



**2023/2024**

# **Student/Family Handbook**

**Holy Redeemer Catholic School – Portland, Oregon**



**2023-2024  
HANDBOOK**

**Holy Redeemer Catholic School**

127 N Rosa Parks Way  
Portland, OR 97217  
503.283.5197  
[school.holyredeemerpx.org](http://school.holyredeemerpx.org)

**Accredited by:**



**Western Catholic  
Educational Association**

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Dear Holy Redeemer Families,

Holy Redeemer's team of teachers and support staff care deeply about you and your children. You are the primary educators of your child, and we strive to assist you in nurturing and guiding them both spiritually and academically. Rest assured we take this responsibility seriously and are committed to the success of each child. Holy Redeemer is a unique and special community, sought for its values built on faith, a celebration of diversity, and academic excellence.

This handbook is intended to serve as a resource guide for students and families. It outlines Holy Redeemer's guiding principles and policies in order to facilitate the smooth and successful operation of our school. Please understand that this Handbook is a living document, and the included information is not exhaustive. In addition, there may be circumstances and situations that are not specifically mentioned in detail. Statements in this handbook are subject to amendment when deemed necessary. Holy Redeemer will make every attempt to keep students, faculty/staff, and parents/guardians informed of any changes in a timely manner.

All members of our Holy Redeemer community are asked to respect the policies and procedures laid out in this Handbook. Please know we respect the confidentiality of all individuals in matters involving disciplinary action, health issues, or other private affairs and ask our community members to do the same. Once you've carefully read through its contents with your child(ren) we ask that you sign the verification link listed at the end of the handbook documenting that you and your child/ren understand and agree to abide by Holy Redeemer Catholic School's policies and procedures.

In partnership,

Deirdre McPheeters  
Principal

# **Section 1: Overview of Mission & Profile**

## **1.1 History of Our School**

Holy Redeemer Catholic School was founded in 1908 by the Sisters of the Holy Names of Jesus and Mary (SNJM). Dedicated to the full development of the human person through education, social justice, contemplation and the arts, the charism of our founding sisters lives on today in our mission and ministry. From 1906 to 2000, the Redemptorists Fathers and Brothers served in ministry with SNJM in the leadership of our parish. In 2003, the Congregation of Holy Cross took the helm.

Throughout its over one-hundred-year history, HRCS has responded to the varying needs of our ever-changing neighborhood and city at large. It has educated thousands of alumni and has a wide-reaching and deeply rooted community of supporters. Today we are a strong community of 270 students and their families. Collaboratively with parents, we honor our role as educators of academics, stewardship, faith, compassion, and leadership. We strive to provide a learning environment that prioritizes inspiration and innovation in order to prepare students for an ever-changing world. We remain committed to our mission to provide a Catholic education to every family that desires one and are wholeheartedly dedicated to our legacy of educating hearts and minds since 1908.

## **1.2 Holy Redeemer's Mission Statement**

Inspired by our faith, Holy Redeemer Catholic School is a diverse community committed to academic excellence, prayer, and service (revised in 2016-2017).

## **1.3 Holy Redeemer's Philosophy**

Our ministry as educators is a shared responsibility between the school, parish, and families. We collaborate with and support families as the primary educators of their children. Every effort is made to provide a Catholic education within a nurturing, respectful environment to those who desire it for their children

At Holy Redeemer, we are called by Jesus to educate the whole person. Focused on service, our community cares for God's creation, which is both our privilege and our duty. We embrace diversity as a hallmark of our school. Our teachers and staff are dedicated professionals who strive to build up the Kingdom of God by developing each child's potential. (revised 2022/2023)

## **1.4 School Accreditation**

Holy Redeemer is accredited by the Western Catholic Education Association (WCEA) and is also a member of the National Catholic Education Association (NCEA).

## **1.5 Notice of Non-Discrimination**

Holy Redeemer Catholic School, in the Archdiocese of Portland, is mindful of its mission to be witnesses to the love of Christ for all programs and activities generally accorded or made available to students at the school. Holy Redeemer does not discriminate on the basis of race, color, national and/or ethnic origin, age, or disability in the administration of admissions, educational policies, scholarship, and athletic or other school-administered programs.

## Section 2: School & Family Expectations

### 2.1 School-Wide Learning Expectations

#### Primary goals of Holy Redeemer Catholic School:

- To teach Catholic doctrine and traditions;
- To model and teach Christian values;
- To provide a rigorous and inclusive education;
- To implement Jesus's teachings through service to others.

#### As a Holy Redeemer Student, I am:

##### An involved Christian

- I participate in the planning and celebrating of our school Mass and other prayer experiences.
- I care for and am respectful of all God's creations.
- I put Christian beliefs into action.

##### A safe, respectful and responsible community member

- I take responsibility for my own actions and resolve conflicts peacefully.
- I use my gifts and talents for the service of the community.
- I appreciate and value myself and others.

##### Seeking academic excellence

- I communicate clearly, creatively, and effectively.
- I use critical thinking skills and am able to solve problems.
- I am responsible for my own learning.

### 2.2 Rights & Responsibilities

Holy Redeemer Catholic School's administration and staff commit to partnering with families and students to model and foster the values of self-discipline, personal responsibility for one's words and actions, honoring the dignity of all people, and respecting the rights and property of others. Students are expected to conduct themselves in a manner that permits teachers to teach and others to learn without interference and to ensure the physical and emotional well-being of others regardless of race, culture, religious affiliation, and learning differences.

At the foundation of all of Holy Redeemer's behavioral expectations are three basic principles: **Be Safe, Be Respectful, Be Responsible**. Students and teachers will work together to develop and commit to a shared set of classroom agreements and expectations. They will be modeled, practiced, reviewed, retaught, and reinforced daily. We ask that parents and caregivers share in the responsibility of guiding their children toward safe, respectful, and responsible behavior through example.

