

BRIEF HISTORY OF THE SCHOOL

Our Lady of Guadalupe School was established in 1961 to serve the educational needs of the children of the parish. The Carmelite Sisters of Okalahoma staffed the school during the next thirteen years as the school grew and flourished. The first lay principal was appointed in 1972, and since 1974, the school has been staffed entirely by dedicated lay employees. A kindergarten was opened in the fall of 1985 and was held in a small house near the main school. Extensive renovation and building during 1991-1992 provided the school with a new kindergarten classroom and computer lab. School families play an important and active role in the life of the parish.

Our Lady of Guadalupe School is a Catholic parish school under the jurisdiction of the Archdiocese of Los Angeles. The pastor is the ex-officio chief administrative officer of the school who carries out the policies of the Archdiocesan Advisory Board and, on points not covered by Archdiocesan policy, determines policies appropriate to the needs of the school. The principal is responsible for the immediate direction and supervision of the school program. The success of Our Lady of Guadalupe School depends of the on-going commitment and dedication of the administration, faculty, staff, and parents to the philosophy and goals of the school.

GENERAL POLICIES

SCHOOL DAY

School begins at 8:00 AM with opening exercises and announcements. A student will be marked late if they arrive at school after their class has entered the classroom. They must report to the office for a tardy slip. Children should not be dropped off at the Fifth Street gate.

School is dismissed at 3:00 PM on regularly scheduled days and all children left in the schoolyard at 3:15 PM will be sent to Day Care unless they are involved in after school programs. On the first Friday of each month, school will be dismissed at **NOON** for our monthly faculty meetings. School will be dismissed at 2:30 PM *on other* Fridays for teacher articulation meetings. Please see your school calendar for further information.

ADMISSION

Since Our Lady of Guadalupe is a Catholic school, it is our goal to educate and support a Catholic community. It is our policy to accept first those students who desire a Catholic faith community and who demonstrate by former school records and entrance screening an ability to achieve success within our curriculum. The administration reserves the right to refuse admission to any student not satisfying the admission requirements.

Entrance requirements:

- a. satisfactory progress at previous school
- b. good character reference
- c. indication at entrance screening of the ability to achieve in our curriculum
- d. complete and current immunization records as required by state law
- e. completed application
- f. copies of birth and Baptism certificates (if applicable)
- g. personal interview
- h. payment of application and testing fees

Age requirements:

- Kindergarten – five years of age by September 1st of the current school year
- First Grade – six years of age by September 1st of the current school year

Applicants are considered in order of priority:

1. active/contributing members of Our Lady of Guadalupe Church
2. active member of other Catholic parishes
3. applicants of other faiths who desire the religious and educational environment of Our Lady of Guadalupe School. All applicants are accepted on the basis of openings and ability to achieve and succeed within our curriculum.

Probation Policy (new students): A probationary period of one trimester exists for any new student. Ability to exhibit satisfactory achievement in the areas of academics, behavior and proper Christian attitude will be reviewed and evaluated. The possible outcomes include:

1. the student will be relieved of probationary status
2. the term of probation may be extended for another trimester
3. the student may be placed in the previous grade if such is considered in his/her best interest and space is available
4. the student may be asked to transfer to another school.

Re-enrollment of students currently enrolled is based on each student's grades and conduct, parental support of Our Lady of Guadalupe School's philosophy, academic and disciplinary policies, and consistent commitment to personal financial responsibilities to the school.

TUITION & FEES

Tuition is payable to Smart Tuition (1-800-SMART-03). Tuition is due on the 10th or 20th of each month. Questions dealing with tuition should be directed to the school principal. A late fee of \$25 may be assessed for payments received after the due date unless prior arrangements have been made with the principal. All fees will be payable to Our Lady Of Guadalupe School.

Tuition is considered delinquent when a family has not met their monthly financial obligation for two months or longer. In the case of extenuating circumstances, it is the responsibility of the parents to contact the school office and speak with the principal. The school is unable to extend long-term credit. Any family whose account is delinquent at the conclusion of each trimester must bring their account up to date prior to their child returning to school. Families who leave the school without bringing their account current will be contacted to establish a plan for payment. Families who ignore this responsibility may have their account submitted to collection or Small Claims Court.

PROGRAM FEES

Minimal fees are required for participation in extra-curricular programs. Some fees will be communicated in advance of the program (e.g. special field trips). The following fees have been established for traditional programs.

