



Welcome...

Welcome to Santa Clara Elementary School. The staff at Santa Clara Elementary School (SCES) is dedicated to providing you with a quality education program. The purpose of this handbook is to present the philosophy, organization and policies of Santa Clara Elementary School.

The policies and procedures contained in this handbook are the results of a concerted effort on the part of the faculty and the administration under the guidance of the Archdiocese of Los Angeles Department of Catholic Schools. This Parent/Student handbook has been designed so that it will be of value to help you better understand the school's policies, procedures, and to assist you in meeting your responsibility as a parent and student adjusting to our school and becoming an integral part of it. We ask that you read this handbook carefully and keep it for your reference during the school year.

Right to Amend: The Principal of Santa Clara Elementary School reserves the right to amend, with notice, any or all provision contained in this handbook where necessary to provide for the safety and welfare of pupil and/or employee and/or promote proper order of the operation of the school under the guidelines set forth in the Administrative Handbook of the Archdiocese of Los Angeles Department of Catholic Schools, which, by reference, is included as the source of material herein.

Mrs. Dotty Massa

Mrs. Dotty Massa
Principal

Santa Clara Elementary School

Our History

In the late 1800's, as the farming community on the Oxnard Plains grew and prospered, the pastor of Santa Clara Chapel felt that a school for the Catholic Families was needed. The school was established as St. Joseph's Institute in 1901 serving as a parish boarding and day school for primary through high school. In 1929, a fully modern grammar and high school building was built. The enrollment of the school grew to such an extent that by 1951 the high school moved to another campus, allowing the grammar school to utilize the entire building. The school was administered by the Sisters of St. Joseph of Carondelet from its beginnings until 1990 when the first lay principal was hired. There is stability and a permanency reflected in the character of the community.

Santa Clara Elementary School has consistently emphasized the Catholic nature of the school and the faith life of the students. The school community continues to foster an academic framework interwoven with Christian values and attitudes.

Santa Clara Elementary School is under the supervision of the Archdiocese of Los Angeles Department of Catholic Schools and is fully accredited by the Western Catholic Education Association (WCEA) and by the Western Association of Schools and Colleges (WASC).



Santa Clara Elementary School

Oxnard, California 93030

Parent/Student Policies

Our family understands they are required to read the *entire* Santa Clara Elementary School Parent/Student Handbook, as posted on **www.scesoxnard.org**. We are aware of, understand, and agree to follow the policies and procedures stated in the Handbook. We also acknowledge that the school has the right to amend the Handbook during the school year as needed and we agree to follow policies and procedures as may be added or amended.

We understand that we may be asked to withdraw our child(ren) from the school or our child(ren) may not be invited to return the following year, if we fail to fulfill our responsibilities under the Handbook and any additions and amendments that may be made.

A. General Information

MISSION STATEMENT

As educators and learners in a Catholic community centered in Jesus Christ we recognize parents as primary educators of their children and work in partnership with them to prepare our students to become full and active members of the Catholic Church, to serve others, and to make a difference in the world.

Our commitment to the total development of the child provides students with a level of literacy and fluency that enables them to be morally responsible citizens of the world. This commitment will provide competent, productive contributors to the work force, and critical thinkers, who become fulfilled individuals living in a diverse society.

PHILOSOPHY OF EDUCATION

Guided by Gospel principles, we strive to integrate faith and knowledge in daily life. We seek to complement and expand the positive values and teachings initiated in the home with emphasis on respect and responsibility using the principles of spiritual, psychological, academic, physical and social values.

SPIRITUAL

- a. Share knowledge and understanding of Christ's message through the teaching of basic doctrine of the Catholic Church.
- b. Nurture development of faith as living experience through participation in liturgical celebration.
- c. Develop Christian community through service projects and positive interaction at school, local, and global levels.

PSYCHOLOGICAL

- a. Foster a positive self-image through the teaching of moral values and the encouragement of self-discipline.
- b. Prepare the student to participate in society as a thinking, responsible Christian through the decision-making process and the fostering of interpersonal skills.

ACADEMIC

- a. Educate the student to the fullest potential in an integrated curriculum.

- b. Foster continuous learning through the development and use of study skills.
- c. Motivate and stimulate the student in an atmosphere conducive to learning through the application of sound teaching principles.
- d. Develop an awareness of and the appreciation for the fine arts.
- e. Increase knowledge of other cultures and heighten respect for cultural diversity.

PHYSICAL

- a. Encourage good health habits through the knowledge of physical development, body awareness, personal hygiene, and nutrition awareness.
- b. Develop the physical and sensory-motor skills through physical education programs, extracurricular sports and motor movement activities.

SOCIAL

- a. Develop respect for God, self, others and property through the Christian concept that individuals are responsible for their actions and the consequences of their choices.
- b. Encourage a response to the world and our increasingly diverse community through Christian love and service.

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

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

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

Our Christian principles provide that:

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

These expectations for students, parents, guardians or other responsible adults include, but are not limited to, all school-sponsored programs and events (*e.g.*, extended care, athletics, field trips, *etc.*).

The school reserves the right to determine, in its discretion, when conduct is of such a severe nature as to warrant immediate action without warning. The action may include removal of a family and its students from the school.

SANTA CLARA ELEMENTARY SCHOOL

School Personnel, Organization, and Responsibilities

Pastor	Rev. Marco Ortiz
Principal	Mrs. Dotty Massa
Vice Principal	Mrs. May Santos
Transition Kindergarten (TK)	Ms. Brittany Bradley
TK Aide	Mrs. Martha Haddox
Kindergarten Aide	Mrs. Vanessa Contreras Miss Veronica Eidson
First Grade	Mrs. Jennifer Lozano
Second Grade	Mrs. Aracely Palo
Third Grade	Mrs. Britney Becker
Fourth Grade	Mrs. Emma Guzman
Fifth Grade	Mrs. Jane Osborne
Sixth Grade	Mr. Jeremiah Kubilos
Seventh Grade	Miss Kathleen McVicker
Eighth Grade	Mrs. May Santos
Spanish	Mrs. Iris Benitez
Music (1-8)	Mr. Lance Crane
Physical Education & Athletic Director	Mr. Art Navarro
Administrative Assistant	Miss Sarah Peralta
Secretary	Mrs. Marsha Ramirez
Custodian	Mr. Martin Magana
School Address:	Santa Clara Elementary School 324 South "E" Street Oxnard, California 93030 (805) 483-6935 Fax – (805) 487-6686 Website: www.scesoxnard.org
School Office Hours	Monday-Friday 7:30 a.m. – 3:30 p.m. Closed on all school holidays
School Hours	Monday- Friday 7:40 a.m. – 2:50 p.m.

SANTA CLARA ELEMENTARY SCHOOL

SCHOOL WIDE LEARNING EXPECTATIONS

Primary Level Students



By the time they graduate, Santa Clara Elementary students will be

RESPONSIBLE CITIZENS who:

1. are kind to each other with their words and actions.
2. know that every decisions has choices and accept the consequences.
3. work well together with others.
4. follow Jesus' example by being honest and thoughtful, and treat others the way they want to be treated.
5. learn about others around the world and know that we are all children of God.

Effective Communicators who:

1. share the Good News with others.
2. support and cheer for each other.
3. listen to others and their opinions.
4. write and talk about new things they learn.
5. are good listeners and participate in discussion.

Academic Achievers who:

1. learn by studying and staying organized.
2. understand, remember, and share what is being learned.
3. reach the goals of their grade, while continuing to learn.
4. appreciate music, art, and P. E. as another way to learn

Decision-Makers who:

1. learn by studying and staying organized.
2. think with a kind heart before making a decision.
3. are proud of the good choices they make.

Young Committed Catholics who:

1. live and love like Jesus.
2. participate during Mass and other prayer services.
3. keep learning about God's love for us.
4. participate in school families and activities that help others.

SANTA CLARA ELEMENTARY SCHOOL SCHOOL WIDE LEARNING EXPECTATIONS



By the time they graduate, Santa Clara Elementary students will be

RESPONSIBLE CITIZENS who:

1. show respect for God, self, others, property and the environment.
2. accept responsibility for their actions and the consequences of their choices.
3. develop community through cooperation and positive interaction.
4. function in society as trustworthy, thinking Christians who follow the principles of political and social equality for all.
5. grow as globally aware individuals with a knowledge of other cultures and respect for cultural diversity in our world.

EFFECTIVE COMMUNICATORS who:

1. live and share Christ's message.
2. encourage and support others through positive reinforcement.
3. recognize the different views and opinions of others.
4. evaluate and accurately express information both orally and written.
5. function as effective listeners and confident public speakers.

ACADEMIC ACHIEVERS who:

1. grow in knowledge through the use of basic study and organizational skills.
2. comprehend, retain, and express information.
3. meet or exceed grade level expectations while becoming life-long learners.
4. appreciate the fine arts as an enrichment to the learning process.

DECISION-MAKERS who:

1. form and express ideas and opinions based on critical thinking skills and acquired knowledge.
2. use higher level thinking skills while integrating Catholic values into the decision-making process.
3. foster positive self-image and self-discipline through actions and interpersonal skills.

YOUNG COMMITTED CATHOLICS who:

1. use Christ as their model in living their faith.
2. participate actively in liturgical and prayer experiences, traditions, and celebrations of the church.
3. continue to learn and grow in their faith.
4. participate in service projects and activities.

Daily School Schedule

REGULAR SCHEDULE TK-8

Supervision begins.....7:30 a.m. to 7:40 a.m.
 Warning Bell..... 7:40 a.m.
 School begins..... 7:45 a.m.
 Recess.....10:00 a.m. – 10:20 a.m.
 Lunch – TK – 12 p.m-12:50 pm; K-8 - 12:10 p.m. – 12:50 p.m.
 Dismissal.....2:50 p.m.
Students may not leave school grounds without permission of a teacher or administration.

Class Mass Days	Monday	Tuesday	Wednesday	Thursday	Friday
					TK-8
P. E. Days	1-3-6-7	K-5-2-4	1-3-8-6	K-5-2-4	7-8

Regular Lunch Line Up

12:10-12:50 p.m.	Teachers take class to lunch. Students with milk tickets will obtain milk from the milk monitors and then go outside to their lunch area. Teachers go to lunch after class is settled. Yard Duty person will supervise.				
12:20 – 12:50 p.m. Jr. High					
12:30 pm	When students have finished eating, they will put their litter in the trash container and place their lunch boxes at the end of the table. The yard duty supervisor will dismiss the students when the lunch area is clean.				
12:30-12:50 pm	Recess/Teacher Lunch Supervision Schedule				
	Mon 1	Tues K	Wed 4 & 5	Thurs 3	Fri 2 & E.R.

MINIMUM DAY SCHEDULE TK-8

Warning Bell.....7:40 a.m.
 School begins.....7:45 a.m.
 Recess.....10:00 a.m. – 10:20 a.m.
 Dismissal12:10 p.m.