In addition, parents and caregivers are asked to honor and respect the privacy and confidentiality of all individuals in regard to matters relating to student disciplinary issues and actions.

Student Rights	Student Responsibilities
to be greeted each morning into a welcoming and safe environment	to arrive to school on-time prepared for the day
to be spoken to and treated with respect and dignity	to treat others and their property with respect and dignity
to access learning and opportunities at school	to allow others the opportunity and space to learn
to learn in an environment free of verbal and physical harassment, intimidation, or threat to personal safety	to follow school policies and procedures that ensure the safety and wellbeing of everyone
to have their perspective and voice heard	to listen to others and their perspectives
to be and feel welcomed and included in the HR community	to be inclusive in word and action, to treat others with respect, and to act with integrity
to be and feel safe in person and online	to be "upstanders" and responsible digital citizens
Parent / Caregiver Rights	Parent / Caregiver Responsibilities
to have your child's day begin on-time in a welcoming and inclusive environment with as few disruptions as possible	to get your child to school on-time and to communicate absences in a timely manner, especially extended absences due to illness or vacation
to be treated and spoken to with respect by school staff	to speak, act, and refer to school staff respectfully
to have your voice, concerns, and needs heard	to listen to and hear the voices, concerns, and needs of one another
to be informed when an issue arises related to your child	to maintain consistent, open, and honest lines of communication with staff
to be informed of the rules, policies, and procedures to support, enhance, and safeguard your child	to be familiar with, abide by, and fairly enforce school rules, policies, and procedures
to receive ongoing communications from the school regarding your child's learning and school events	to read communications from classroom teachers and administration such as newsletters and emails
Teacher / Principal Rights	Teacher / Principal Responsibilities
to have policies and procedures in place that support, enhance, and safeguard their work with students	to have transparent and equitable rules, policies, and procedures that are fairly enforced to support, enhance, and safeguard students
to be regarded as the organizational, instructional, and religious leaders in the school	to administer and lead the school in a direction that aligns with its philosophy and mission



to determine and implement restorative and disciplinary actions / decisions to manage conflict and solve problems	to partner with the pastor of our community to keep him informed of the goings-on of the school
to be treated and spoken to with respect	to speak, act, and refer to school staff respectfully

Student enrollment may be jeopardized if students and families fail to cooperate with the spirit and letter of Holy Redeemer policies.

### 2.3 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 or destructive attitude of parents so diminishes the effectiveness of the school that the family may be asked to withdraw from the school. (Archdiocese Policy 3550)

### 2.4 Daily School Schedule

Daily Schedule	
<b>7:50</b>	Students may be dropped off at the back of the school to await entry into the building. Supervision is provided by HR staff.
<b>7:55</b>	First Bell.
<b>8:00</b>	Start of School. Teachers/Staff walk students into the building. Students are expected to be in their classrooms ready to learn.
<b>2:15</b>	Wednesday Early Dismissal
<b>3:15</b>	Regular Dismissal (Mondays, Tuesday, Thursdays & Fridays)

Students may be dropped off at 7:50 and are to remain in the supervised area of the courtyard behind the school and are to wait where they are supervised. Students must be picked up promptly at dismissal time, especially on Wednesdays as teachers attend weekly staff meetings. Those students who walk home must leave campus when they are dismissed. If there is a change in your student's normal pick-up routine, please communicate this with either the office or the homeroom teacher.

### 2.5 Arrivals and Departures

#### Arriving by Car:

If students arrive by car, they are to be dropped off in the parking lot behind the school. Enter through the gate on the West side of our building on Vancouver Avenue. Students are to be let out of the car at our designated morning drop off location after driving to the East side of the lot. Those that would like to park may do so in the designated parking spots. Please use the sidewalk and crosswalk when walking with your children.

#### Arriving by bicycle:

If arriving by bicycle, riders should follow the rules of the road and enter the parking lot on the West side of building on Vancouver Avenue. Bicycle racks are available in the inner courtyard of the school.

**Arriving by foot:**

If walking from Rosa Parks Way, students should enter the building at front office. They should continue through the building to the back courtyard to their class's designated area. If walking from other sides of the building please use our pedestrian gates to enter the property.

**Departures:**

Classes K-5 are walked outside at 3:15 and wait together until their ride arrives or may leave by foot through the front door. Students may not loiter around the school or on the school grounds after 3:15. If supervised by a parent, students may play on the playstructure afterschool. At 4:00 pm the playstructure and blacktop area is reserved for our BTC and others will need to leave the play areas at that time.

**By car:** Once school begins for the day, the gates are locked and are then reopened at 3:05 after students have returned to their classrooms to wrap up for the end of the day. At pick-up, if more than two cars wait in the driveway, the street traffic gets backed up causing unnecessary traffic congestion on Vancouver Avenue. If the school gates have not been opened please drive around the block.

**By foot:** Students walking are encouraged to walk out the front door by the office as the intersections have crosswalks with lights.

**By bus:** Students riding the city bus will need to exit from the front door on Rosa Parks Way.

**2.6 School Attendance**

School attendance is a powerful predictor of student outcomes. Consistent and on-time attendance is a requirement of all students in order to best support their academic, social, and emotional development and wellbeing.

Excused Absences	Start Time
<ul style="list-style-type: none"> <li>● student illness</li> <li>● family member illness</li> <li>● religious observances</li> <li>● medical appointments</li> <li>● family emergencies</li> </ul>	Any student arriving after <b>8:00</b> is considered tardy unless it is for reasons listed as excused on the left.

Please call 503.283.5197 or email [attendance@holyredeemerpx.org](mailto:attendance@holyredeemerpx.org) as soon as possible to notify the office of any absences or late arrivals. If emailing the office, please include your child's teacher as well. **We request a ten-day notice for planned absences exceeding 5 days.**

Chronic absences and tardies may result in disciplinary action. Absences, due to illness, that extend longer than 5 days will require communication from the family to

cooperatively build a plan for the student's successful return to school. However, if there are issues outside a student's / family's control that adversely impact attendance, please contact your child's teacher or school administrator for assistance.

