base indicating that these SEL competencies improve students’ social/emotional development, readiness to learn, classroom behavior, and academic performance.

Second Step (<http://www.secondstep.org>) is our core SEL curriculum and Tier 1 behavior curriculum that has been developed by the Committee for Children, a Seattle nonprofit that develops research-based SEL, bullying prevention, and child abuse prevention curricula and training for children from early learning through grade 8 and the adults who surround them.

Second Step teaches skills in the following four areas:

1. Skills for Learning: Students gain skills to help themselves learn, including how to focus their attention, listen carefully, use self-talk to stay on task, and be assertive when asking for help with school work.
2. Empathy: Students learn to identify and understand their own and others’ feelings. Students also learn how to take another’s perspective and how to show compassion.
3. Emotional Management: Students learn specific skills for calming down when experiencing strong feelings, such as anxiety or anger.
4. Problem Solving: Students learn a process for solving problems with others in a positive way.

Each lesson takes 20-40 minutes weekly with daily 5-10 minute boosters. The kits include a weekly home and school connection that will promote transference of skills between environments for children.

**Secondary Interventions (Tier 2)** are what *some* students receive *in addition to Tier 1 instruction*. The purpose of Tier 2 instruction and supports is to improve student performance under Tier 1 performance expectations. Tier 2 services are more concentrated (more time, narrower focus of instruction/intervention) than Tier 1. Tier 2 interventions are targeted interventions for small groups of students and can be provided by a variety of professionals in any setting (classroom, separate settings, home setting).

**Tertiary Interventions (Tier 3)** are what *few* students receive. Tier 3 is the most intense service level a school can provide to a student. Typically, Tier 3 services are provided to very small groups and/or individual students. The purpose of Tier 3 services is to help students overcome significant behaviors that are interfering with a student’s ability to access their education. Tier 3 services require more time and a more narrow focus of instruction/intervention than Tier 2 services. Tier 3 services require effective levels of collaboration and coordination among the staff (general and specialized) providing services to the student.

Occasionally, a student may behave in a manner that is counterproductive to a healthy, positive learning environment focused on teaching and learning. In each of these incidents, there is a unique opportunity for a child to learn communication and problem solving skills that are appropriate to their level of development. Some problem-solving skills that support behavior change include:

- To truthfully describe the problem in a clear and concise way
- To be able to view the problem from a personal and broader perspective
- To have empathy and compassion when appropriate
- Respect the personal space of others.
- To access and use strategies for problem resolution
- To access and use strategies to calm down prior to responding
- To make a decision to seek adult assistance when appropriate
- To be responsible and accountable for one's role in the problem
- To cease future behavior that caused or exacerbated the problem.
- Accept consequences as appropriate.

Every child is unique and every situation is unique. The principal and teachers at RCPS will work collaboratively with families to support each child in social emotional growth and development. If we are not able to provide accommodations that meet the needs of the child, a family may be asked to find another school.

## Parental Responsibility

**As partners in the educational process at Resurrection Catholic Primary School, we ask parents:**

- To actively participate in school activities such as Parent-Teacher Conferences
- To see that the student pays for any damage to school books or property due to carelessness or neglect on the part of the student
- To notify the school with a written note when the student has been absent or tardy
- To notify the school office of any changes of address or important phone numbers
- To meet all financial obligations to the school
- To inform the school of any special situation regarding the student's well-being, safety, and health
- To complete and return to school any requested information promptly
- To read school notes and newsletters and to show interest in the student's total education
- To support the religious and educational goals of the school
- To support and cooperate with the discipline policy of the school
- To treat teachers with respect and courtesy in discussing student problems

*To set rules, times, and limits so that your child:*

- Gets to bed early on school nights
- Arrives at school on time and is picked up on time at the end of the day
- Is dressed according to the school dress code
- Completes assignments on time
- Has a nutritional snack and lunch every day

## Parent's Role In Education

We, at Resurrection Catholic Primary School, consider it a privilege to work with parents in the education of children because we believe parents are the primary educators of their children. Therefore, it is your right and your duty to become the primary role models for the development of your child's life---physically, mentally, spiritually, emotionally, and psychologically. Your choice of Resurrection Catholic Primary School involves a commitment and exhibits a concern for helping your child to recognize God as the greatest good in his/her life.