Sports Fee (per sport) \$30 Academic Decathlon Fee \$30 Class Fee \$25
Graduation Fee \$150 Sacramental Fee \$25

Refer to Sports Handbook for additional information and requirements.

FUNDRAISING & VOLUNTEER PROGRAM

Tuition and fees do not cover the full cost of educating students at Our Lady of Guadalupe School. Families are expected to support the volunteer program (40 hours at \$10 per hour), Fall Raffle, Wrapping Paper/Greenery, Fiesta, 700 Club, and the various sports fundraisers.

A *maximum of 20 hours* can be volunteered in the parish.

ATTENDANCE

Prompt and regular attendance is important. A student can never make up a missed day even if missed assignments are completed. Please call the school before 9:00 AM when your child will be out of school for any reason.

When a student has been absent, a **WRITTEN NOTE** stating the reason and date of absence signed by the parent is required if the school has not been notified by phone. If a student is absent for more than 20 days a trimester, report card grades may be withheld.

When students must miss school for medical/dental appointments, written certification from the doctor/dentist's office is required before a student is excused. It is recommended that you make all dental and medical appointments after 3:00 PM whenever possible. A note is to be sent at the beginning of the class day stating the time the child will be picked up and for what purpose. **The student is to be met at the school office by the parent who signs a release before taking him/her.**

PARENTS MAY NOT GO DIRECTLY TO THE CLASSROOM TO GET CHILDREN. OUR LADY OF GUADALUPE SCHOOL IS A CLOSED CAMPUS. DURING SCHOOL HOURS ALL VISITORS MUST REPORT TO THE SCHOOL OFFICE AND SIGN IN.

Students who arrive after everyone has entered the classroom are considered tardy. The student must report to the main office for a tardy slip before being admitted to class. Disciplinary action may be taken for excessive tardiness.

CURRICULUM

Our Lady of Guadalupe School teaches the curriculum adopted and approved by the Department of Catholic Schools. This basic curriculum prescribed for all elementary school, beginning in kindergarten and continuing through eighth grade includes Religion/Family Life, Reading, Language, Spelling, Handwriting, Science, Health & Safety, Social Studies, Art and Music, Physical Education and Computer Literacy. In addition, Our Lady of Guadalupe School teaches Spanish at all grade levels.

GRADING

The administration and faculty of Our Lady of Guadalupe School seek to measure total student performance in class work, homework, testing performance, class participation, and work on special projects. Therefore, written grades will be given to keep students and parents aware of performance and progress.

Students in Kindergarten, first, and second grades are graded as follows:

O = Outstanding G = Good S = Satisfactory
NI = Need Improvement T = More Time Needed (Kindergarten only)

Students in grades three through eight are graded by a percentage scale according to Archdiocesan standards. The correlation between letter grades and percentages are as follows:

A = 93 – 100% B+ = 90 – 92% B = 87 – 89%
B- = 85% - 86% C+ = 80% - 84% C = 75% - 79%
C- = 70% - 74% D = 65% - 69% F = 64% and Below
O = Outstanding G = Good S = Satisfactory NI = Needs Improvement

A student with an F average (grades 3 – 8) or an NI average (1 – 2) in two or more core subjects for the year may be retained or required to withdraw from Our Lady of Guadalupe School.

A diploma will be issued to those students who have satisfactorily completed the course of studies for students attending Our Lady of Guadalupe as prescribed by the Archdiocese of Los Angeles. A student must receive a D average or higher in all academic subjects to qualify to receive a diploma. The principal reserves the right to refuse awarding a diploma for reasons involving poor academic achievement or conduct.

Effort is the key to a student's academic success. Good communication between home and school is also vital. Any matter involving a student's work or behavior must be taken up with the teacher first, and then with the teacher and principal if necessary.

PROMOTION/RETENTION/GRADUATION POLICIES

The decision to promote a pupil to the next grade or to retain him/her in the present grade should be based upon progress in the present grade, and consideration of the overall welfare of the student.

In the event that retention is under consideration, the following guidelines should be applied:

1. The teacher is responsible for the consistent evaluation, initiation of diagnosis for suspected challenges to learning, and primary attempts to offer remediation. Initially, the teacher should provide remedial help to the pupil within the school setting. If such help proves to be unsuccessful, the teacher should advise the parents/guardians and principal in order to arrange for outside remedial help and/or testing.
2. The teacher will make the principal aware of any pupil with significant learning problems as soon as possible. Special assessment and/or testing may be suggested.
3. If retention is a possibility, the teacher should consult with the principal by the end of the first trimester. A conference will be arranged involving the parents/guardians, teacher and principal to discuss both retention and other alternatives.
4. The teacher will complete and retain copies of appropriate forms and all correspondence with parents/guardians to document their actions.