RAINY DAY SCHEDULE

A.M.	Go directly to the Auditorium. Teachers will meet the students in the auditorium. Then the class will proceed to the classroom.
Recess	Students remain in the classroom for snacks and quiet in-seat activity. Partner teachers follow the rainy day schedule directions in faculty handbook.
Lunch	Students remain in classroom for lunch. Teacher directed wash up time K-8 12:10-12:30. Partner teachers follow the rainy day schedule. Parents on yard duty will supervise hallways, restrooms, and classrooms as needed. Students need bathroom passes. Teachers will assign number of students to a pass, and give a quiet in-seat activity. Students are to remain seated and no boisterous activity in the room is permitted.

Partner Teachers

Recess	TK-K 1 & P.E.	2 & 3	E. R. & 4	5 & 6	7 & 8
Lunch	TK - K & 1	2 & 3	E. R. & 4	5 & 6	7 & 8

Yard Duty, Principal – Supervise Halls and Bathrooms

School Office Hours: Monday-Friday **7:30 a.m. – 3:30 p.m.** Closed on all school holidays

Archdiocesan Zero Tolerance Policy

The Archdiocese of Los Angeles will not knowingly assign or retain a priest, deacon, religious, lay person or volunteer to serve in its parishes, schools, pastoral ministries, or any other assignment when such an individual is determined to have previously engaged in the sexual abuse of a minor.

Under the Zero Tolerance Policy of the Archdiocese of Los Angeles, any person guilty of sexual misconduct with **a minor under the age of 18:**

- **May not have any paid or volunteer assignment in any ministry in the Archdiocese, and**
- **May not volunteer in any non-ministerial activity or event where he or she has any possibility of more than incidental contact or supervisory or disciplinary power over minors.**

Any parent or guardian who is a registered sex offender must contact the principal to discuss the requirements in order to assure compliance with the Archdiocese of Los Angeles Zero Tolerance Policy.

As a member of the Archdiocese of Los Angeles community, the school wants to assure that it is in compliance with both Megan's Law and the Archdiocese's Zero Tolerance Policy.

Safe Environment Training for Children and Youth

The school and the parish religious education programs have established ongoing safe environment training programs for students, children and youth. All parents are provided home-based materials to help them understand and support their student's education regarding child sexual abuse. The approved programs include **Good-Touch/Bad-Touch®** and **VIRTUS® Teaching Touching Safety (Mandated September 1, 2006)**.

Good-Touch/Bad-Touch® is being implemented in Grades TK-8 in Catholic elementary schools throughout the Archdiocese of Los Angeles. The program is designed to be age-appropriate, to support students in understanding occasions of abuse, and to give them confidence in reporting and asserting themselves in situations where they feel unsafe.

VIRTUS® Teaching Touching Safety is a TK-12 program being implemented in religious education programs and Catholic schools. This program is a vehicle through which parents, teachers, catechists and youth ministers give students the tools they need to protect themselves from those who might harm them. The Archdiocesan Office of Safeguard the Children works with the schools and Directors of Religious Education in the parishes to establish these programs. Questions concerning Safe Environment Training can be forwarded to the principal.

Guidelines For Adults Interacting With Minors At Parish Or Parish School Activities Or Events

Adults acting in a staff, faculty, ministerial or other paid or volunteer position in the Archdiocese are role models who are called to treat each minor with respect and care. Staff members, faculty or volunteers serving either in a paid or volunteer position need to maintain professional relationships with minors whether on or off parish or parish school locations.

Please review the following guidelines and sign the "Acknowledgment of Receipt" for the file at the parish or parish school where you work or volunteer.

- Staff members/faculty/volunteers will ensure that minors are properly supervised at all times, thus providing them a safe environment. Minors must be viewed as “restricted individuals” because they are not adults and are not independent
- If staff members/faculty/volunteers who are supervising minors observe a situation where civil law, parish and/or school rules are being violated, they must take appropriate action immediately
- Staff members/faculty/volunteers should always be aware they have considerable personal power because of their ministerial positions. Therefore, they will maintain respectful ministerial relationships, avoiding manipulation and other abuses of power
- Staff members/faculty/volunteers must avoid assuming the role of a “father or mother figure” which may create an excessive emotional attachment for all parties
- Attraction between adults and minors is possible, and care and caution should be taken in all interactions. The parish/school administration should be informed immediately if such an attraction exists. Dating or sexual relationships between a staff member/faculty/volunteer and a minor are inappropriate and unethical. Dating or sexual relationships between a staff member/faculty/volunteer and a minor are unlawful
- Communications with minors (*e.g.*, notes, email and internet exchanges, telephone calls) must be for professional reasons only
- Discussions of a sexual nature must always take place in an appropriate educational context. Sexual jokes, slang or innuendo are inappropriate when interacting with minors
- Staff members/faculty/volunteers will respect confidential information concerning minors or confidential information of a personal nature shared by a minor. However, if a minor shares confidential information that could pose a threat to the minor or to others, the staff member/faculty/volunteer has an obligation to notify the proper authorities
- When staff members/faculty/volunteers are supervising minors or young adults at parish/parish school-sponsored activities, they may not be under the influence of alcohol, may not consume alcohol in the presence of persons under age 21, nor offer alcohol to them
- When a staff member/faculty/volunteer is alone in a room with a minor, the door must be open or there must be clear visibility through windows
- Staff members/faculty/volunteers are to engage in games or sports activities with minors only in the presence of other adults, or in a place openly accessible/visible to others
- Staff members/faculty/volunteers planning parish/parish school events in their homes with minors must have the permission of the parish/school administration. In addition, staff members/faculty/volunteers may not have any minor in their homes without the knowledge of the minor's parent or guardian
- Staff members/faculty/volunteers may not drive minors unless it is to or from a parish/parish school-sponsored activity and may never drive alone with a minor. Driving minors requires parental permission slips that indicate the transportation is by personal vehicle. The parish/parish school administration must approve any use of personal vehicles. Trips involving minors must have a sufficient number of adult chaperones and minors to preclude the appearance of inappropriate personal involvement with minors
- Parent or guardian written permission is required for the publication of a picture of a minor
- Adults are permitted to interact alone with minor(s) only after complying with Archdiocesan policies regarding fingerprinting and safe environment training. They may work with minors only as part of a team if they have not met these requirements.

Boundary Guidelines for Junior High and High School Youth Working or Volunteering with Children or Youth

To ensure the safety of the children in the Archdiocese of Los Angeles, all youth volunteers, both junior high and high school students, including students who are already 18, who work or volunteer with children/youth in school or parish settings must receive training on these boundary guidelines before undertaking their ministry in the Archdiocese of Los Angeles and must sign a Code of Conduct form to verify that they understand their obligations. The form is attached as *Appendix A*.

Parent/Student Complaint Review Process

Concern for the dignity and rights of each person are intrinsic to the Church's mission as a true witness to the spirit of the Gospel. Circumstances may give rise to conflicts among students, parents and school staff. All parties are encouraged to use every available means to resolve these conflicts when they occur. However, if the involved parties are unable to resolve their conflicts, families may use the Parent/Student Complaint Review Process for additional assistance. All those participating in the Complaint Review Process are responsible for striving toward reconciliation and shall act in good faith. Legal representation is not permitted at any meeting or mediation of the Complaint Review Process. Any person filing a complaint is to be free from restraint, coercion, discrimination, or reprisal in any form.

School Level

The person bringing the complaint is encouraged to try to resolve the complaint by discussing it with the persons directly involved.

- If resolution is not achieved, the complaint should be discussed with the principal (or the pastor, if the principal is the subject of the complaint).
- For elementary schools, if the principal is unable to resolve the conflict, the principal will bring the pastor into the process as appropriate.
- After reviewing the facts and facilitating discussion of the problem the principal will respond to the person bringing the complaint.
- Only signed or in person communications will be acted upon. No response (such as a return email) will be made to any anonymous message.

Department of Catholic Schools Level

- If the complaint is not resolved at the school or parish level, the complaint may be submitted in writing to the supervisor at the Department of Catholic Schools, outlining the concerns and reviewing the local process.
- The supervisor will review the complaint (with such consultation as may be appropriate) in a timely fashion and will endeavor to mediate and resolve the matter.
- However, if no agreement can be reached, the supervisor will make a final determination concerning the resolution of the complaint, based on the application of Archdiocesan and school policies and/or regulations, and communicate that determination, which will be final and binding, in writing to all parties.

Parent or Parent-Teacher Organizations

- The main functions of a parent or parent-teacher organization are to raise funds for the school's current operational expenses, to promote parental support for the school program, and to increase mutual understanding between school and parents. The membership of the parent teacher organization shall include the pastor, the principal, the parents or legal guardians, and the faculty of the school, where applicable.
- Financial operation of a parent or parent-teacher organization shall be governed by the regulations for financial operations as found in the parent or parent-teacher organization bylaws.
- Parent, parent-teacher organizations, consultative school councils and their members do not have any authority to act independently on behalf of the school or parish. They are not "agents" of the school or parish and any actions taken must receive the official written approval of the pastor and/or the principal as the case may be.

Consultative School Council

- The general responsibilities of the consultative school council are in the following areas: strategic planning; policy development; resource development; institutional advancement; advice and counsel with regard to financial planning, management and reporting; marketing of the school and evaluation of the council's goals and activities.

- The membership of the consultative school council should include the pastor, principal, parents (no more than one-third of the total membership), alumni parents, parishioners, members of the civic and local business community, and area educators. Under Canon Law and Archdiocesan guidelines, the members advise the administrative team (pastor and principal) and cannot make decisions binding for the parish education program without the approval of the administrative team (A Primer on Educational Governance in the Catholic Church, the CACE/NABE Governance Task Force, NCEA, 1998).
- The regional supervisor at the Department of Catholic Schools is available to assist and guide schools in the implementation of a consultative school council.

Faculty Meeting In-Service

Professional In-Service Days are scheduled by the Archdiocese of Los Angeles Department of Catholic Schools. Refer to school calendar for these dates.

Note: Early dismissal times are in effect for Faculty Meeting days as listed on the calendar. Your child must be picked up no later than 12:30 p.m. on these days.

Federal Programs

The school participates in programs funded by the Federal Government for private schools. Curriculum support and services are managed by the Oxnard Unified School District and are only for students who qualify. To qualify, students must score below the 35th percentile on the standardized test, meet the economic criteria, live in the target area designated by the Federal Government and have parental permission. Through these programs, the school receives supplemental curriculum materials.

Animals at School

Santa Clara Elementary School recognizes that animals can be an effective teaching aid. Instruction related to the care and treatment of animals teaches students a sense of responsibility and promotes the humane treatment of living creatures. The only animals that may be allowed at school for educational purposes are: animals brought to school in conjunction with a humane education program presented by an Animal Control Officer, Humane Society Officer, or a Police canine demonstration. Any student or teacher wishing to have an animal at school for demonstration must first obtain the consent of the principal.