Good example is the strongest teacher. Your personal relationship with God, with each other, and with the Church community will affect the way your child relates to God and others. Ideals taught in school are not well

rooted in the child unless these are nurtured by the example of good Catholic/Christian morality and by an honest personal relationship with God in your family life.

Once you have chosen to enter into a partnership with us at Resurrection Catholic Primary School, we trust you will be loyal to this commitment. During these formative years (Pre-K to 3), your child needs constant support from both parents and teachers in order to develop his/her moral, intellectual, social, cultural, and physical endowment. Neither parents nor teachers can afford to doubt the sincerity of the efforts of their educational partner in the quest of challenging, yet nourishing, the student to reach his/her potential.

It is vital that both parents and teachers remember that allowing oneself to be caught between the student and the other partner will never have positive results. To divide authority between school and home or within the home will only teach disrespect of all authority. If there is an incident at school, you as parents must make investigation of the complete story your first step. Evidence of mutual respect between parents and teachers will model good mature behavior and relationships. Talking negatively about a child's teacher at home will only create an attitude of distrust toward the teacher, the school, and the parent.

Together, let us begin this year with a commitment to partnership as we support one another in helping your child to become the best person he/she is capable of becoming.

## **GENERAL POLICIES**

### **Money and Valuables**

Resurrection Catholic Primary School is not responsible for money or valuable items that children bring to school.

Toys and electronics from home should not be brought to school.

If parents send money to school with their child it should be placed in a sealed envelope that is marked with the child's name, the amount of money enclosed, and the purpose of the money. Students are to give the envelope to their teacher upon arriving at school.

### **Nut-Containing Products**

Due to the increase of various allergies to nut-containing food products, the school does not distribute foods containing nut products. Through the use of reasonable means to better accommodate allergies to nut products, we ask faculty, staff, students and parents to abstain from bringing in any items containing nuts. This includes peanut-butter sandwiches.

### **Parties**

Classroom parties are under the direction of the classroom teacher.

#### **INVITATIONS TO PARTIES**

Invitations to parties are not allowed to be distributed anytime at school. Because invitations can become an exclusion issue with students and cause hurt feelings and distraction in class, students must mail them from home. There are also legal implications to the distribution of invitations to private events on school grounds.

## Recess

All students in Pre-3's & Pre-4's receive a 30 minute recess. Students in grades K-2 receive a 20-minute morning and 20-minute afternoon recess. Students are expected to follow posted recess and playground rules and the recess monitor.

## Safety Drills

Drills are conducted regularly as a safety measure and as required by law. Protective measures and techniques are taught and practiced in each classroom. Resurrection Catholic Primary School's Safety Plan is available for review by contacting the school office.

## Playground

Families are welcome to use the playground when school and aftercare are not in session, but **not during school hours**. Each child must be directly supervised by a responsible parent/guardian. All playground rules apply at all times:

- No throwing barkdust or sand
- Clean up all garbage & put away materials
- No climbing up the slides
- No climbing the fences

School staff are in no way responsible for students outside of school hours.

## School Uniforms

Resurrection Catholic Primary students are required to wear well-maintained school uniforms at all times. The wearing of a uniform is an integral part of Catholic School tradition. Students in uniform are less pressured at school by clothing trends and peer comparisons and it greatly aids in concentration on schoolwork. Student attire must promote human dignity, cleanliness, and good health.

Uniforms are sold through Dennis Uniform Company. Any questions regarding the uniform policy should be directed to the school administration.

### GENERAL UNIFORM EXPECTATIONS FOR 2021-2022

- Khaki skirts, shorts & pants
- White, navy or light blue polos
- All sweatshirts and fleece must have our logo
- Girls - navy tights/navy leggings

All of your child's belongings should be labeled in permanent ink with his/her full name. This includes coats, jackets, sweaters, shoes, uniforms, lunch boxes, backpacks and anything else that is brought to school.

Extenuating circumstances which prevent a student from wearing the school uniform must be explained in writing by the parent and verified by an administrator before the student reports to class. Any students dressed inappropriately will be asked to call their parent/guardian to bring proper attire for school. The administration reserves the right to send home any student who does not comply with uniform regulations.



# EMERGENCY PROCEDURES

## Weather and Other Emergencies

Resurrection Catholic Primary School has preparation procedures for the teachers and students at school, for extreme weather and for other safety emergencies.