### **2.7 K-8 Uniform Policy** (Approved by School Advisory Council, Spring 2023)

Holy Redeemer's current school uniform policy was adopted to foster a sense of community and to help students stay focused on learning. Students K-8 are required to wear a uniform that complies with [this policy](#). Items requiring an HR logo (dark green and white polos, sweatshirts, and fleece vests) may be purchased at [Dennis Uniform, Land's End](#), and through the [Holy Redeemer Spirit Store](#)/Parent Club. Please note that not all items available in the uniform section of various stores or online meet our dress code. Please refer to the dress code when purchasing uniform items.

Holy Redeemer maintains a Uniform Closet for families to visit to drop off outgrown uniform items in good condition and to access needed uniform items at no cost. Please contact the office to make an appointment to visit the Uniform Closet.

Uniform items not requiring an HR logo (dark green and white turtlenecks, white collared blouses or dress shirts, and sweaters) may be purchased at any store as long as they meet our school uniform policy. HR's plaid is only available at [Dennis Uniform](#).

Items worn outside for warmth before school, during recess, and after school do not require the HR logo but must be removed when students are inside the classroom. This may include sweatshirts, jackets, hats, scarves, and gloves.

**Spirit Days** - Spirit Day is celebrated on the second Tuesday of each month. On Spirit Day, students have the option to wear a Holy Redeemer Spirit T-Shirt or Jog-a-thon shirt (including past year's shirts) with jeans. If preferred, students may come dressed in the regular uniform.

**Free Dress Days** - With advanced notice in the school newsletter or in another form of home-school communication, free dress days will be scheduled periodically. Clothing that communicates or promotes offensive or discriminatory messages will not be allowed. The expectations are that all students dress comfortably, respectfully, safely, and in a way that is compatible with the values of Holy Redeemer School. If you have questions, please refer to the [uniform policy](#).

### **2.8 School Supplies**

Students are responsible for purchasing and maintaining their own basic school supplies. This includes, but is not limited to, items such as pencils, paper, scissors, glue, and pens. School supply lists are available in the office and are posted on our website. Some supplies may need to be replenished throughout the year.

### **2.9 Fair Share Hours**

Families are required to earn "Fair Share Hours" by volunteering time and talents or actively contributing to school events and fundraising opportunities such as selling gift-wrap or plants, sponsoring student/s in the Jog-a-thon, and donating to the Auction. Family members can help work towards your Fair Share. Although there are many opportunities to volunteer, during and after school hours and on weekends, and during school breaks, there is an exception policy in circumstances when families are unable to meet the time requirement or pay the hourly rate.

Each two-parent family is required to earn a minimum of 30 hours per year. Single-parent families are responsible for 15 hours per year. Families record their Fair Share hours on their Holy Redeemer Student Information System (FACTS) family page. Families also have the option to opt out and, instead, pay \$25 per required volunteer hour (\$750 for two-parent families and \$375 for single-parent families). (Revised by School Finance Committee summer 2023) For any families for whom this is an issue please contact Principal McPheeters at [dmcpheeters@holyredeemerpx.org](mailto:dmcpheeters@holyredeemerpx.org)

### **2.91 SCRIP Commitment**

Each year, families are required to purchase \$1,500 of [Scrip](#) for additional school fundraising. Order forms are available on our school website as well as in the main office. Parents and guardians may “buy out” of this scrip commitment by paying \$100 to the school. This is approximately the profit earned on \$1,500 worth of scrip purchased.

The time frame in which Fair Share Hours must be accumulated and the Scrip commitment completed runs from June 15 to May 15. Each June, families who have not met minimum hourly volunteer requirements or Scrip purchases will be sent a bill from Holy Redeemer for the balance. If unpaid by July, the balance will be added to the August tuition payment.

A QRcode to SCRIP online purchases (RaiseRight) can be found in the resource documents of the FACTS Family Portal.

### **2.92 Student Valuables**

Students should leave all valuables at home, such as money, jewelry, nonschool-issued electronic devices, etc. When such items are brought to school, they should/ will be given to the teacher/ office and locked up for safekeeping. In some cases, parents and guardians may be called to pick up the item/s. Holy Redeemer is not responsible for damaged or lost items.

## **Section 3: School & Family Partnership**

### **3.1 Volunteering & Background Checks**

Because tuition covers roughly 70% of the cost of educating a child at Holy Redeemer, fundraisers, donations, and volunteering make up the balance. Volunteering and participation in school-sponsored activities provide opportunities for Holy Redeemer students and families to get to know one another and to contribute to our school community's culture and growth. To learn more about our volunteer opportunities use this [link](#).

In order to ensure the safety of students, all volunteers are required to complete a background check every three years, which costs approximately \$15. Forms are available in the main office and available [here](#) on our website. Volunteers can put an hour and a half toward their required annual Fair Share Hours upon its successful completion. Attendance at an in-person *CASE: Creating a Safe Environment* Training is also required to volunteer at Holy Redeemer. CASE Trainings are provided by Holy Redeemer School and Parish. There is an online renewal safety training offered for those who have already completed the initial CASE training. For CASE training dates, please visit this [schedule](#).

In 2019, the State of Oregon passed [Senate Bill 155](#) which requires that each school submit the names of any volunteers to Teachers Standards and Practices (TSPC) or to the Oregon Department of Education to verify that there is not an ongoing investigation or a substantiated report of sexual misconduct. Anyone wishing to volunteer with children at Holy Redeemer must first notify the school office and provide their legal name, date of birth, and the last four digits of their social security number. Again, this must be provided **before** you can volunteer in the classroom or with students.

A person with an adult criminal conviction may not be eligible to volunteer. Holy Redeemer reserves the right to decline the services of a volunteer or to request that a volunteer withdraws from service in school activities. In addition, volunteers are kindly asked to respect the confidentiality of those with whom they work and come into contact.