No animals are to be on the school grounds or classrooms without the consent of the principal. No family-owned pet shall be brought to the school under any circumstances without the express permission of the principal. If permission is given, all animals must have current vaccinations and be caged.

Guide dogs, signal dogs, and service dogs trained to provide assistance to individuals with a disability may accompany students at school as provided by California Penal Code Section 365.5a. Teachers and parents should take care that these rules and precautions are observed to protect the students.

Bicycle, Skateboards, Roller Blades, Scooters

Students should abide by the bicycle safety rules of the road, including wearing an authorized safety helmet, or they will not be allowed to ride their bicycles to school. To avoid accidents, students are not to ride their bicycles in front of the school or on the playground area. They are to be walked. Only one rider is permitted on a bicycle. All bicycles are to be securely locked. The school does not assume responsibility for bicycles on school property.

Roller blades, scooters, skateboards and roller skate shoes are not permitted in the school building or playground area, except when used for pre-approved programs.

Birthdays

Contact your child's teacher to plan an appropriate birthday treat for your child's entire class to be distributed at the end of the school day. There is no refrigeration available to store treats. The school day has mandated instructional time and does not allow for individual birthday parties.

- **Commercial deliveries:** No commercial deliveries may be made to students during the school day. This includes flowers, balloons, singing telegrams, and food deliveries.
- **Invitations:** If your child plans to bring invitations to school for a party, make sure that all children in the class are invited. Otherwise, make other arrangements to distribute invitations. Hurt feelings among classmates will be avoided.
- **Birthday Books:** As special treats for students on their birthdays, parents may select and purchase books for our school library from a list maintained in our school library. A special nameplate is placed on the inside cover of each book and the birthday book is presented to the child in the classroom by the principal. Contact the school office at least one week prior to your child's birthday.

Child Abuse

In cases of child neglect or abuse, physical, mental, sexual, or if there is reasonable suspicion of such abuse, the school is obligated, are "mandated reporters", by law to contact the Ventura County Child Protective Services or other authorized services. California Penal Code Section 11161.5 & 11162 states: Any child care custodian person, firm or corporation violating the child abuse reporting requirement is guilty of a misdemeanor punishable by imprisonment in the county jail for a period not to exceed six months or a fine of up to \$100 or both.

Classroom Visits/Parties

Parents are often curious about their child's classroom experience and want to visit to see the program in action. We welcome any communication concerning the status or progress of your child. Due to teacher schedules and other duties, please call the school to make an appointment with the teacher.

An appointment is required for a conference. When you schedule an appointment, please share the information you are seeking with the teacher. Calling ahead will help the teacher set up a time that is relevant. Before or after the visit, the teacher may want to schedule a conference with you to share your thoughts and experiences and to ask any clarifying questions.

Unannounced visits tend to be disruptive. Always go to the office first to sign in and pick up a Visitor's Pass. The SCES staff appreciates your interest in school activities and is willing to share information in a variety of ways. Watch for the teacher's notes in assignment notebooks, the principal's weekly newsletter, the Weekly Family Envelope and Back-to-School Night.

Classroom Party Guidelines – TK-8

Classroom holiday parties are scheduled for Halloween, Christmas and Valentine's Day. They should be an enjoyable experience for the students, parents and teachers. To facilitate this, the following guidelines have been discussed and agreed upon by the faculty and administration:

1. The food served at a classroom party may consist of the following, as approved by the teacher:
 - a) Cut-up vegetables, such as carrots, celery and a dip
 - b) Fruit, such as a fruit salad or fruit plate
 - c) One main item, such as small sandwiches, egg rolls, cold cuts and cheese, or other finger foods.
 - d) Other nutritional snacks, such as go-gurts or applesauce
 - e) Beverages served should be juice, milk or water
2. *Party activities* – with the approval of the teacher, the parents may plan several simple and fun activities for the students to participate in after they have eaten their food. For example, you might want to try puzzles, charades, heads-up 7-Up, Pictionary, or holiday themed games.
3. *All goodie bags should be handed out to go home and should not be opened and played with in the classroom.* These bags can be filled with candy, granola bars, raisins, small toys, etc. Gum and blow pops are not acceptable treats. We suggest using moderation in filling these bags. We

find that children are overwhelmed by excess and cannot enjoy or appreciate when too much is given at once.

Remember, be creative and have fun, but always discuss your plans with the teacher first. By having all the grades following these guidelines, we can provide a safe, consistent atmosphere that will allow everyone to enjoy.

Social Events and Mixed Parties

Social events are periodically scheduled for the enjoyment of the various members of the school community. It is understood that alcohol or drugs are prohibited at all student-focused socials, including the graduation celebration for eighth graders and their families. Guidelines for all school socials must be developed with and approved by the principal.

Mixed parties involving pupils of the upper grades even when they are held at home or at school are strongly discouraged. Parents are asked to cooperate with this regulation, even though; the matter of parent-sponsored parties is under parental control and not that of the school. The only exception to this regulation would be a school-sponsored graduation party having the approval of the pastor, the principal and the parents. (Administrative Handbook, Archdiocese of Los Angeles, 10:2)

Classroom parties: Teachers plan their classroom celebrations. Room parents and parent volunteers provide assistance as requested by the teacher.

Lost and Found

All articles of clothing, lunches and materials must be clearly and permanently marked with the child's name and grade. The SCES lost and found is located in the stairwell near the boy's bathroom. Many valuable articles remain unclaimed and are given to charitable organizations in January and June.

Lunch

Students should bring a lunch to school in a sack or lunch box marked with their names and grade. Parents do not deliver lunches directly to the classroom. Parents who are bringing their child's lunch to school should place it on the table outside the office with the child's name and grade clearly labeled. Going home or out for lunch with a parent requires a parent note and signing out in the school office.

- Our **hot lunch** menu is posted on Parent Square. A hot lunch ticket may be purchased from the office for \$20.00, good for 5 hot lunches or \$4.00 for one hot lunch.
- **Forgotten lunches** are to be taken to the school office with the student's name and grade clearly marked on the containers. Students will come to the office to get their lunch when they are dismissed at 12:10 p.m. for lunch.
- **Commercial deliveries** may not be made to students during the school day. This includes food deliveries such as pizza, giant sandwiches, cakes, etc.
- **Snacks** may not be eaten during instructional time. Students are allowed time for nutritious snacks during the morning recess period.
- **No one may chew gum while on the SCES campus.**

Student Supplies

- A list of required supplies is given to each student.
- Provide only the requested supplies since storage space is limited.
- Check quarterly to ensure that necessary supplies are maintained.

Telephone

School telephones are for school business and emergency use only. Students may use the telephone in an emergency with the written permission of the teacher. Forgotten lunches, materials, assignments and P. E. dress are not considered emergencies.

Students and teachers will not be called to the telephone during school hours. In the event of an emergency, please notify the school office, at 483-6935. Parents must make arrangements with the school office if you need your student to have a cell phone on campus during the school day. During school hours, 7:30 a.m. – 3:30 p.m., all cell phones are to be turned off, kept in the backpack or left in the school office (see cell phone policy).

Textbooks and Library Books

Each student is responsible for textbooks issued to him/her. You are monetarily responsible for any lost or damaged textbooks or library book. Textbooks are to be covered at all times.

Santa Clara Parents Club

The SCES Parents Club’s objectives are to:

1. Enhance the relationships between Santa Clara Elementary School and the school parents.
2. Plan, organize, conduct, and coordinate all Parent Club sponsored fundraisers to meet their annual \$70,000 obligation.
3. Increase parent involvement through your participation in all School and Parent Club sponsored fundraisers is essential to keeping your tuition affordable.

All parents are members of the Santa Clara Parents Club.

Parent Club Meetings

Parent Club meetings are held on the first Tuesday of each month at 6:30 p.m., in the SCES workroom. All parents are encouraged to attend. Any agenda items should be submitted in writing to the Principal and/or Parents Club President at least one week before the scheduled meeting.

The following are activities sponsored by the Parents Club:

Event	Hosted by	Day	Date/Time
Back-to-School Night – Primary Grades	Grade 2 & 4	Tuesday	September 11 th , 6:30 p.m.
Back-to-School Night – Jr. High		Tuesday	September 18 th , 6:30 p.m.
Back-to-School Movie Night	Parents Club All Grades	Friday	September 7 th , 6:30 p.m.
School Carnival	Parents Club & volunteers	Friday- Sunday	October 12 th – 14 th , 10 a.m.
Parent Club Faculty Christmas Luncheon	Parents Club	Thursday	December 13 th 12:10-1 p.m.
Christmas Hot Lunch	All Grades	Thursday	December 19 th
World’s Finest Chocolate Fundraiser	Parents Club	Thursday	January 3 rd
Book Fair (Catholic Schools Week)		Friday	January 25 th – February 1 st
Pancake Breakfast	Parents Club	Sunday	January 27 th , 8 a.m. – 1 p.m.
Auction/Dinner Dance (Theme Basket)	All Grades	Saturday	February 23 rd
Lenten Soup Supper	All Grades	Wednesda y	March 13 th –April 17 th
Jog-a-thon	Parents Club	Thursday	March 21 st
Father- Daughter Dance	Parents Club	Saturday	March 30 th – 6 p.m. – 9 p.m.
Casino Night	Parents Club	Saturday	April 13 th , 5 p.m. – 11 p.m.
Holy Communion	Grades 1 & 3	Sunday	May 11 th , 10 a.m.
Parent Club Installation/Faculty Appreciation	Grades TK-5	Tuesday	May 21 st , 7 p.m.
Field Day	Parents Club	Friday	May 24 th

Graduation Prayer Service	Grade 7	Thursday	June 6 th 10:30 a.m.
Graduation Mass		Thursday	June 6 th 4 p.m.
Graduation Dance Decoration	Grade 7	Saturday	June 8 th
Graduation Dance Chaperoning	Grade 6	Saturday	June 8 th 7 p.m. to 11 p.m.

If there is an area of interest, please contact the school office or chairperson to volunteer.

Room Parents

All SCES parents are room parents for their child's grade. Room parents assist with designated classroom celebrations and special projects at the direction of the classroom teacher.

The Lead Room Parent coordinates with the teacher to plan, arrange for room parent assistance and ensure that all guidelines are followed. Volunteers and chaperones must sign in and out at the school office. Students are expected to treat all volunteers, chaperones, and visitors with respect.

All volunteers and chaperones must agree to the *Volunteer Code of Conduct*, have fingerprints on file and attend the "Protecting God's Children for Adults" class through the VIRTUS Program offered by the Archdiocese of Los Angeles. Visit the VIRTUS Program website at: <https://www.virtusonline.org/virtus>
Theme baskets for the Auction/Dinner Dance, **February 23, 2019** are the responsibility of the parents from each classroom to prepare. The lead room parent coordinates the preparation of the grade level basket.