In general, RCPS follows whatever directives are given for the West Linn - Wilsonville public schools. Therefore, please do the following:

- Listen to the TV news, radio stations, or Internet sites;
- Follow the directives given for the West Linn - Wilsonville schools; Resurrection Catholic Primary School will do the same unless you hear otherwise.
- DO NOT call the school for school information; if the public schools are in session, Resurrection Catholic Primary will be in session. If the recommendation is to evacuate or release the children, RCPS will also release the children. Phone lines need to be free for the school to contact you, if necessary.
- Resurrection Catholic Primary School will use all available means of communication to notify all parents of any current directives that may arise. This includes Bloomz, email, phone calls and website postings.

In the event of extreme weather, **or any other emergency**, when school is already in session, the school will stay in contact with the media, weather authorities, **or any other mandated authorities, such as police**. Teachers will follow school procedures for safety. However, if family need requires it, parents may call the school and ask to pick up the children early. **If early dismissal is recommended for the entire school, procedures for phone/Bloomz/Email communication will be utilized, via the children's emergency cards.**

In the case of an emergency situation, in which we are advised to stay in our present locations, the school will do the following:

A “lock down” procedure: all access to the school will be secured, and children will remain with the teachers and staff until further notice by authorities.

When we are advised to dismiss students, parents will be notified. Please make sure the school has all necessary phone numbers and persons listed who have permission to pick up your children. It is imperative that you give updated phone numbers and caregivers as soon as a change becomes effective. Also, indicate another family who may take your child(ren) in the case that you are required to remain at your job or location. Students will then be released to parents and caregivers, as listed on your emergency cards and contact information.

If there would be a **situation that prevents the use of the telephone**, parents would come for the children as soon as it is possible and safe for them to do so. Again, children will remain at school, in as safe a manner as possible, until clearance is received to dismiss them and release them into parents’ care.

**Other situations that require an extraordinary early dismissal** (e.g. power outage, or another non-emergency situation) the school will use all means of communication. The regular school day dismissal procedures will take place.

## **Fire Drills**

Fire drills shall be held at least once a month. The first fire drill will be conducted within the first twenty school days. Teachers will take a student roll sheet or book containing all student names with them during the drills in order to have an accurate account of all students present.

The building fire alarm shall be operated during the drill to familiarize all occupants with the distinctive sound of the fire alarm. All staff members shall be instructed on the alarm system and the manner of activating it. A record of all fire drills shall be kept on the emergency drill form and shall be available to the fire inspectors upon request.

## **Earthquake Drills**

Earthquake drills will be conducted at least twice each school year. A record of all earthquake drills shall be kept on the emergency drill form.

## **OSHA Regulations**

Catholic schools shall comply with the OSHA standards on blood-borne pathogens and hazard communication and any other standards issued which apply to the school. The schools shall also comply with the Diocesan procedures established to comply with these standards.

## **Weapons/Dangerous Instruments**

Student possession of any weapon or dangerous instrument that could be used as a weapon on school property or at school related functions is prohibited. The possession of a weapon or weapons will be reported to the proper law enforcement agencies.

## Parent Required Signature Page

Dear Parents:

The purpose of this Handbook is to provide rules, policies, procedures, guidelines and other information that parents and students may need or for which they are responsible as participants in Resurrection Catholic Primary School. Please sign and date the affidavit below and return it to your school office by the first week of school.

*By my signature, I affirm that I have carefully reviewed the Parent and Student Handbook and discussed it with my child/children and that I understand and agree to abide by the rules, policies, procedures, guidelines and other information provided therein.*

Parent Name (Print) \_\_\_\_\_

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

Date of Signature \_\_\_\_\_

Student Name (s) \_\_\_\_\_

### VIDEO/PHOTO RELEASE FORM

I hereby give my permission for my children/child mentioned above to be photographed at Resurrection Catholic Primary School for the purpose of publication. These publications may include a Catholic publication, the RCPS website, RCPS private Instagram, or other publications for educational or informational purposes. The photos regarding the programs or curriculum at the school may also be used for educational or informational purposes.

Signed(Parent) \_\_\_\_\_

Print Parent Name \_\_\_\_\_ Date \_\_\_\_\_

### MEDICAL RELEASE STATEMENT

Resurrection Catholic Primary School has permission to seek medical treatment for my child/children in the event of an emergency.

Signed(Parent) \_\_\_\_\_

Print Parent Name \_\_\_\_\_ Date \_\_\_\_\_