If you have any questions regarding CASE Training, please contact [Deirdre McPheeters](#).

### **3.2 Visitors**

Visitors must always check in at the office. Appointments to visit the uniform closet can be made with the office.

### **3.3 Parent Club**

Parent Club provides a forum for communication, collaboration, and involvement among Holy Redeemer stakeholders, which assists in the implementation of the mission of Holy Redeemer Catholic School. General membership meetings are scheduled on the second Tuesday of the month during the school year. All families are invited and encouraged to attend and participate and will even earn a “Fair Share” hour for their time.

### **3.4 School Advisory Council**

Holy Redeemer’s School Advisory Council (S.A.C.) acts as ambassadors in our community and are representatives of our families, parishioners, and community members. They convene monthly during the academic year to collaborate with and advise the parish priest.

SAC officers consist of the pastor of Holy Redeemer, the school principal, a member of the Parent Club, and nine school parents/caregivers or parishioner representatives. Officers typically serve a three-year term and are nominated and elected by current members, the parish priest, and the school principal.

## **Section 4: School & Family Communication**

Holy Redeemer recognizes and prioritizes the importance of its partnership with parents and guardians. Collaboration is most successful and effective when there is strong and consistent communication between both parties. As technology increases, there are more avenues available to get and stay connected.

## Communication With Families

**Administration** will respond to parent/guardian emails and phone calls in a timely manner, publish weekly newsletters, and provide in-person reports at monthly Parent Club meetings which include an open question and answer format.

**Faculty & staff** will email or call parents/guardians when issues arise, respond to parent/guardian emails or phone calls in a timely manner, share weekly communications with Student Learning Expectations (SLEs), send home “Friday Folders” containing communications from the school, post grades in a timely fashion, and report progress quarterly. During the 2023-24 school year, teachers will communicate via email, educational platforms, phone calls, or scheduled Zoom meetings.

**Students** will deliver all papers intended for their parents/guardians in a timely manner, use Google Classroom webpages as an informational resource, check FACTS to monitor progress, and return papers, progress reports, report cards, folders, referrals, etc. to teachers when due.

**Parents/guardians** will check for papers that have been sent home, monitor the school website, read teacher and administrator communications, email or call teachers when issues or questions arise, sign and return papers, progress reports, report cards, folders, referrals, etc. to teachers when due.

### **Communication to Administration:**

Should a parent wish to contact the principal, please call the school office at 503.283.5197 or email [kprenger@holyredeemerpx.org](mailto:kprenger@holyredeemerpx.org) or [dmcpheters@holyredeemerpx.org](mailto:dmcpheters@holyredeemerpx.org) to schedule an appointment.

### **Communication Parent to Teacher:**

If a parent wishes to communicate with a teacher, an appointment may be made either by telephone or email.

### **4.1 School-Wide Parent/Teacher Conferences**

School-wide parent/teacher conferences are held in the fall. Parents' or guardians' attendance helps families and teachers collaborate to better understand and support the student's learning. Spring conferences are by teacher or parent request and are not required for all students. Parents who wish to meet with the teacher at times throughout the year are encouraged to contact the specific teacher to arrange an appointment.

### **4.2 Holy Redeemer School Directory FACTS information**

An annual family directory is published on Holy Redeemer's website. It is for school use only and is password protected for privacy purposes. Parents or guardians may decline to have their contact information shared by selecting that option on the registration form.

### **4.3 Weather Emergencies & School Closures**

Should it be necessary to close the school or implement a delayed start due to weather conditions or other unforeseen reasons, this year Holy Redeemer will be using Flocknote to text information regarding inclement weather school closures, emergencies, and delayed starts. The [Holy Redeemer's website](#) will be updated to reflect that information. In addition, an email message will be sent to families via FACTS Student Information System and closures due to weather will also be posted on FlashAlert.

#### **4.4 Emergency Situations**

##### **Emergency Information -**

To protect the health and safety of students, Holy Redeemer may release a student's health and contact information to emergency personnel.

##### **Emergency Preparedness -**

Throughout the school year, students and staff practice earthquake and fire drills as well as lockdowns and lockouts. Whenever possible, the school will communicate with parents/caregivers when the school is or has been in an emergency situation. This communication will first be sent as a text via Flocknote.

### **Section 5: Safe School Environment**

Holy Redeemer School takes a three-tiered collaborative approach to discipline which includes preventative, supportive, and corrective measures. In order to build a positive and safe school culture, our staff and student body spend quality time throughout the school year establishing shared expectations, building a strong community, and creating effective problem-solving strategies. Administration and staff work with the students to try to resolve problems and conflicts before involving parents and guardians.

Disciplinary action shall be applied responsibly and fairly and will be commensurate with the rules or policies violated. The principal has the final say on what disciplinary action is appropriate and whether a student will be allowed to remain enrolled at Holy Redeemer.

#### **5.1 Student Code of Conduct**

Student Expectations:

- Adhere to Holy Redeemer's uniform policy (see 2.5).
- Abide by School Learning Expectations (see 2.2).
- Refrain from chewing gum anywhere on school grounds.
- Weapons, including toys and replicas, are forbidden on school grounds. This includes guns, knives, pocket knives, sharp objects of any kind, fireworks, matches, etc.
- Drugs, tobacco, and alcohol are forbidden on school grounds.
- Toys, non-school-issued electronic devices, and other distracting items are to be left at home.
- Cell phones are to be turned into homeroom teachers each morning for the duration of the school day.
- Permission for a student to use their cell phone must be granted by school staff.
- Refrain from bullying of any kind (see 5.2).
- Refrain from using profanity and/or sexually explicit language (see 5.3).
- Remain on school grounds unless parent/guardian permission is given and the office is notified (see 5.4).
- Abide by Holy Redeemer's Academic Integrity Policy (see 6.4).
- Show reverence during prayer and liturgical celebrations.
- Model school behavior expectations when representing Holy Redeemer off campus.