B. Admissions and Attendance

School Student Non-Discrimination Policy

Santa Clara Elementary School, mindful of its mission to be a witness to the love of Christ for all, admits students regardless of race, color, or national and/or ethnic origin to all rights, privileges, programs, and activities generally accorded or made available to students at the school.

The school does not discriminate on the basis of race, color, disability, sex, or national and/or ethnic origin in the administration of educational policies, admissions policies, scholarship and loan programs, athletic and other school-administered programs, although certain athletic leagues and other programs may limit participation and some archdiocesan schools operate as single sex schools.

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

Inclusion Procedures

Through the mission of the Archdiocese, our schools strive to serve children with varied learning needs. All educators in Archdiocesan schools follow "Directions for the Inclusion Process in Catholic Schools: Support Team Education Plan Process (STEP) and Minor Adjustment Plan Process (MAP)". Parents or guardians who feel that their student may need a minor adjustment to enable him/her to participate in the general education curriculum of the school should consult the student's teacher and principal to determine how best to meet the student's needs. Parents or guardians may request the "Disability Discrimination Complaint Review Process" from the principal to address unresolved issues.

Guidelines for Admission to Elementary Schools

- Preferences are given to active members of the parish
- The recommended age for Transitional Kindergarten (TK) is age four (4) by September 1st

- The recommended age for kindergarten students is five (5) years of age on or before September 1, but required by December 1
- The recommended age for first grade students is six (6) years of age on or before September 1, but required by December 1, unless waived by the principal
- All students must comply with current California immunization and health requirements prior to enrollment
- The parish school will strive to have Catholic education accessible to as many students as possible, both with its educational programs and financial considerations; however, it may have insufficient resources to meet the educational and financial needs of all students
- The pastor and principal will review a student's continued eligibility for enrollment in the parish school
- The school establishes its own procedures for admission and enrollment

Privacy and Access to Records

Maintaining confidentiality is the legal, ethical and professional responsibility of every member of the school community, including students, parents or guardians, teachers, aides, and all other employees. Every member of the school community must respect the privacy of all students, families, employees, the principal and the pastor.

Pupil Records

"Pupil records" means any record related to a student that is maintained by a school or one of its employees. It includes health records. It does not include "directory information" or a school employee's informal notes, if the notes remain in the sole possession of the maker and are not made available to others, except to a substitute.

Only the principal, as custodian of the records, authorizes the release of pupil records. Only teachers or administrators charged with pupil oversight have the right to view or use pupil records. A teacher's aide may view or use pupil records only with direct teacher supervision. Pupil records may be released by judicial order such as a subpoena or a search warrant. In specific cases, such as suspicion of kidnapping, police officers may be given access to records.

Parents and legal guardians of minors have the absolute right to access their child's pupil records in accordance with the school's reasonable procedures for providing such access. Parents or legal guardians may grant any specified person written consent to access specifically identified pupil records. In cases of legal separation and/or divorce, California state law gives the custodial parent and a non-custodial parent with visitation rights, the right to access and examine pupil records. However, only the custodial parent may consent to the release of records and has the right to challenge the content of the records and to write responses to information regarding disciplinary action. A non-custodial parent without visitation rights has no right of access to records of any kind.

Directory Information

"Directory information" means one or more of the following items: pupil's name, address, telephone number, date and place birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, and the most recent previous public or private school attended by the pupil.

The school will, to the extent possible, minimize access to student telephone numbers or personal email addresses, unless the parents or legal guardians consent to broader access. To the extent possible, users should try to minimize access to or distribution of student must be notified promptly, keeping in mind the rights of privacy that apply. Archdiocesan policy on reporting suspected abuse of children or vulnerable adults must be followed telephone numbers or personal email addresses, unless the parents of legal guardians consent to broader access

Room parent rosters, class lists, telephone numbers, email address lists or any other personal information about families and students are considered confidential and may be used only for the purposes specified. In no cases should commercial enterprises be given access to Directory Information.

Parent Authorization to Use Child's Personal Information Whenever a student's image, name, voice and/or work is to be published or used for non-commercial purposes, including, but not limited to, publicity, exhibits, printed or electronic media broadcasts, student publications, marketing or research, parents must execute the *Parent's Authorization to Use Child's Image, Name, Voice and/or Work for Non-Commercial Purposes* giving permission for such publication.

Verbal/Written Confidences

Confidential information may be provided by students or parents or guardians to school employees in many ways. Students may confide in staff verbally, in writing, such as a note or a writing/journal assignment. All school employees are required to respect the verbal or written confidences of adults and students, except in cases where the health or safety of the student or others is involved. If the confidence received relates to a health or safety issue, the pastor, principal or other person in charge or appropriate authorities when applicable.

Custody Issues

Parents are responsible for informing Santa Clara Elementary School about custody issues; however, Santa Clara Elementary School employees will not become involved in custody issues including visitation rights or protective orders. If a situation arises in which a parent defies a custody agreement, visitation schedule or protective order, we will make every effort to contact the other parent and/or local police. The Oxnard Police Department should have information about the order of protection and enforcement of those orders. The school will not be held responsible for failing to honor arrangements that have not been made known in writing.

Transfer of Records

Student Transfers, Withdrawals and Graduation

Whenever a pupil transfers from one school to another, a copy of the Cumulative Student Report and the original Health Record will be transferred by the former school upon a request from the school where the pupil intends to enroll and a release from the parent or guardian. The original Cumulative Student Report remains at the school.

A record of the transfer, the reason for the transfer, and the name of the school to which the student is transferring or entering after graduation should be entered on the original copy of the Cumulative Student Report and in the Student Attendance Register.

Official transcripts are not given to students or parents. The school grants full credit for all work a student accomplishes up to the time of transfer.

Principals may be required by the County Board of Education to report the severance of attendance by any student.

Withholding of Records

Under California law, a private school cannot refuse to provide student records to a requesting school because of any charges, including tuition or fees that are owed by the student or parent. However, the school may withhold from parents or guardians the grades, diploma, or transcripts of a pupil pending payment of certain amounts for damaged property, the return of loaned property or unpaid tuition or fees, in accordance with school policy.

Cumulative Pupil Record

Full and accurate records, including standardized test results, of each student are entered on the official archdiocesan Cumulative Student Record form and are kept on file permanently. Only authorized personnel have access to these records. Health records are maintained in a separate file.

- Permanent records cards include only the following information:
- Personal and family data with certification of name, place and date of birth of the student and the name and address of the parent or guardian having custody of the student
- Standardized test data
- Transcript of classes
- Attendance information shall be included
- Record of withdrawal or graduation and place to which any copy of the record is sent
- Verification of or exemption from required immunization through high school graduation

Attendance

Parents have the duty to see that their child attends school **regularly and on time**. School **begins at 7:45 a.m. (tardy bell)**. Please be sure your child is at school with enough time to be ready to begin at 7:40 a.m. To receive a Perfect Attendance Award, a student must have no absences or tardies during the entire school year.

Playing is not allowed on the school grounds before school. Students may not leave school grounds without permission of a teacher or admision, for safety and insurance reasons.

Once students are brought to, or arrive at school, they are not permitted to leave the school grounds until 2:50 p.m., unless there is a reason for an earlier dismissal.

Success in school is related to punctuality. Habitual tardiness is impolite and sends a negative message to our children. Please be considerate by being punctual.

Perfect Attendance Program - Quarterly

SCES participates in a school-wide and individual classroom Perfect Attendance Program. The purpose of this program is to eliminate tardiness and absences in the classroom, to increase attendance in the classroom and to motivate and put a positive focus on attendance and teamwork. Each individual classroom, which have all students present and on time, receive a letter with the goal of spelling the word PERFECT per quarter, will receive an award or treat.

Perfect P. E. Uniform Dress Program - Quarterly

SCES participates in a school-wide and individual classroom Perfect P. E. Uniform Program. Every time an individual classroom has all students in regulation P. E. Uniform Dress, they will earn one letter of the word PERFECT. Upon achieving PERFECT for P. E. Uniform Dress, the class will celebrate with an award. Prizes are awarded at the end of the quarter.

Absences with Acceptable Excuse

When a student has been absent, a written note signed by the parent or guardian is required, and the excuses are kept on file for a period of one year. An acceptable excuse includes illness, attendance at medical or dental appointments, funeral services for family members, quarantine directed by County or City Officials or emergency or special circumstances as determined by the school authorities. Excessive unexcused absences may result in loss of academic credit.

If your child is going to be absent, please call the school office (805-483-6935) between 7:30 a.m. and 9:00 a.m. each day of the absence or leave a message on the answering machine.

Students who are absent from school are not to participate or attend any school sponsored activities that day. If a student is absent for fifteen (15) or more days during a quarter marking period, official grades will be withheld, unless the work and tests are made up (*Administrative Handbook, Archdiocese of Los Angeles*).

Extended Absences: When, for family reasons, parents wish to take their children out of school temporarily, the principal and teacher will discuss with the parents the possible effects of such an absence. If a student is absent for an extended time, (*e.g.*, 15 or more days), official grades may be withheld.

Long-Term Absences: For a planned absence, please send a written note to the child's teacher as soon as you know your student will miss school. Also indicate if you intend to pick up the child's homework prior to the date of the absence.

Leaving School Early: A student may not leave the school before the regular dismissal time without a written request from a parent or guardian. The request must state the reason for early dismissal.

Tardiness

A student is tardy if he or she arrives after the time fixed by the school for the beginning of the morning or afternoon session. If the student comes after the designated time, he or she is marked absent half a day. A record of all tardiness is kept in the attendance register and records.

At Santa Clara, the first bell for school (7:40 a.m.), signals preparing to start the school day. A student is **tardy**, who is not in line with his/her class at the 7:45 a.m. bell. SCES and parent/guardians are committed to the total development of the child that forms productive contributors to the work force in a diverse society. Frequent tardiness is not acceptable at SCES. Frequent tardiness affects the effort grade for the Honor Roll Award.

Making up work when absent: All schoolwork and homework is due within one day for each day absent, i.e., two days absent = two days to make up the assignments.

It is the responsibility of each student to be prepared to make up any tests given in school as soon as possible upon return. Students should be prepared to remain after school to make up tests. If you would like to pick up school work at the end of the day or have it sent home with another student, please leave that information on the answering machine. (Teachers do not usually have time during the school day to write down assignments or pack up books for an absent student. The earliest that this can be done is after school.) Remember that younger siblings usually cannot carry the weight of an older student's books.

Truancy

A student who is absent from school without an acceptable excuse three full days in one school year or is tardy or absent for more than any 30 minute period during the school day on three occasions in one school year, or any combination thereof, is a truant and shall be reported to the attendance office or superintendent of the public school district.