PROGRESS REPORTS

Report cards are issued three times a year for Kindergarten through Eighth grade. Absences of twenty days or more during a trimester may result in the withholding of grades until the work is made up to the satisfaction of the teacher and principal. If a student does not complete the assigned work due to absence or other reasons, the term incomplete may be entered on the report card. This will change to a letter grade when the work has been completed in the time designated by the teachers.

Progress reports are sent home half way through each trimester. Please note these days on the school calendar. This practice is a help both to students and parents as it allows them to take stock of performance to date and work in the areas that will allow the student to do better. **There will be a \$10 replacement fee for lost or damaged report cards.**

HONORS/AWARDS

At the end of each reporting period, students may be eligible for honorary recognition.

Academic Honor Roll – 5th – 8th

Students must have a B+ average in major subject areas and have NO BEHAVIOR CHECKS on their report card. Students must maintain at least a B average in conduct.

Principal's Recognition Award – 1st – 8th

Outstanding performance in conduct (A/O) and effort (A/O). Strong supporter of school rules and activities with NO BEHAVIOR CHECKS on their report card.

HOMEWORK POLICY

The time allotment for homework is generally as follows:

- Kindergarten – optional
- First and Second – 30 minutes
- Third through Fifth – 1 – 2 Hours
- Sixth through Eighth – approximately 2 –3 hours

Assignments are usually not given on holidays or weekends unless a student has failed to complete weekly assignments, long-term projects, or for some important reason the teacher may determine.

STANDARDIZED TESTING

In addition to teacher-designated tests, which are part of regular schoolwork, standardized tests are administered each year during the first two weeks of October. Students in Los Angeles Archdiocesan schools take the Iowa Test of Basic Skills. Information relative to student performance is shared with parents during conferences. Please do not make medical or dental appointments during this time.

Students in the fifth and eighth grades also take a standardized religion test, the Assessment of Catholic Religious Education (ACRE). Fifth grade students take the Level I and eighth grade students take the Level 2 test.

TRANSFER OF STUDENT RECORDS

Whenever a pupil transfers from Our Lady of Guadalupe School to another school within the state, a copy of the Cumulative Student Report and the original Health Record will be sent to the new school upon request from the school where the pupil intends to enroll. Official transcripts will not be given to students or parents. However, copies of the transcripts may be given to parents or students. If a student withdraws from Our Lady of Guadalupe before the end of the year, full credit for all work a student accomplishes will be granted.

ACCESS TO STUDENT RECORDS

Parents of currently enrolled or former students have the right to review any and all pupil records related to their children that are maintained by Our Lady of Guadalupe School. In the case of legal separation and/or divorce, California state law gives only the custodial parent the right to give consent to release records, challenge the content of records, or write a response regarding disciplinary actions that will be included in the record. Non-custodial parents without visitation rights will not be provided information that may assist in locating the student.

APPOINTMENTS

Teachers may not be called to the phone during school hours. A message for a teacher may be left with the school secretary, or the teacher may be reached by appointment made through the office. Private phone numbers of teachers will not be given out.

If there is a question regarding a classroom situation, please make an appointment and discuss it with your child's teacher. If it pertains to school policy, please contact the principal. It is far better to discuss all such matters with those in authority than to discuss them with someone else. No one is allowed on the campus during school hours (8:00 AM – 3:00 PM) without permission from the office. ALL VISITORS MUST REPORT TO THE SCHOOL OFFICE AND SIGN IN.

WEEKLY LITURGY

As a Catholic school, we recognize that there is no greater opportunity for fostering parent-directed religious education than a family's presence at the weekly community celebration of Liturgy. As a parish school, it is understood that a family's weekly attendance at parish Liturgy provides tremendous opportunity for community building in a Christ centered environment. It is therefore essential to our mission as Catholic educators, in a partnership with parents for the Catholic education of children, that families attend Mass on a regular basis. As the primary religious educators of their children, parents are encouraged to consistently follow through on this most serious obligation.

Children in third grade through eighth grade will attend Mass once a week. The entire student body will celebrate Mass once a month. These monthly Masses will be planned by the children. Parents and family members are encouraged to attend these Masses whenever possible.