Students shall be liable to serious disciplinary, suspension, withdrawal, or expulsion for misconduct including but not limited to:

- Actions gravely detrimental to the moral, physical, emotional or spiritual welfare of others
- Habitual profanity or vulgarity
- Open or persistent defiance of authority
- Continued willful disobedience

## **5.2 Bullying**

In order to build and maintain a positive and safe school culture, Holy Redeemer strives to respond quickly and consistently to bullying behavior.

Bullying is unwanted, repeated, aggressive behavior that involves a real or perceived power imbalance. Students who bully may use their physical strength, access to embarrassing information, or popularity to control or harm others. Bullying may occur in-person, online, and in secret. Holy Redeemer takes all incidents of bullying seriously, including those that occur off-campus.

### **Examples of bullying may include, but are not limited to:**

- Physically harming another by hitting, kicking, tripping, etc.
- Stealing or damaging another's personal property
- Teasing/verbally harming
- Insulting someone's race, culture, gender, size, or appearance
- Spreading rumors
- Excluding someone from a group on purpose
- Making threats

### **To help students feel safe and to prevent/stop/respond to bullying, staff will:**

- Closely supervise students in all areas of the school and playground
- Watch for signs of bullying and stop it when it happens
- Implement [Second Step](#) and [Friendzy](#), school-wide Social Emotional Learning curricula
- Take seriously and investigate all reported or perceived bullying incidents
- Swiftly implement consequences for bullying behavior
- Implement restorative practices as needed to repair the damage done as a result of bullying behavior
- Provide consequences for retaliation against students who report bullying
- Communicate with the parents/ guardians of both the victim/s and perpetrator/s of the bullying behavior

### **To empower students to respond and react to bullying, they will be taught to:**

- Be safe, respectful, and responsible with their words and actions
- Recognize bullying behaviors
- Advocate for themselves
- Be upstanders for others experiencing bullying
- Report bullying to an adult

## **5.3 Threatening, Discriminatory, & Degrading Language**

Holy Redeemer believes we are all children of God and, therefore, should be treated and treat others as such. This includes how we speak to each other and are spoken to.



To recognize and honor the dignity of all, Holy Redeemer does not tolerate discriminatory speech toward any individual or group. This includes hate speech, inappropriate jokes, and threats made toward others or their property.

Stories or images that are sexually suggestive or that promote violence, whether real or fictitious, violate Holy Redeemer's Code of Conduct. Students involved will conference with the administrator, who will then determine if an additional meeting with parents or guardians is necessary. Students who participate may be suspended until a meeting is held with the student, parents or guardians, the administrator, and the pastor when deemed necessary. Any disciplinary action is at the discretion of the administrator.

#### **5.4 Leaving School Grounds During the School Day**

Between the hours of 8:00 a.m. and 3:15 p.m., students may not leave school grounds without the express permission of the principal as well as with the written authorization of parents or guardians. Holy Redeemer Catholic School is a closed campus and requires all students to remain on the school grounds from the time of arrival until school students are officially excused or school is closed. Parents are required to sign students out if needing to leave early.

#### **5.5 Loitering**

Students may not loiter around the school or on school grounds before 7:50 a.m. or after 3:15 p.m.

#### **5.6 Vandalism & Property Damage**

Students will not damage or deface equipment or property on Holy Redeemer grounds. Students, their parents, or guardians are liable for all damaged school equipment or property.

#### **5.7 Drug Policy**

No illegal or illicit substances are allowed on Holy Redeemer grounds at any time. This includes before and after school, during breaks, and over the summer. Parents and guardians will be notified immediately of any violation of this policy.

#### **5.8 Search & Seizure**

Cubbies, desks, and personal belongings are subject to search at any time by school administration or staff. This is for the protection of students and school employees. Cubbies, desks, and any other storage areas at the school remain in the possession and control of the school even though they are made available or assigned for student use.

### **Section 6: Academics**

Holy Redeemer staff are dedicated to providing a robust and well-rounded educational experience. HR is committed to encouraging and supporting students in realizing their endless potential. While preparing students to thrive in college-preparatory high schools, HR also seeks to foster a teaching and learning environment that both reflects Christian values and a strong sense of community.

## **6.1 Curriculum/Service Learning**

Holy Redeemer offers varied and relevant curricula in all subject areas and at all levels. This includes Religion, Language Arts, Math, Science, Social Studies, Music, Art, and Physical Education/Health as well as Social-Emotional principles. The curriculum used in each subject area is updated on an ongoing rotation and is selected by the principal and faculty following the approved Archdiocesan guidelines.

In addition to core academic subjects and specials, each class selects and participates in a year-long service project. These projects include local nonprofits as well as national and international organizations such as [Heifer International](#), St. Andre Bessette Catholic Church in Portland, [Society of St. Vincent de Paul](#), [Soles4Souls](#), and [the Oregon Humane Society](#). In addition to active engagement with in-class service projects, there are service hour requirements for middle school students. Sixth through eighth graders are asked to fulfill 6 - 15 hours per semester and then submit a reflection paper summarizing their experiences and sharing how they align with Holy Redeemer's S.L.E.s ([Schoolwide Learning Expectations](#)). Students and families will receive communication from their classroom teachers regarding specific requirements and expectations.

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. Lost or damaged books (including library books) will be replaced at the parent or guardian's expense. There will be no refund if a lost book is subsequently found. Individual damages will be assessed at the end of the school year and appropriate charges made.

## **6.2 Oregon Senate Bill 197**

[Oregon Senate Bill 197](#) is a law that went into effect on January 1, 2022. Its purpose is to address teen dating violence, domestic violence, and sexual harassment in all school settings, including private schools. As a result, all public and private schools are required to create policies, establish procedures for how such incidents are reported and responded to. Schools are required to display posters featuring domestic violence resources as well as train staff and educate students in grades 7 - 12.