In the event that the school suspects that a student is truant (absent from school, without an acceptable excuse), the school administration will contact the parent or guardian. If a student has been absent without excuse, and it is impossible to contact the parent or guardian within 24 hours after repeated attempts, the attendance office of the local public school district, the local police department, Child Protective Services or all of those agencies will be notified. If

the school suspects that the student is a habitual truant (absent three times in a school year, without an acceptable excuse) and all resources at the school level have been exhausted, the school principal will notify the local public Child Welfare and Attendance authorities. A student who has been reported as truant three or more times is considered a habitual truant and is subject to dismissal.

Health and Safety Policies

Emergency Card

Each student shall have an Emergency Card that is complete, current, and readily available to the school. The student's parent or guardian is required to inform the school when there are changes to a home, cell or work phone number or address, the names of persons to notify in case of an emergency, or to any medication prescription for a student. The Emergency Card shall indicate whether or not the parent or guardian gives the school permission to choose a physician in an emergency.

In case of emergency, the Emergency Card will be shown to the paramedics or emergency room staff to authorize treatment, and to advise them if a student has any particular medical needs or is on medication. Therefore, it is imperative that the information be accurate, complete, and up-to-date.

When a student becomes ill or is injured, the parent or guardian will be contacted immediately. If the parent or guardian cannot be reached, another person listed on the emergency card will be contacted.

Only minor and very basic first aid will be administered to students at school; no secondary treatment, such as changing or removing bandages, will be administered. Parents or guardians will be contacted immediately if there is any question regarding the seriousness of or complications arising from an injury.

No medicine of any kind, including aspirin, may be given to students without written permission from parents/guardians. See *Medication Authorization and Permission Form*.

Examinations and Inoculations

A student, with the permission of the parent or guardian, may be subject to routine tests in school, including auditory, visual, and dental inspection and, upon referral by the principal, to a complete physical examination and/or other professional help.

A tuberculosis patch test and/or X-rays, immunization for prevention of diphtheria and smallpox vaccination may be given only with the explicit written permission of the parents.

Immunization

All directives regarding immunization, issued annually by the State of California, shall be implemented. No student may be unconditionally admitted to school unless he or she has been immunized against poliomyelitis, measles, rubella, diphtheria, tetanus, pertussis, and varicella for first admission to schools in California. In addition, Hepatitis B immunization is required for students entering preschool and kindergarten. All students entering grade seven are required to present documentation showing the dates when three doses of Hepatitis B, two doses of a measles-containing vaccine and Tdap booster have been received. All students entering a California school for the first time must have a Mantoux tuberculosis test.

Immunization is not required for admission if a parent or guardian presents a letter stating that such immunization is contrary to his or her beliefs, or presents a written statement from a physician to the effect that immunization is not considered safe or reasonably beneficial to the individual student.

Illness at School – Health Room

When children become seriously ill or injured at school, parents are contacted. Our health room has a cot where a sick child can wait for a short period of time until parents arrive. Please be sure your child's emergency card includes current phone numbers of nearby friends or relatives who could come for your child quickly if you cannot be reached.

Please do not send your SCES student to school sick. This only spreads the infection and the ill child cannot work up to par when feeling under the weather.

We appreciate parent volunteers in our health room. Please sign up if you can give a few hours a month, week or day.

Health Records

Every school must comply with all Health Department requirements. Every school has a Health Record Card for each student enrolled in the school. Upon transfer to another school, the student health records are forwarded with the student's transcript to the receiving school.

Medical Appointments

Early dismissal for medical or dental appointments shall be granted when the parents/guardians make a request. Parents/guardians are urged to keep such requests to a minimum and encouraged to make arrangements for care during vacation periods or after school hours.

Medications

The school will not furnish medications. All medications administered at school shall be provided by parents.

- A release stating the nature of the medication, signed and dated by the doctor and also signed by the parent, must be provided. See *Medication Authorization and Permission Form*.
- Medications administered at school must be in the original container and labeled. The day's dosage must be sealed, labeled and have the student's name attached. It shall be in an appropriate container, and kept in the school/nurse's office.
- The student shall come to the office for medication
- Because of the risk of students sharing medications, students may not carry medication of any kind to be self-administered at school. In the event a student is seriously at risk without an epi-pen or inhaler on his or her person, consideration will be given for a variance.
- Students may not be given medicine prescribed for other family members
- The medication regulations apply to both prescription and non-prescription medications
- Students who are diabetic are allowed to test their blood sugar at school in the health room or office and self-administer medication as necessary. The parent or guardian of a diabetic child must sign the *Diabetic Consent Form* and other appropriate medication permission forms and return them to the school. All medications must be kept in the school/nurse's office and appropriately labeled as described above. School employees may not administer injections to diabetic children except in emergencies.

Please note: Prescription or over-the-counter medicine, cough drops and chapstick is never to be sent to school with a student Please inform the school office of reactive medications or medications your child takes on a long-term basis (e.g. Ritalin, inhaler, Allergies etc.).

No exceptions will be made to the procedure for medication. If parents/guardians do not provide the completed medication form with the prescribed medication, they will have to come to school and personally administer the medication.

Communicable Diseases

The school cooperates with the local health officer in measures necessary for the prevention and control of communicable diseases in school age children – Education Code, Section 49403(a).

A student who has been absent from school because of a reported communicable disease must have a permit issued by the Public Health Department, a physician, or a nurse before he or she is readmitted to school.

HIV/AIDS The Archdiocese of Los Angeles has accepted the United States Bishops' statement "The Many Faces of Aids: A Gospel Response" as adapted for use within the Archdiocese. This document states:

"Infection with AIDS in and of itself should not be a reason to exclude students from any Catholic elementary or secondary school, religious education program or institution of higher learning. However, alternate educational and catechetical arrangements may be made for infected students whose behavior has been shown to be a danger to others.

HIV/AIDS is not spread by casual, everyday contact. Therefore, barring special circumstances, students who are infected with HIV/AIDS will be admitted to our elementary and secondary schools. Usually, these students are entitled to all rights and services accorded to other students. Decisions about any change in the educational program of a student who is infected with HIV/AIDS will be made on a case-by-case basis. Each situation will be analyzed and responded to as required by its particular facts. Any decision will take into account Christian concern and compassion, community health and well being, and individual privacy and needs.

The schools will undertake an educational effort to inform staff, students, and parents about Acquired Immune Deficiency Syndrome (AIDS). This educational effort will inform people concerning the nature of HIV infection, including how it is and how it is not spread according to current scientific evidence; school policy and procedures related to students with diseases such as HIV infection; resources for obtaining additional information or assistance; and procedures to prevent the spread of all communicable diseases at the school."

Allergies

Some students may have severe, life threatening allergies, such as a peanut allergy. While the school will make reasonable efforts to prevent or minimize an allergic student's contact with allergens, the school does not promise an allergy-free environment.

Student Sexual Conduct and Pregnancy

A primary purpose of Catholic education, whether in a school or in religious education or other parish programs, is to guide young persons in the growth and formation of Christian values and moral conduct, including Catholic teachings on the sanctity of all human and family life and a recognition that the sanctity of family life is enhanced by a loving, permanent and mature commitment.

While psycho-sexual development is an important aspect of the transition to Catholic adulthood, Catholic moral teachings frame this process through age appropriate expressions of affection, friendship and love. Parents are expected to love and respect each other and their children and are to be the principal role models, examples and educators for their children of these teachings. Sexual activity that is unwelcome, that threatens an individual or involves any misconduct by a youth or an adult toward another person not only violates these moral teachings but also may be unlawful under state law. Misconduct, whether it occurs in the school, church, home or elsewhere, may be subject to mandatory reporting laws and can subject youth and adults to criminal sanctions. In certain circumstances, sexual conduct, even if it is apparently consensual must be reported and can have criminal implications if one of the participants is not yet 18.

However, should a pregnancy occur, the entire school or parish community should offer Christian support to the mother and father to assure appropriate pre-natal medical and counseling care so that the pregnancy

can be brought to term and the infant will have an opportunity to grow and be nurtured as a child of God. In such circumstances, the principal, pastor, youth minister and other appropriate staff will meet with the pregnant couple and their parents to plan for the pregnancy, including alternatives to school and religious education arrangements that are appropriate for the medical, health and safety of the child in the womb, the pregnant couple and the school or parish community. In schools, the principal, in consultation with the Department of Catholic Schools and the pastor (for elementary and parish high schools) shall review all aspects of each case and make a determination, based on the particular circumstances, of the need for any schooling accommodations or arrangements.

In cases of pregnancy, the mother and father (if known) should be encouraged and assisted in obtaining professional medical care and professional counseling consistent with Catholic teachings, including teachings on the immorality of abortion, relevant to the pregnancy and the future of both parents and the unborn child. The Department of Catholic Schools in the Archdiocese can assist in the process and serve as a resource for services and referrals.

Guidelines Related to Possession and Use of Alcohol and Controlled Substances

State and federal law prohibit the use, sale or delivery of alcohol to persons under 21 or of controlled substances to persons of any age, without a prescription.

The school will consult law enforcement agencies when an alcoholic or controlled substance violation occurs or comes to the attention of the school with each case to be judged individually.

Students are encouraged to seek help from a school counselor for themselves or their friends when they are experiencing alcohol or controlled substance-related problems that are not publicly known in the school or community. School personnel may provide referrals for alcohol and controlled substance abuse so that help can be offered to parents and students.

If a student is known to be dealing in controlled substances or providing alcohol on or off campus, or if a student is convicted in court for drug sale, possession or use, the student may be asked to withdraw from the school, or may be expelled.

Procedures in the Case of Suspected Possession or Use

In cases of suspected use of alcohol or controlled substances on campus, school administrators should follow certain procedures. They should:

- Evaluate observable symptoms
- Attempt to determine if the student is in possession of alcohol, drugs, controlled or other harmful substances
- Interview the student in the presence of an adult witness
- Request the student's cooperation in conducting a search of his or her person and possessions (search may include the student's locker and other locations on the school grounds, the student's car where it is suspected that controlled or other harmful substances may be hidden)
- Determine the need for medical attention; in cases which require emergency medical treatment, contact the parents and follow the instructions on the emergency card
- Recommend examination by a physician
- Provide information to parent or guardian regarding the availability of public or private resource agencies for rehabilitation
- In cases where sale or possession is verified, school administrators follow these procedures:

- Confiscate all physical evidence obtained as a result of the investigation by sealing the evidence in a container bearing the date and the time of confiscation, the name of the student from whom it was confiscated, as well as the signature of the person(s) who confiscated it
- Consult with police. The degree of involvement by the police will be determined in each case. If a student involved does not have a history of substance abuse or significant delinquent behavior, the police may determine that no further involvement by a law enforcement agency is necessary
- When a principal or other school official releases a minor to a peace officer, the school principal shall immediately notify the parent, guardian or responsible person regarding the release and the place to which the minor is reportedly being taken
- If an arrest is made and the student is removed from school, a representative of the law enforcement agency notifies the parent or guardian prior to the time that the student would normally return home from school. If an arrest is not made, the student may be suspended from school. A conference with the parent and the student should be arranged in a timely manner.