COMMUNICATION

The school sends home a family envelope weekly, usually on Tuesdays, with the ELDEST child in each family. The family envelope contains important communications and order forms and is to be returned to school with the oldest child the next school day. There will be a \$1.00 charge for lost or unreturned envelopes.

FIELD TRIPS

During the course of the year classes will have the opportunity to take field trips to enrich their learning experiences. All field trips will be announced in advance and all children must have a signed permission slip on file at the school before they may participate. Field trips require adult supervision. The Archdiocesan policy recommends at least one adult to every ten pupils for grades 3 – 8, and at least one adult for every seven pupils for K – 2. Adults who drive must be at least 25 years of age with proof of valid drivers license, current auto insurance, and seatbelts provided for each student. According to Archdiocesan policy field trips by boats and airplanes are not permitted.

HEALTH POLICIES

Our Lady of Guadalupe School is required to follow state law as contained in the California Educational Code as it pertains to the health and safety of students. All students must provide proof of proper immunization. All first grade students must present certification stating that they have had a physical examination by a doctor within the last eighteen months (must be signed by a physician). All students entering a California school for the first time must have a tuberculosis test. Failure to provide requested verification of immunization and physical test exams will result in a student being excluded from school. Each student must have a health card, current emergency card, and an earthquake card on file. These cards are treated with confidential care and should contain any information necessary for the child's welfare.

Communicable diseases and conditions should be reported to the school immediately (e.g. chicken pox, head lice, measles, mumps, skin and eye infections, etc.). We urge all parents to not send children to school if they are sick. If a child becomes ill at school, it is a parent's responsibility to arrange for their child to be picked up from school in a timely manner. The school is unable to care for sick children for extended periods of time. If there is any possibility that a child has been exposed to a communicable disease, please check with your physician before sending your child to school. When a child has been ill, please do not send him or her back to school before being sure that their temperature has been normal for a twenty-four hour period.

Only simple first aid can be administered at school. A school staff member cannot administer medication unless duly authorized in writing by a parent/guardian. For children who have health conditions which necessitate regular medications during the school day, the parent must submit authorization to the school

secretary for administering said medication and specific instructions on the process to be followed. Without such written authorization on file, no medication will be given; this includes over the counter medications. *School staff and volunteers cannot assume legal or moral responsibility for administering medications. Students are responsible for coming to the office for medications.* All medication brought to school must be taken to the school office to be administered by authorized personnel only.

Any unusual illness or serious accident or injury occurring at school or at a school-sponsored activity will be reported to the Department of Catholic Schools and the Archdiocesan Insurance Department. If parents cannot be reached during a serious emergency, 911 will be called.

COUNSELING POLICY

The mission and purpose of Our Lady of Guadalupe School is education. The school does not assume the responsibilities proper to the family and to society. The role of the school is distinct from the role of other agencies, both Church-sponsored and community-sponsored, which provide for mental and physical health and welfare. The school may not assume the responsibility for psychological counseling or therapy. However, information concerning the resources available through other agencies may be given to parents or guardians. Parents and students may be encouraged to consult outside agencies of their own choice.

PRIVACY POLICY

Teachers, counselors, retreat leaders and other school personnel will respect the verbal or written confidences of students, except in cases where the health or safety of the student or others is involved.

HIV/AIDS POLICY

The Archdiocese of Los Angeles has accepted the United States Bishops' statement that reads in part "infection with HIV/AIDS in and of itself should not be a reason to exclude students from school. Decisions about any changes in the educational program of a student who is infected with HIV/AIDS shall be made on a case-by-case basis. Any decision will take into account Christian concern and compassion, community health and well being, and individual privacy and needs." Our Lady of Guadalupe School and the Archdiocese of Los Angeles reserves the right to revise its guidelines at any time for any reason, including, but not limited to, changing medical knowledge, legislation and law.

PUPIL PREGNANCY

The primary purpose of Catholic Education is to guide our students' growth in Christian values and moral conduct. It stresses that the body is the temple of the Holy Spirit and that the sanctity of family life is enhanced through a fulfillment of God's plan as expressed by a loving and permanent commitment. Premarital sexual activity is contrary to these values. However, when pregnancy occurs outside of marriage, the total school community should seek to offer support to the pregnant student and father so that the pregnancy can be brought to term. The reality of the situation is to be treated in a Christian manner. Elementary students involved with a pregnancy have changed their status and thus some of their obligations, responsibilities, and priorities. These changes necessitate a change in the status of the student. The school will assist the pregnant student to make arrangements for continuing her education by referring the student to an alternate program.