Holy Redeemer is addressing the requirements of Senate Bill 197 by posting domestic violence resource information in student restrooms. Middle Schoolers will also participate in two workshops during the first weeks of school that are focused on setting and respecting safe boundaries. Additional instruction around these topics will also be provided in Middle School Health classes. Specific school reporting policies have been developed and communicated to students so that violations can be reported.

## **6.3 Digital Citizenship**

To help our students engage responsibly and confidently within a digital environment, Holy Redeemer has adopted the [Common Sense Digital Citizenship](#) curriculum. HR is dedicated to helping kindergarten through eighth-grade students thrive in a world of media and technology. In addition, all school devices are protected by a sonic wall as well as [GoGuardian](#), which is a filtering and monitoring software.

Students and families are made aware of expectations regarding safe, respectful, and responsible use of technology and are required to sign the [Good Digital Citizenship Agreement](#).

### 6.4 Academic Integrity

Student work and achievement should be the result of their own efforts. Academic honesty is expected of all students, at all times. Copying another student's homework, cheating on tests or quizzes, or plagiarizing will result in a zero grade for the assignment. Students who allow their work or test to be copied will also receive a zero. Chronic academic dishonesty may lead to other disciplinary actions including suspension or expulsion. Please see [Integrity Contract here](#)\*. (Updated December 2022)

### 6.5 Grading

Grading Scales	
<b>Prekindergarten &amp; Kindergarten</b>	
<b>4</b>	Exceeds Expectations
<b>3</b>	Meets Expectations
<b>2</b>	Developing
<b>1</b>	Beginning
<b>Grades 1, 2, 3, 4 &amp; 5</b> *(Updated June 2022)	
<b>4</b>	Exceeds standards-consistently performs above the end of year standards
<b>3</b>	Meets grade-level standards
<b>2</b>	Progressing-progressing toward grade-level standards
<b>1</b>	Needs Improvement-performing below grade-level standards
<b>Grades 6, 7, &amp; 8</b>	
Students are graded on a percentage scale and receive letter grades.	
<b>A</b>	93 - 100%
<b>A-</b>	90 - 92%
<b>B+</b>	87% - 89%
<b>B</b>	83 - 86%
<b>B-</b>	80 - 82%
<b>C+</b>	77 - 79%
<b>C</b>	73 - 76%
<b>C-</b>	70 - 72%
<b>D+</b>	67 - 69%
<b>D</b>	63 - 66%
<b>D-</b>	60 - 62%
<b>F</b>	59% & below

### 6.6 School-Wide Testing

The Archdiocese of Portland has implemented Star Testing in math and reading. Star is a computer-based assessment that is administered three times a year to students in kindergarten through eighth grade. Teachers receive immediate feedback as to how students are progressing in order to inform their instruction and better meet the needs of students.

### 6.7 Progress Reports/Report Cards

Report cards are sent home at the end of each trimester. These need to be signed by parents or guardians and returned to the classroom teacher. Progress reports for grades 4-8 are sent home halfway through each trimester to be signed and returned.

## **6.8 Academic Probation**

A student may be placed on academic probation when choosing not to engage in their learning has led to failure in multiple subject areas. Students on academic probation will be placed on an improvement plan for a designated amount of time. During that time, the student's academic progress will be monitored and assessed. Academic probation may be extended if deemed necessary.

A student who has made no effort toward making improvements may be asked to leave (involuntarily separated from) the school. No tuition refund will be available. When in such a case (if a student is involuntarily separated), and parents or guardians will be responsible to cover the cost of tuition.

Middle school students that receive a failing grade at the end of a term will be put on academic probation. Our goal is for every student to be successful therefore those students on academic probation will be required to attend weekly study hall to provide additional support for the student for the following term and a formal action plan will be written collaboratively to support the student growth.

## **6.9 Promotion, Retention & Graduation**

### **Promotion to vs Placed in the Next Grade Level**

Students who complete and demonstrate adequate mastery of grade-level benchmarks are promoted to the next grade level. Those who have not yet shown mastery may be placed in the next grade level if retention is not an appropriate option due to a variety of factors.

### **Guidelines for Retention of Students**

The decision to have a student repeat a grade level is made based on a student's progress in all academic areas and developmental domains. A team consisting of parents or guardians, teacher/s, the principal, and other staff who have insight into the student's learning will meet to discuss if retention is in the best interest of the student. This decision is typically made at the end of the second trimester. In all cases, the final decision for retention rests with the principal.

### **Graduation**

Holy Redeemer's 8th-grade graduation is scheduled for the last week of the school year. Students graduate after the successful completion of the middle school curriculum.

## **Section 7: Admission & Withdrawal**

Holy Redeemer's guiding principle is to provide a Catholic education rooted in faith, tradition, and Gospel values. The partnership between school and families is vital to provide students with a quality faith-based education.

### **7.1 Application Process**

Registration begins in January for families whose children are currently attending Holy Redeemer. Registration is complete after all forms are submitted, and the registration fee has been paid. Delinquent tuition payments for the current school year must be paid in full prior to the new registration being processed.

## **7.2 Enrollment Requirements & Process for New Families**

All interested families are encouraged to request a school tour which can be scheduled at any time throughout the year. This visit is in addition to the Open Houses in October and January. A private tour allows Holy Redeemer staff to offer personalized attention and an opportunity to answer specific questions. Active parishioners and siblings of current students will get priority placements.

Parents or guardians must provide proof of their child's age. Preschoolers must be three years old, PreK students must be four years old, and kindergarteners must be five years old on or before September 1<sup>st</sup> to be eligible for the new school year. Per Oregon State Law, all students must be current on their immunizations.

New incoming students are considered on probation for the first trimester. In some cases, the probationary period may be extended beyond the end of the first trimester. The transition from probationary to regular enrollment status is based on the student's academic and behavioral performance as determined by teacher observation and input.

**Kindergarten:** Each prospective kindergarten student is given an assessment as part of the application process to determine kindergarten readiness. As part of this assessment, students are observed in the classroom during a short visit to Holy Redeemer.