Communication Procedures

Santa Clara Elementary School encourages parent involvement in the classroom (see Volunteers and Chaperones). If you wish to visit your child’s class during the school day, please make arrangements in advance with the teacher.

Confidentiality

All adults in the school building or those working with school related programs should exercise professional levels of confidentiality. In the event that an adult is unprofessional in their communications, the principal will discuss the matter with them. If the problem becomes a detriment to the mission and policy of Santa Clara Elementary School, the principal has the authority to ask for the adult’s resignation from school related activities. Should the adult behavior continue, the result of permanent removal of the individual from Santa Clara Elementary School will be a joint decision made by the principal and the pastor.

Communication Between School and Home

It is essential to the success of our school program that the parents and school staff work closely together for the benefit of the child. We ask that you share with us information that will help us in our instructional and formation efforts on behalf of your child. This includes health history, emotional upsets, etc. All school staff are willing to meet with parents/guardians to promote the success and growth of the students. We only ask that this be done through requesting an appointment so that we can be available.

Open communication is the lifeline of healthy relationships. It is vital that school and home establish and maintain an open line of communication.

Protocol for Concerns:

Our school strives to cooperate closely with parents in the education of their children. Occasionally, parents may feel the need to express a concern, difficulty, or problem. To address these in the most efficient manner, families are expected to adhere to the following procedures:



1. The parent/guardian should contact the teacher first.
2. Allow time for the teacher to address the concern.
3. If a concern has not been resolved in a reasonable amount of time, the principal may then be contacted.

Please do not delay contacting the teacher when there is a concern. This issue can best be resolved by contacting the teacher immediately. It is possible the staff may not know there is an issue until it is brought to their attention. Contact may be made either in writing, by phone, or by scheduling a conference. Staff members have assigned supervisory duties before and after school, so unscheduled visits should be very brief. For a longer discussion, an appointment is suggested.

When expressing a concern, please share what you have observed, how long it has been occurring, how it is impacting your child and how you would like the issue resolved. Staff members will only discuss the matter as it relates to your child or to the classroom as a whole. Other individual students will not be discussed.

If parents are dissatisfied with a decision made by the staff member, a letter stating the reason for the dissatisfaction and how you would like the issue to be resolved should be forwarded to the principal for appeal. If needed, the principal may meet with the parents and staff member to mediate a resolution. Only signed or in person communications will be acted upon. No response (such as a return email) will be made to any anonymous message. All concerns should be written and signed by parent/guardian.

Forms of Communication

- A. **Digital Family Weekly Notification** is on Parent Square. **Pertinent school information is contained on Parent Square.** Each family must give the school office their email address, once received, you will receive an invitation to join Parent Square and you will receive your password at that time. If you have not received an invitation to join Parent Square, please contact the school office to verify the email address on file. The paper Family Envelope has been discontinued.
- B. **Progress Reports** are sent home to the parents/guardians of students in grades TK through 8. These progress reports inform parents/guardians of student performance in academics; conduct, attitude and effort (see Grading Scale Guide). An "INCOMPLETE" on the Progress Report indicates that the required work has not been completed. Signed Progress Reports are to be returned to the teacher within one week.
- C. **Report Cards** are sent home each quarter (every nine weeks). Teachers provide a grade for each subject to mark the students' academic achievements (See Grading Scale Guide). Absences of 15 or more days during a quarter may result in withholding of official grades until the work is satisfactorily completed. Parents must sign and return the report card to the teacher within one week. A charge of \$3.00 will be made for a lost report card.
- D. **Gradelink**, as a communication tool, is an on-line grading system that connects administrators, teachers, parents and students. It works entirely on-line through your web browser. Parents and students can access grades, performances, conduct, teacher comments and up-coming assignments on-line daily.
- E. **Parent-Teacher Conferences** are scheduled for all students at the end of the first quarter. Students are dismissed at 12:10 p.m. on conference days. All parents are expected to attend these conferences.
- F. **The Student Assignment Notebook** is a tool to help student's organizational skills in grades 1-8. It is the responsibility of each student to maintain a complete and accurate listing of all assignments in this notebook. Parents/guardians are asked to review the student assignment notebook, read and respond to teacher comments, and sign as requested.
- G. **Appointments** with a teacher can be arranged by sending a note to the teacher requesting an appointment. The teacher will then set aside a specific time for a meeting. Supervision duties and other school tasks make it necessary to pre-arrange all conferences or meetings.
- H. **Other Forms of Communication Include:**
 - Yearly calendar
 - Back-to-School Night
 - All mandatory parent meetings

Star Testing Results
 Academic Fairs and Programs
 Open House
 Awards and Recognition
 Notices regarding: Behavior (academic and conduct), Health Room, Tardiness,
 Suspension, Expulsion

- I. Publication of Parent Information:** The addresses and telephone numbers of parents/guardians shall be strictly confidential and used only for official school business. If the school publishes a school directory, permission to list addresses and telephone numbers will be obtained in writing from the parent/guardian prior to publication.
- J. School Web Site:** www.scesoxnard.org

Arrival and Departure Procedures

Traffic Pattern

"E" Street between Third and Fourth Streets is closed to all traffic during school hours.

You may not drive around the barricades or through the school yard at anytime during school hours. The Faculty Parking Lot is not a student drop-off or pick-up zone.

Do not double park or stop in crosswalks. Traffic laws and regulations are enforced by the Oxnard Police Department. Violations may result in fines and citations. All parents and students are requested to abide by the traffic laws, use courtesy, and obey the teacher supervising the traffic and pedestrian flow.

"E" Street, in front of the Church and School, is not a drop-off or turn-around zone. "E" Street, in front of the Church and School is only a parking area – no turn-arounds permitted.

The Life You Save May Be Your Child's.

<p>After School Dismissal Procedure</p> <ul style="list-style-type: none"> • All students must be promptly picked up by 3:30 p.m. • Make arrangements to meet your child(ren) outside the school after school dismissal. All students will be dismissed from the Fourth Street gate. This places your child in a secured, safe zone and close to a corner crossing. It is important that the student knows where the car will be parked. • No student is permitted to exit through the front doors. • Pre-planning with your child can make dismissal pick-up easier and safer. • Students are to go directly home from school unless they have a specific meeting or practice to attend. Only those students who are in a school-sponsored activity may remain after school hours. 	<p>Student Dismissal Guidelines:</p> <ol style="list-style-type: none"> 1. When leaving the classroom, form a single line with Adeste, walkers, and bike riders at the head. 2. Maintain a quiet orderly line. 3. Older students gather their carpool members. 4. Keep looking for the driver that is meeting you. 5. Use the corner crosswalk. 6. Follow all the directions given by the crossing guard. 7. Demonstrate an understanding of safety at all times.
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<p>Parent Dismissal Guidelines:</p> <ol style="list-style-type: none"> 1. Pre-plan with your child: <ul style="list-style-type: none"> • Who will be coming for your child? • Where will the car be located? • Plan to meet your child outside by the Fourth Street gate. After 3:30 p.m., meet your child by the "E" Street gate or flagpole. 2. Park in a legal parking space: <ul style="list-style-type: none"> • At dismissal, Fourth Street by the gate is a passenger-loading zone only. Parking is available on "E" Street. • Students will not be permitted to enter an illegally parked car. 3. Be on time: <ul style="list-style-type: none"> • Any student not picked up will wait by the flag pole area • After 3:30 p.m. (12:30 p.m. on early dismissal days) parents will be called to pick up students. 	<p>Remember: Safety First</p> <ul style="list-style-type: none"> • Enter only properly parked cars • Cross at corners within crosswalks • Walk - don't run • Walk - bicycles • Do not walk behind vehicles • Be courteous
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Security and Safety Procedures

Closed Campus

To preserve the academic environment and school security, archdiocesan and parish schools are designated as "closed campuses." No person may enter the campus unless authorized by the school administration. Visitors must present themselves at the school office if they are seeking information or have business to conduct with the school.

Removal of Students from School during School Hours

No agency, organization, or person other than a parent or guardian who has custody or a delegated school employee is allowed to take a student from the school premises during school hours or immediately before or after school.

Exceptions to this rule may be made only:

- By the parent or guardian, when properly identified
- Upon the written request of the parent or guardian after proper verification
- By properly identified law enforcement officers when an arrest is made
- By properly identified representatives of law enforcement agencies, in case of emergency, as determined by the principal

Legally, the responsibility of notifying the parent or guardian of a student taken from the school by a law enforcement officer or representative of a law enforcement agency rests with the law enforcement officer. However, the principal of the school should also immediately inform the student's parent or guardian except when a minor has been taken into custody as a victim of suspected child abuse, as defined in Section 11165 of the Penal Code or pursuant to Section 305 of the Welfare and Institutions Code.

Interview and Removal from School of Students by Police Officers

Police officers have the right during the school day to interview students who are suspects or witnesses. School personnel should not hinder the release of a student to police officers. School personnel are not

liable for releasing students for this purpose, or other legitimate law enforcement purposes, which require taking the pupil from the school if they are taken with “proper standard of care” which is defined below.

When a student is taken into police custody and removed from school during school hours, the school will inform the parent or guardian except in child abuse cases and will maintain a record of circumstances involved.

Students can be removed from school during school hours by law enforcement only under the following conditions:

- By properly identified representatives of law enforcement agencies who are making an arrest, with or without a warrant, presenting a warrant for the arrest of a pupil, or taking a student into custody without a warrant
- By properly identified representatives of law enforcement agencies when not making an arrest or taking a child into custody as stated above under the following conditions, with the express permission of the parent obtained prior to the release of the pupil and in cases of emergency, when the parents cannot be reached
- By properly identified representatives of a Child Protective Agency when taking a child into custody

Principals must notify the Department of Catholic Schools if a student is removed from school by law enforcement or Child Protective Services.

Interview of a Student During School Hours by a Police Officer

Upon presentation of proper identification to the principal or his or her designee, duly authorized representatives of law enforcement agencies and the child protective agencies in the performance of their official duties shall be allowed to interview students in those cases in which an interview out of school hours is impossible, impractical or would duly interfere with the enforcement of law.

Although the law does not require it, the parent or guardian should be informed by the principal that such an interview has taken place, except upon request of law enforcement. It is the policy of the Archdiocese that an adult, either a parent or guardian or school staff person will be present for any interview unless the student selects otherwise.

Before releasing the student for the interview, the principal must exercise the “proper standard of care” which is to:

- Obtain a business card and confirm the identity and official capacity of the police officer and the authority under which he or she acts In the case of the release of the student to the officer, the reason for such an action
- Child Protective Agency workers may interview for the purpose of their legal obligations to investigate reported child abuse or neglect. Child Protective Agency workers are authorized to assume custody to remove a child from school.