ABORTION

The teaching of the Catholic Church is clear regarding the inviolable right to life of all human beings, the reverence and respect owed to each person including those conceived and not yet born, and the morally indefensible procurement of abortion. Abortion is incompatible with and contradictory to the fundamental teachings of the Church, the mission of the Catholic school, and the values that ought to permeate Catholic education. Therefore, the involvement in procuring or assisting in the procurement of an abortion is cause for dismissal from the school.

CONTROVERSIAL ISSUES

Those topics or issues of a religious, moral, social-political or scientific nature concerning which there are definite but differing opinions among recognized theologians, moralists, social scientists, and scientists are considered to be controversial issues. With regard to controversial issues, the most competent instruction possible will be given in an atmosphere of freedom and mutual respect. Controversial issues will be studied at the maturity and understanding level of the learners using materials that are in line with the standards and guidelines provided by the Department of Catholic Schools.

CHILD PROTECTION POLICY

In accordance with Archdiocesan policy and California state law, school staff is obligated under penalty of fine and imprisonment to report reasonable suspicion of physical and/or emotional abuse, emotional deprivation, physical neglect, physical endangerment, inadequate supervision, or sexual abuse and/or exploitation. In this very serious and legally narrow area, the school will not contact parents in advance of making a report to legal authorities. The clear intent of the law is to mandate that a report of reasonable suspicion of abuse be made. School staff will make such reports in the best interest of the child and do not, once reasonable suspicion is established, have any legal alternative except to make the report to the proper authorities for their investigation and review.

STUDENT WORK PERMITS

No minor may work without a permit. Under certain conditions, work permits are granted to students. Student work permits may be obtained from the Work Experience office in the local area. A copy of the signed work permit will be kept in the student's file.

HARASSMENT & STUDENT THREAT POLICY

Our Lady of Guadalupe School needs your help in keeping our school safe for everyone. Our Lady of Guadalupe School will take seriously all threats to inflict serious harm to self or others. The school will respond to any statements or behaviors of a threatening nature, any behaviors by individuals that might pose a threat to the well being of students, staff or others and any weapon possession. Our Lady of Guadalupe has an obligation to keep our school safe and will take this matter seriously. This is not an area for practical jokes or offhand comments. All reported concerns will be investigated. If you become aware of a threatening situation, you must report it to a teacher or the principal.

Our Lady of Guadalupe is committed to provide a learning environment that is free from harassment in any form. Harassment of any student by any other student, lay employee, religious, or priest is prohibited. The school will treat allegations of harassment seriously and will review and investigate such allegations in a prompt, confidential and thorough manner.

A charge of harassment shall not, in and of itself, create a presumption of wrongdoing. However, substantiated acts of harassment will result in disciplinary action, up to and including dismissal. Students found to have filed false or frivolous charges will be subject to and including dismissal. Harassment occurs when an individual is subjected to treatment in a school environment that is hostile or intimidating because of the individual's race, creed, color, national origin, physical disability or sex. Harassment can occur any time during school or school related activities. It includes, but is not limited to, any of the following:

VERBAL HARASSMENT: Derogatory comments and jokes, threatening words spoken to another person

PHYSICAL HARASSMENT: Unwanted physical touching, contact, assault, deliberate impeding or blocking movements, or any intimidating interference with normal work or movement

VISUAL HARASSMENT: Derogatory, demeaning or inflammatory posters, cartoons, written words, drawings, gestures and

SEXUAL HARASSMENT: Includes unwelcome sexual advances, request for sexual favors, and either verbal or physical conduct of a sexual nature when any or all the following occur:

1. Submission of such conduct is made either explicitly or implicitly a term or condition of a student's academic status or progress
2. Submission to or a rejection of such conduct by a student is used as a basis of academic decisions affecting the individual
3. Such conduct has the purpose or effect of unreasonably interfering with an individual's academic performance or of creating an intimidating, hostile or offensive educational environment

Specific examples of sexual harassment include, but are not limited to:

1. Making unsolicited sexual advances and propositions
2. Using sexual degrading words to describe an individual or an individual's body
3. Displaying sexually suggestive objects, pictures, or written material
4. Telling inappropriate or sexually related jokes
5. Making reprisals, threats of reprisals or implied threats of reprisals following a negative response to sexual advances