**Grades 1-8:** Prospective students entering first through eighth grades will visit the school and be given an assessment in the areas of reading, writing, and math. Letters of recommendation, current report cards, and birth and/or baptismal records are also required. Final acceptance is contingent upon the timely return of completed registration materials and fees, a review of the student's visit, assessment results, previous school records, and availability of space. Parents or guardians will then receive a formal notice communicating the student's enrollment status. Acceptance at Holy Redeemer is considered final when all of the above-mentioned steps have been completed. ALL STUDENT RECORDS ARE LEGAL DOCUMENTS, AND A STUDENT'S LEGAL NAME MUST BE USED.

## **Section 8: Financial Information**

Holy Redeemer's operating costs come from three sources: 1) Tuition, 2) Subsidies from the Archdiocese and Catholic parishes, 3) scholarship and Endowment funds, and 4) School Fundraising. Tuition covers approximately 70% of the operating costs of Holy Redeemer.

### **8.1 Tuition**

Tuition rates are determined annually based upon a percentage of the actual cost of educating a Holy Redeemer student.

### **8.2 Parish Subsidy**

Catholic families who actively participate in parish life at Holy Redeemer are eligible for a parish subsidy. Other Catholic parishes offer a subsidy for their active families as well. The parish priest must be contacted for information regarding eligibility for the subsidy, and an eligibility form must be filled out and returned to the school to receive a subsidized tuition rate.

### **8.3 Tuition Assistance/Scholarships**

Based on need, tuition assistance is available to all students attending Holy Redeemer Catholic School. It is never the intent of Holy Redeemer to deny a Catholic education to any student due to financial hardship. In order to evaluate a family's financial need, an online [FACTS](#) tuition assistance application must be completed by mid-January

To contribute to our scholarship and endowment funds, please reach out to the main office for donation information.

### **8.4 Payment**

There is a standard family registration fee for all students which is payable at the time of the annual registration.

Each prospective student will be charged a one-time, non-refundable application fee which is due prior to the student's application being processed. Once a new student has been accepted, new families will need to provide a nonrefundable deposit that will be credited towards the first tuition payment. This is due at the time of registration along with the standard family registration fee.

Holy Redeemer Catholic School utilizes FACTS Tuition Management System for payments. Payments are automatically deducted from a designated account. Tuition may also be paid in full. A 2% discount is applied if full payment is received by the due date itemized on the tuition schedule. Please make every effort to stay current with tuition payments.

### **8.5 Student Accident Insurance**

There is an Archdiocesan plan for student accident insurance in place at Holy Redeemer. ALL students enrolled in our school are covered from the first day of school through 12:01 AM the day after school ends in June. Coverage includes injuries caused by accidents occurring: 1) on school premises during school hours and when school is in session and one hour immediately before and after classes, while continuously on school premises; 2) when participating in or attending school-sponsored activities; 3) traveling directly to and from school for regular attendance or in school vehicles 4) emergency sickness up to \$1,000. Charges for this service are covered by your child's registration fee.

Additional coverage is optional, and the Archdiocese of Portland has provided our families with the opportunity to purchase accident insurance through the Student Accident Insurance Program. The provider is Myers Stevens and Tookey Company. Consideration of this accident insurance can be either a secondary coverage to your current health and accident coverage or as a primary insurance plan if you currently do not have other health and accident coverage. Information regarding this plan is sent home at the beginning of each school year.

### **8.6 Withdrawal Process**

Families who wish to withdraw their student from Holy Redeemer Catholic School should notify the principal and Admissions Assistant, Kelsey Pregner, [kprenger@holyredeemerpdx.org](mailto:kprenger@holyredeemerpdx.org), in writing as soon as possible to ensure a smooth transition of student records.

## **8.7 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.

Holy Redeemer Catholic 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 its intent to withdraw. The date of the written notification will determine the tuition amount due to Holy Redeemer Catholic School by the withdrawing family.

- 1.** 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 and fees.
- 2.** 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 its total tuition and fee.
- 3.** 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 its total tuition and fees or will be prorated based on the month of withdrawal, whichever is greater.

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

- 1.** The family relocated outside the Portland metropolitan area
- 2.** Serious events occur which are beyond the control of the family, such as the death of a family member or catastrophic illness

## **Section 9: School Medical Policies**

It is the primary goal of Holy Redeemer to keep students safe and healthy. However, there are injuries that may occur at school as well as common illnesses that lead to student absences. It is essential for Holy Redeemer and families to partner in order to lessen the impact on teaching and learning.

### **9.1 Communicable Diseases**

In a school environment, communicable diseases are easily transmitted from one individual to another. Holy Redeemer requires students to stay home for a full 24 hours once a student is fever-free (without fever-reducing medication) and other symptoms have resolved.

Holy Redeemer follows the guidance set by the Oregon Health Authority regarding infectious diseases and the newest protocols.

If a student is found to have lice, parents/ guardians will be called and asked to pick up their student. All nits and egg cases need to be completely removed before the student may return to school. If lice are detected, HR will also notify the class in which

it occurred so that all parents may take preventative measures for their children. All names will be kept confidential.

## **9.2 Immunizations**

Students entering Archdiocesan schools must provide a Certificate of Immunization Status (CIS) form documenting evidence of immunization. New families must present Immunization records with their application packet. Holy Redeemer follows the immunization guidelines set by the state/county.

## **9.3 Health Room**

Students who are injured or do not feel well, can visit Holy Redeemer's health room. Those with any symptoms of illness will need to go home and can return after being 24 hours symptom-free.

## **9.4 Medication Dispensing Guidelines**

For medication to be given to a student at school, parents or guardians must complete and submit an [Authorization for Medication Administration by School Personnel Form](#) to the main office.

## **9.5 Parent/Guardian Notification**

Please notify the school immediately if your child has or has been exposed to any contagious disease such as, but not limited to, COVID, chickenpox, pink eye, or head lice.