Before a student is taken into police custody and removed from the school during school hours, the school will attempt to inform the student’s parent or guardian. The school will maintain a record of the circumstances involved. In cases of child abuse, parental notification is the responsibility of police officers.

Informing the Parent or Guardian When a Student Has Been Removed from School by a Police Officer

While it is the duty of the police officer to notify the parent or guardian of the person taken into custody or placed in detention, the school principal shall take immediate steps to notify the parent or guardian of the minor regarding the release of the student to the officer and regarding the place to which the student is reportedly being taken, except when a student has been taken into custody as a victim of suspected child abuse. Even in the case of child abuse it is the Child Protective Agency’s duty to notify the parent or guardian.

School Safety Rules

At SCES, teachers and students will determine classroom rules that will promote a positive learning environment. In addition, there are school rules that provide each child a safe environment outside the classroom. Teachers will handle rule infractions and communicate with parents whenever it is deemed necessary. The principal will be kept informed on all serious discipline matters. In cases of chronic infractions of the rules, the teachers, parents, and principal will work with the student in an effort to eliminate the unacceptable behavior. Chronic infractions may warrant the use of behavior contracts and/or probation, suspension, expulsion. Certain rule infractions or unacceptable behaviors may result in suspension or expulsion, according to the guidelines published by the Archdiocesan Department of Catholic Schools.

Classroom Rules

1. Students will be on time and have all needed supplies.
2. Students will demonstrate respect for others and self in words and actions.
3. Students will show respect for property, cover textbooks, and keep desk and working areas clean.
4. Students will show respect for safety by keeping hands, feet and objects to self, avoiding boisterous activity, not running in the building, and only being in the building or instructional areas with adult supervision present.

Students may not have the following items at Santa Clara Elementary School:

- Gum or chewing gum
- Skateboards, roller blades, shoes with rollers, or similar equipment
- Radios, CD Disc players, cassette players, i-pods, tape recorders, or cell phones
- Water guns or similar toys and equipment
- Cameras
- Electronic games – pager, beepers, etc.
- Glass bottles – water bottles
- Hair spray – perfume – make-up
- Permanent markers
- White out
- Items of distracting nature

Playground Rules

1. Students will demonstrate respect for all others in words and actions.
2. Students will follow directions and procedures in all areas of the school.
3. Students will show respect for their own safety and the safety of everyone.
4. Students will show respect for property, play equipment, and the environment.

- A. **Routine Behavior Problems** on the playground: Students who violate regulations will be eliminated from play, benched, and the teacher will be notified regarding the infraction. The teacher will handle this in the same manner as classroom behavior problems are handled.

When difficult behavior problems occur on the playground, the yard duty person will send the student to the office and complete a yard duty infraction form. Discipline will be handled by the administration.

Remember the following playground rules:

1. Be in your assigned area.
2. Follow the game rules and be fair.
3. Show no disrespect to anyone.
4. Do not use inappropriate language or gestures.

5. Avoid racial slurs or name-calling. Make efforts to tolerate each other. To belittle another due to color, appearance, physique or any other trait or characteristic is not acceptable. Those who choose to act in this manner are in violation of the California Code of Conduct.
6. No yelling, screaming, or disruptive behavior.
7. No chasing which interrupts other games.
8. No tackling. Keep your hands to yourself.
9. No fighting or pretend fighting.

Fire and Earthquake Drills are conducted regularly at school to prepare students to respond confidently and calmly in the event of an emergency.

Earthquake Emergency Plan	
In the event of an earthquake during school hours, the following will occur:	
Student	<ul style="list-style-type: none"> • Drop-Cover-Hold on to desk legs • Listen for teacher command • Evacuate when building stops moving • Go to assigned clear field area • Be calm, remain quiet and listen
Parent	<ul style="list-style-type: none"> • Do not telephone the school, the lines will be needed for emergency use. • Tune into your radio. • When you come to the school to pick up your child, go to the checkout release station located on the play ground. School staff will have you sign out your child. Report to person with Master List in school assembly area. • To ensure the safety and orderly dismissal of students, school gates will be locked. • Parents are to proceed to the 4th street gate to sign out and pick-up students. • Volunteer assistance at site, if you are able. • Remain calm and orderly – set an example for the students.

Note: All students will be held in supervised areas until they are signed out by a parent or other authorized adult listed on emergency card. Teachers and staff will remain with the students until all students have been released. A First Aid Station will be set up by or near the bike cage.

Visitors

- Visitors must sign in upon arrival, obtain a Visitor’s Pass, and sign out when leaving campus.
- Students may not bring visitors, friends or siblings on campus without prior permission from the administration.
- Santa Clara Elementary Alumni may not visit former teachers during the school day without prior teacher notice.
- Parent/guardians and others with legitimate business must report to the school office during regular school hours.
- All visitors must make arrangements with the principal in order to observe classes.
- All visitors, including parents/guardians, entering the school grounds must check in at the office. Identification and credentials may be requested.
- Parents are asked to cooperate in limiting classroom disruptions to genuine emergencies only. Lunches, forgotten books and assignments, messages about after-school pickup arrangements will not be delivered to class. Students can come to the school office to

check their voicemail or text messages or to pick up an item parents have delivered for them.

- Student visitors, including 8th grade graduates, **will not** be permitted on campus without a parent's/guardian's written request that is signed by the classroom teacher and approved by the administration. They are to remain on campus until dismissal or parent/guardian pick-up.

Sign in/out procedure: Every adult entering SCES must sign in at the school office upon arrival, get a visitor pass and sign out upon departure. This is critical for the safety and security of everyone at Santa Clara Elementary School.

Any child arriving after 7:45 a.m. or leaving before regular dismissal hours must be signed in/out in the school office by the adult responsible for them. This ensures that the child is accounted for in our daily attendance and in the event of an emergency.

Volunteers/Chaperones

Volunteers and chaperones must sign in and out at the school office. Students are expected to treat all volunteers, chaperones, and visitors with respect.

Volunteers and chaperones are responsible for the safety and well-being of their assigned students and serve as monitors of appropriate behavior. All volunteers and chaperones must agree to the *Volunteer Code of Conduct*, must have on file fingerprints and have attended the "Protecting God's Children for Adults" class through the VIRTUS Program offered by the Archdiocese of Los Angeles. VIRTUS Program is on an annual basis. Visit the VIRTUS Program website at: <https://www.virtusonline.org/virtus>.

Volunteer Code of Ethics: As a volunteer you will be contributing to the image of the school in the eyes of the students, their parents and the community. Part of your responsibility will be to maintain a positive image for the school which is in the best interests of the students and the entire community. It is therefore expected that:

1. You are at all times guided by school policy.
2. Your most important objective will be to promote student growth, achievement and a feeling of self-worth.
3. You always work under the direction of the principal, teacher or volunteer coordinator.
4. You augment the work of the teacher, but never substitute for them.
5. You are never expected to perform professional services unless you are a trained teacher.
6. Your services are supportive.
7. You are the extension of the teacher/principal – ears and eyes.
8. You should be non-judgmental remembering that the principal's/teacher's judgment is final at all times.
9. Your observations are valuable to the teacher but you do not make professional judgments.
10. You need to set a good example for the students by being neat in appearance, punctual, encouraging and helpful.
11. You are to provide positive rather than negative reinforcement in working with students, parents and staff.
12. You will be working as a team member therefore:
 - a. You should never divulge confidential information to which you may have access in the classroom or in the school.
 - b. Your reactions to members of the school staff, children or parents should be confidential.
13. You are asked to exemplify the teaching of Jesus by dealing with children and adults in a Christian manner.

All adults working or volunteering with minors are accountable to follow all policies of the Archdiocese of Los Angeles. All adults acting in a staff, faculty, ministerial or other paid or volunteer position in the Archdiocese are role models who are called to teach each minor with

respect and care. Staff members/faculty/volunteers serving either in a paid or volunteer position need to maintain professional relationships with minors whether on or off parish or parish school locations. These guidelines are part of the commitment of the Archdiocese of Los Angeles to keep children and youth safe and to provide a role model for all minors under our care.

Code of Conduct for Student Worker/Volunteers

Student Workers/Volunteers promise to strictly follow the rules and guidelines in this Code of Conduct. They understand that any action inconsistent with or failure to take action mandated by this Code of Conduct may result in their removal from their volunteer or work assignment.

As a Student Volunteer you will:

- Respect the adults and supervisors with whom you interact.
- Safeguard at all times children or other youth entrusted to your care.
- Treat everyone with respect, loyalty, patience, integrity, courtesy and dignity.
- Take care to be positive, supportive and caring in your speaking, writing and actions with the children/youth.
- Avoid situations where you are alone with a child/youth.
- Use positive reinforcement rather than criticism or comparison when working with children/youth.
- Cooperate fully in any investigation of abuse of children/youth. Report suspected abuse to your supervisor, or if it involves your supervisor, report it to the principal or pastor at the location.
- Be aware that young people can easily become infatuated with a youth leader or an adult. If you sense that this is happening, do not encourage it. You must make your administrator aware of it so that the supervisor can resolve the matter, including reassigning you to other activities.
- Maintain appropriate physical and emotional boundaries with the children/youth.
- Dress appropriately and not wear any clothing with offensive messages or pictures.

As a Student Volunteer you will not:

- Endorse, during your ministry, any view contrary to the teachings of the Catholic Church.
- Commit an illegal or immoral act.
- Smoke or use tobacco products.
- Use, possess or be under the influence of alcohol or illegal drugs at anytime while at work or volunteering.
- Verbally threaten or physically abuse anyone.
- Use profanity in the presence of children/youth.
- Use discipline that frightens or humiliates a child/youth.
- Touch a child/youth in a sexual, overly affectionate or other inappropriate manner.
- Sexually harass, request sexual favors from, or make sexually explicit statements to anyone.
- Place yourself in a situation where your interaction with a child/youth cannot be witnessed.
- Participate in private visits, parties or other activities with the children/youth unless approved by your supervisor.
- Accept gifts from or give gifts to children/youths in your care without approval from your supervisor.
- Tolerate inappropriate or bullying behavior by a child/youth towards another child/youth.
- Fraternalize with minors over the internet or through other forms of communication.

Parent/Guardians Right of Visitation

Parents are often curious about their child's classroom experience and want to visit to see the program in action. We welcome any communication concerning the status or progress of your child. Please call the school to make an appointment with the teacher. When you schedule an appointment, please share the information you are seeking with the teacher. Calling ahead will help the teacher set up a time that is

relevant. Before or after the visit, the teacher may want to schedule a conference with you to share your thoughts and experiences and to ask any clarifying questions.

Unannounced visits tend to be disruptive. Always go to the office first to sign in and pick up a Visitor's Pass. The SCES staff appreciates your interest in school activities and is willing to share information in a variety of ways. Watch for the teacher's notes in assignment notebooks, the principal's weekly newsletter, the Weekly Family Envelope and Back-to-School Night.