It is the responsibility of Our Lady of Guadalupe School to:

1. Implement this policy through regular meetings with staff, including the pastor, ensuring that they understand the policy and its importance
2. Make all faculty, staff, students, and parents aware of this policy and the commitment of the school toward its strict enforcement
3. Remain watchful for conditions that create or may lead to a hostile or offensive school environment
4. Establish practices designed to create a school environment free from discrimination, intimidation, or harassment

It is the student's responsibility to:

1. Conduct himself or herself in a manner which contributes to a positive school environment
2. Avoid any activity that may be considered discriminatory, intimidating, or harassing
3. Consider immediately informing anyone harassing him or her that the behavior is offensive and unwelcome
4. Report all incidents of discrimination or harassment to the principal
5. If informed he or she is perceived as engaging in discriminatory, intimidating, harassing or unwelcome conduct, to discontinue the conduct immediately

ACTIONS & ATTITUDES OF PARENTS & GUARDIANS

Any parent/guardian or other person whose conduct in a place where a school employee is required to be in the course of his or her duties materially disrupts class work or extracurricular activities or involves substantial disorder is guilty of a misdemeanor. Any parent/guardian or other family member who upbraids, insults, or abuses the principal, teachers, or staff members is risking their child's continuation in the school.

RACIAL NONDISCRIMINATION POLICY

Our Lady of Guadalupe School admits students of any race, color, racial or ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. Our Lady of Guadalupe School does not discriminate on the basis of race, color, racial or ethnic origin, in the

administration of its educational policies, admission policies, scholarship and loan programs, and athletic and other school administered programs.

COMPLAINT FILING AND ARBITRATION PROCEDURES

Our Lady of Guadalupe School adheres to the complaint filing, investigation and arbitration procedures of the Archdiocese of Los Angeles as developed by the Archdiocesan Board of Education. Copies of these procedures are available in the school office.

EMERGENCY INFORMATION

Proper emergency forms must be completed and on file for each student, including the names of **two local persons** who can be contacted in the event that the parents cannot be reached. If any change of address or phone number occurs during the school year, please notify the office immediately.

In case of illness/accident, the school will attempt to contact a parent/guardian by telephone and follow the request of the parent. It is understood that enrollment at Our Lady of Guadalupe School confers upon the school the obligation to select emergency care providers if the parents cannot be reached and that no liability would be attached to such a decision in the event that the parents could not be reached.

DISASTER PLAN

In the event of a serious disaster during school hours, please do not telephone the school. Phone lines must be kept open for emergency use. School gates will be closed to keep all non-essential persons outside the school grounds. During any initial evacuation of the building, students will assemble with their appropriate class on the school playground. All students will be cared for in the supervised areas until they are properly checked out.

According to the State Law, a student will be released only to a parent or other specifically designated person on the emergency card. Please be sure that your child knows the person you have designated, and that his/her name is on record here at school.

The following instructions will help us to most effectively deal with an emergency situation and provide for the safety of all students:

1. REMAIN CALM
2. Do not telephone the school office
3. Tune in your radio for reports
4. Upon arrival at school, report to the adult in charge to properly check out your child/ren

If an emergency occurs outside school hours, please listen to your local radio and TV station for instructions on school closures. As a general rule, Our Lady of Guadalupe School will follow the same procedures as that designated for the public schools in the area.

Fire & Earthquake drills are conducted regularly at school so that students may respond more confidently and calmly in the event of an emergency.

TRAFFIC REGULATIONS & PROCEDURES

All parents are requested to follow the traffic pattern when dropping off and picking up students. We require your attention and cooperation in following these traffic regulations to ensure the safety of all students:

1. **For safety reasons, students should only be dropped off and picked up at the front of the school drive-through line in the schoolyard.** If you need to drop off or pick up a student early, you must park at the curb on the school side of Massey Street. No student should be crossing Massey Street in the middle of the block. Hermosa Beach Police have informed us they will cite offenders.
2. **Cars are not to be double-parked in front of the school or church**
3. Do not block the school driveways at any time
4. When driving into the schoolyard, please use extreme caution and follow the directions of the person in charge
5. During school hours, you may not drive into the schoolyard

Parents who allow students to ride bicycles and skateboards to school must review safety rules with their children. Students must wear a helmet at all times. Students are not allowed to ride bicycles on the school grounds or on the sidewalks bordering the school grounds. If a student fails to comply with these rules of safety, the privilege of riding a bicycle to school may be suspended and the bicycle may be impounded. Skateboards and roller skates/blades are not permitted at school unless prior arrangements have been made with the principal.