# **Section 10: Student Services**

Holy Redeemer strives to educate and nurture the whole student. There are many additional opportunities offered to accomplish this goal. These include private music lessons (violin, viola, bass, cello, and piano), CYO (Catholic Youth Organization) Sports (basketball and volleyball) for grades 3-8, Hot Shots Basketball for grades 1-2, Holy Redeemer Soccer Club (a Portland Youth Soccer Association team practices on site but is not considered a school team), Girls on the Run for grades 3-5, Oregon Battle of the Books (OBOB) for grades 3-8, Chess Club, Choir for grades 3-8, STEM Afterschool, Art Afterschool Class, and Summer School.

## **10.1 Emotional & Academic Support Services**

Holy Redeemer's counselor provides whole-class educational opportunities, small-group curriculum, and individual student support as needed. The counselor can support teachers and families in highlighting student strengths and assessing areas of social, emotional, or mental health challenges. The counselor will use strength-based assessments to assist teaching teams in the development of individualized learning/classroom accommodations. Additionally, the counselor can serve as a support for families in identifying and connecting with mental health professionals outside of the school building if needed or desired.

Holy Redeemer participates in programs that access federal funding to provide reading and math assistance (Title 1) as well as for professional development (Title IIA). Each year, a grant proposal is submitted for the use of these funds. In addition, the school accesses federal funds to support qualified English Language Learners (Title III). Along with the above-mentioned services, HR has a Learning Specialist who provides additional literacy support for those students who do not qualify for Title 1 and also oversees all Individual Learning Plans (ILPs).



Holy Redeemer partners with Portland Public Schools and other organizations to evaluate and provide services such as Speech and Language, Academic, and Social-Emotional support.

## **10.2 Field Trips**

Field Trips provide enriching experiences to our school's curriculum. Parent Permission Slips will need to be completed before students can participate in trips leaving the school property. Parents that have completed a Background Check, CASE Training and the other forms may volunteer to participate as a chaperone. Teachers will determine the appropriate number of chaperones for an event.

## **10.3 Before and After-School Care: Beyond the Classroom (BTC)**

"Beyond the Classroom" (BTC) is a before and after-school program offered to Holy Redeemer families for children ages 3-12 years. BTC provides a safe and fun space with opportunities for children to explore, socialize, and receive homework support.

BTC is licensed by the Early Learning Division and certified through the Child Care Division of Oregon. All BTC staff have passed a fingerprinted background check administered through the Early Learning Division and complete at least 15 hours a year of professional development.

BTC's hours are 7:00 am until the start of the school day and 3:20 pm to 5:30 pm on Mondays, Tuesdays, Thursdays, and Fridays. Wednesday's hours are 2:20 pm to 5:30 pm. ALL children planning on attending must register prior to attending BTC.

## **10.4 Breakfast & Lunch Services**

Holy Redeemer provides a school meat or vegetarian lunch option daily. The Federal Government subsidizes Holy Redeemer Catholic School's Breakfast and Lunch Programs. Applications for free/ reduced meals are available in the school office. Applicants are required to complete the application form provided by the Federal Lunch Program along with indication of income to qualify. Portland Public Schools use this information to determine our federal grant allocation and to determine the numbers of students eligible for Title I and other Federal programs. Holy Redeemer School requires parents/caregivers who are seeking financial assistance to complete the lunch application. Application forms are kept confidential.

### **Breakfast in the Classroom Program**

Research has shown that students who eat breakfast are more likely to be alert and focused in school. Holy Redeemer serves a small breakfast in the classroom from 8:00 to 8:10 am. For the 2023-24 school year breakfast will be \$1.00..

### **Hot Lunch Program**

All HR students have a School Lunch Account. The lunch menu is published in the Principal's Weekly Newsletter and posted on Holy Redeemer's website. The full cost of a hot lunch is \$4.00, and \$0.40 is the reduced cost. Deductions are made for lunch and milk charges. Parents/guardians must send lunch/milk money to the school or pay online through MealTime. The office can answer questions regarding online payments. In addition, parents/guardians will be notified when the student's account has reached a negative balance. Lunch money should be sent to the school office in an envelope marked with the

student's name, grade, and lunch program so that it is credited to the proper account. Parents/guardians are encouraged to pay for lunches and beverages in advance so that students will maintain a positive balance.

### **Milk Program**

Milk may be purchased separately for \$0.40 for those bringing a sack lunch. Beverage and Lunch accounts are combined, so separate payments do not need to be made for lunches and beverages.

## **Section 11: Notifications**

### **11.1 Student Information Disclosure - Annual Notification**

In accordance with Oregon law concerning student education records, parents/guardians of students currently in attendance at Holy Redeemer Catholic School have a right to:

1. Inspect and review the student's education records;
2. Request the amendment of the student's education records to ensure that they are accurate, not misleading, or otherwise in violation of the student's privacy or other rights;
3. Consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that the law permits disclosure without consent;
4. File with the U.S. Department of Education a complaint under concerning alleged failures by the school to comply with the requirements of the Family Educational Rights and Privacy Act; and
5. Obtain a copy of the policy regarding how Holy Redeemer Catholic School meets the requirements of Oregon law concerning student education records. Copies of this policy may be obtained in the office of the principal.

Holy Redeemer Catholic School forwards educational records requested by an educational institution in which the student seeks enrollment or services within ten days of receiving the new educational agency's request.

### **11.2 Emergency Disclosure of Information**

Holy Redeemer 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.

### **11.3 Verification of Compliance**

Parents/guardians are required to acknowledge and verify that they are both aware of and will comply with all of the policies stated in the Holy Redeemer Handbook. This acknowledgment will be digitally shared with the school [using this link](#). If you prefer to sign a hard copy, please notify the office, and one will be provided.

**The school principal retains the right to amend this handbook for just cause. Parents/ caretakers will be notified of any changes.**