Students who have permission from their parents to walk home, ride a bicycle home, or use public transportation must have a completed and signed authorization form on file in the school office.

Be sure to return the authorization form found at the back of the handbook.

PLAYGROUND SUPERVISION

The playground is supervised by staff members fifteen minutes before school (7:45 AM – 8:00 AM) and fifteen minutes after school (3:00 PM – 3:15 PM) each day. Students who have not been picked up will be sent to day care unless they are involved in the after school sports program and are under the supervision of the coach. Siblings of team members can remain on campus only if they have checked into day care. Students may not be on campus unsupervised at any time. **Students who arrive earlier than 7:45 AM MUST GO to the day care facilities in the hall.**

Once students have arrived at school they are to remain on the school premises until dismissal, unless properly checked out by their parent/guardian or someone duly authorized by their parent/guardian. Leaving the school grounds without permission will result in an automatic suspension.

BOOKS

Textbooks are numbered and assigned to students who are responsible for their proper care. All books must be covered with a durable cover and should be carried to and from school in a book bag to minimize wear and tear. Lost or damaged books should be reported and the student assigned to said book will be responsible for the replacement cost of the book. Report cards will be held until the cost of the lost/damaged books have been replaced.

CARE OF SCHOOL PROPERTY

Students are to be brought to the realization that school property is the result of hard work of parents, teachers, administrators, and parishioners. Therefore these resources are at their disposal to help them to learn. The appreciation this deserves is to consistently exhibit an attitude of gratitude by taking good care of these resources. The family of any student who misuses or damages school property will be held financially accountable. Likewise, students will be held accountable via disciplinary consequences.

HOT LUNCH

Students have the opportunity to purchase hot lunches on a monthly pre-paid basis. Monthly order forms will be sent home in the family envelope. Late orders will not be accepted and will be returned to the parent. No fast food or carbonated drinks can be brought to school.

LOST & FOUND

The school is not responsible for personal property lost at school. Students are not to bring any personal property to school aside from those items needed for their academic pursuits. No valuables such as radios/CD players, electronic games, etc. are to be brought to school. School sweaters, jackets/coats, sweatshirts, lunch pails, and other personal property must be marked with the owner's name and grade. Lost and found articles may be claimed after school from the white bin in the office. Any articles not claimed by the end of each trimester will be given to the poor.

TELEPHONES

Office phones are for school business and emergency use only. If an emergency arises, a teacher's written permission must be presented to the office before a student may use the phone. Except in cases of emergency, students and teachers will not be called to the phone. **Forgotten lunches, homework, assignments, or sports uniforms are not considered to be emergencies.** The pay phone in the hall may be used only with permission. **No pagers or cellular phones are to be turned on during school hours. If a student's cell phone rings during school hours, the phone will be taken to the principal and the parents must come to the school to claim the phone. The school is not responsible for lost or stolen property.**

INSURANCE

The Student Accident Program is provided for all students throughout the Archdiocese of Los Angeles. This program assists with the medical expenses incurred due to accidental injury sustained by students while attending school or participating in school sponsored activities. Forms are sent home each year with the benefits of this program.

DAY CARE

Students are not to arrive at school before 7:45 AM or remain on the school grounds after 3:00 PM unless they are enrolled in Day Care or after school activities. Any student arriving before 7:45 AM or not picked up by 3:15 PM will be placed in Day Care and charged. Students involved in extra curricular activities are to be picked up immediately following their activity or they will be placed in Day Care and charges will be made to the parents. No child can remain on campus without adult supervision.

Day Care is available to students in all grade levels. There is supervision before school from 7:00 AM until school begins in the morning. After school Day Care is available from 3:00 PM until 6:00 PM. Snacks/treats are sold daily.

Day Care fees are billed at \$3.00 per hour for the first child, with each additional child in the family billed at \$1.00 per hour. After 6:00 PM the fee is **\$1.00 per minute!** Mornings are billed at a dollar for every day of use. Drop- In use of Day Care is billed at \$5.00 per hour. A registration fee of \$25 per family will be charged in September for those families using Day Care.

THE NON-TRADITIONAL FAMILY

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 honor arrangements that have not been made known in writing.