Extended School Day Program (SCES After School Care)

- The school requires an extended school day agreement with participating parents.
- Archdiocesan student insurance covers students during the time of the program.
- Programs under the auspices of elementary schools may only serve those students presently enrolled in the formal school program.
- The school requires up-to-date family information, emergency contact, and maintains a record of arrivals, and departures.
- The school may arrange with independent contractors or entities to provide extended school day programs.

The school provides an After School Day Care Program. After school day care hours begin at 2:55 p.m. and end at 6:00 p.m. Any student not picked up by 3:30 p.m. or 12:30 p.m., on early dismissal days, will be sent to the SCES After School Day Care Program and a drop-in fee will be assessed and added to your tuition account. The service is provided on a monthly basis or a daily drop-in service. Fee information and forms are available in the school office.

School supervision is provided from 7:30 a.m. to 3:30 p.m. The school cannot provide supervision before 7:30 a.m. Parents are cautioned not to leave their children unattended before that time for insurance reasons and the safety of the children. Santa Clara Elementary School will accept no liability for students on the school or parish grounds before 7:30 a.m. and after 3:30 p.m. This is to ensure the safety of all students. "Waiting for an older brother or sister" participating in a school activity is not a valid reason for leaving the children unattended. Team players cannot be responsible for siblings. The parent/guardian is responsible for the safety and supervision of students after 3:30 p.m. **Coaches or moderators are only responsible for the supervision and safety of their team or players.** Students will be calling their parents to be picked up.

Summer Programs:

The principal is responsible for the over-all administration of all summer programs. All archdiocesan policies are applicable to summer programs. Each year the decision to have a summer program is left to the sole discretion of the principal and, in the case of parish schools, the pastor.

Work Permits

Under California law and other relevant laws, a minor student may not work without a work permit issued by the appropriate authority. To obtain a work permit, certain information is required from the student's school. Information regarding work permits and how to apply is available from the California Department of Education website: www.cde.ca.gov.

The minor/student, after obtaining a promise of employment, must obtain a "Statement of Intent to Employ Minor and Request for Work Permit." The minor, the employer and the parent or guardian must each complete their sections and submit the completed application to the school. The school will verify the information entered on the application by the minor and parent or guardian and will also examine the student's records and consult the teacher to confirm the student's satisfactory academic achievement to date. The student must then submit the form to the "work permit issuing authority." If all requirements are met, the work permit issuing authority may issue the "Permit to Employ and Work."

The “work permit issuing authority” may be the local public school superintendent, those persons authorized in writing by the public school Superintendent to issue the permit, or a school staff member who has been designated and trained as the work permit issuing authority for the school.

A copy of the signed work permit must be kept in the student’s file.

For additional information and forms see <http://www.dir.ca.gov/DLSE/ChildLaborPamphlet2000.html>

Student Accident Insurance

The Student Accident Insurance Program is provided for all full time students in archdiocesan schools/parish. This program assists only with medical expenses incurred because of accidental bodily injury sustained by students while attending school, while traveling to or from school or while participating in a school sponsored and supervised activity, including school sponsored sport and extended day programs. This insurance supplements any insurance maintained by the parents.

C. Academic & Co-Curricular Activities

Curriculum Offerings

The pastor and principal at the parish elementary school are responsible for providing the curriculum adopted by the Department of Catholic Schools. This basic curriculum prescribed for all elementary schools, beginning in TK and continuing through eighth grade, includes the following areas:

• Religion	• Social Studies
• Reading	• Health and Safety
• Language arts/Spanish	• Art
• Spelling	• Music
• Handwriting	• Physical Education
• Science	• Computer Literacy

The offering of additional instructional programs and services is dependent on the available resources and needs of each school.

Religion Program and Expectations

Participation in the Catholic Faith

Faith development is a prime consideration at Santa Clara Elementary School. Families should realize their obligation to practice their faith and support our parish community in its activities. Families not registered in a Catholic Parish, are welcome to register here at Santa Clara Parish.

Daily religion classes will be offered to all grades. Attendance at Mass may periodically replace religion class. Christian principles will be the guiding influence in all academic subjects and in all matters of conduct and discipline.

All children attending Santa Clara Elementary School participate in the daily religious instruction, say prayers, and attend various religious functions. Through the daily religion lessons and liturgical functions, we provide your children with opportunities for deepening their religious experience.

All students, Catholics and Non-Catholics, will attend religion classes, Mass, and devotions. All students are required to participate in a respectful manner at all times.

Sacramental Policy

Students attending Santa Clara Elementary School will be prepared for sacraments as part of their daily religion instruction.

New families registering with the parish school must provide a copy of their child's baptismal certificate to the school office upon enrollment. If the child is older than second grade and has not received the sacraments of Baptism, Reconciliation and/or First Communion, the Religion Coordinator will create a plan for sacramental preparation in conjunction with the teacher and parents.

Sacramental Preparation

Catholic students are prepared for their first reception of the Sacraments of Reconciliation and Eucharist in the second grade. Because the basic philosophy underlying the existence of Catholic Schools includes the recognition of the parents as the primary religious educators of their children, parents are required to attend special meetings to help prepare their children for the sacraments. Information regarding these meetings is given in the Weekly Family Envelope.

Liturgy

Student Body liturgy and paraliturgy are celebrated on a monthly basis. Classroom teachers take turns preparing the liturgy. Classes attend Mass weekly. Students from kindergarten through eighth grade are involved as servers, lectors, gift bearers, and ministers of music where appropriate.

Reconciliation

Students have the opportunity to receive the Sacrament of Reconciliation during Advent and Lent as part of the school day. Families are encouraged to receive the Sacrament of Reconciliation often. Times for Reconciliation are published in the Sunday bulletin and sent home in the Weekly Family Envelope.

Devotions

Students have the opportunity to participate in devotions including praying the rosary, Stations of the Cross, First Friday Adoration, and May Crowning. In addition, special prayer services are scheduled throughout the school year.

Christian Service

Students have opportunities to participate in service projects such as food and clothing drives, parish outreach to the poor, and The Society of St. Vincent de Paul soup kitchen as part of their education and faith development at Santa Clara Elementary School.

Grading

Gradelink system: Parents can access student reports. Families have been provided with personal usernames and access code.

Grading Scale and Reporting of Student Progress

Report Cards and Progress Reports

1. Students in grades K-8 receive a Pupil Development Report (report card) following the close of each quarter (9-week period).
2. Mid-Term Academic Progress Reports are sent to parents of students in grades K-8. These progress reports inform parents of student performance in academics, conduct, attitude and effort. It is important to note that effort is the key to a student's academic success. An "INCOMPLETE" on the Progress Report indicates that the required work has not been completed. It is the responsibility of the student who was absent or missed class, to obtain and complete any assignments within the time designated by the teacher.
3. Disciplinary Reminders and Referral Forms are issued to students in grades K-8 as needed.

Grade Guidelines					
The correlation between grades and percent is:					
A	93-100	B-	85-86	C-	70-74
B+	90-92	C+	80-84	D	65-69
B	87-89	C	75-79	F	64 and below
Conduct A = Superior/Excellent B = Above average/Good C = Average/Satisfactory D = Below average/Needs Improvement F = Unsatisfactory			Effort & Points O = 4 points (exceeds expectations) G = 3 points (meets expectations) S = 2 points (shows initiative, minimal independence) NI = 0 points (no initiative) P = 0 points (student disturbing others) Point Value O = 39+ points = (Average = 3.54) G = 28-36 points = (Average 2.54-3.45) S = 22-27 points = (Average 2.0-2.45)		
Conduct 1. On task behavior 2. Follows through 3. Listens 4. Independent work 5. Respectful 6. Follows school rules			Effort & Points 1. Homework – quality, prompt 2. Class participation – productive 3. Willing attitude 4. Follows through 5. On task-quality work 6. Follows school rules		
Plus (+) or minus (-) are not used in effort or conduct grades There is no rounding up.					

Music Grade: Follows the Grade Guidelines. Grade reflects participation and effort and conduct. It is not based on applied music ability. There are no plus (+) or minus (-).

Music Participation and Conduct Guidelines	
1	Attention: is on task, courteous and respectful.
2	Participation: sings, listens and responds during theory lessons.
3	Listening: demonstrates courtesy to those performing and to the teacher teaching.
4	Follows directions: does what is asked and makes no disruption to class procedures.
5	Completes written work and assignments.

Effort and Points Earned: See Grade Guidelines.

P. E. Grade: Follows Grade Guidelines and reflects participation and effort not the quality of skills or athletic ability. There are no plus (+) or minus (-). Semester tests are used to determine knowledge of conditioning skills.

P. E. Participation and Conduct Grade	
A	Dresses appropriately for class, is respectful, cooperates in class, has a positive attitude, willing to accept leadership role, accepts responsibility for own actions, is self-reliant and fully involved in the class activity. 0-1 Out of Uniform results in A
B	Dresses appropriately for class, is respectful, cooperates with peers and is involved in the class activity. 2-3 Out of Uniform results in B
C	Usually dresses appropriately for class, usually cooperates, is respectful, and is usually involved in the class activity. 4-5 Out of Uniform results in C
D	Continually dresses inappropriately for class, does not cooperate willingly, and often demonstrates disruptive and disrespectful behavior. 6-7 Out of Uniform results in D
F	Rarely dresses appropriately for class, unable to control actions or language, lacks respect, and requires a conference with parents/guardians. 8+ Out of Uniform results in F

Physical Education is an integral part of the instructional program. All children will be required to participate unless a signed doctor's statement is presented. If on a particular day your child cannot participate, please send a signed parent note to your child's teacher. A daily note will be satisfactory for up to three (3) consecutive days. After that time, a doctor's statement is required.

Perfect P. E. Uniform Dress Program - Quarterly

SCES participates in a school-wide and individual classroom Perfect P. E. Uniform Program. Every time an individual classroom has all students in regulation P. E. Uniform Dress, they will earn one letter of the word PERFECT. Upon achieving PERFECT for P. E. Uniform Dress, the class will celebrate with an award. Prizes are awarded at the end of the quarter.

SCES Honor Roll

The SCES honor roll recognizes students in grades 4-8. The grade point average (GPA) used to determine eligibility is calculated based upon seven major academic subjects: Religion, Math, Science, Reading, English, Spelling and Social Studies. A behavior notice will directly affect the overall conduct and effort grades, and may result in affecting eligibility for Honor Roll. For awards of Highest Honors and Honors, Handwriting, Music, Art and Physical Education grade must be a C or better (No C-'s or below), with conduct no lower than a B. Excessive tardiness/absenteeism will affect the Honor Roll eligibility.

Grade point average (GPA) is computed using:

A = four points B = three points C = two points

Highest Honors:

- GPA of 3.5 to 4.0 with no grade lower than a B in any graded subject.
- Overall effort grade of O or G with no subject grade lower than G in effort.
- Overall average conduct grade of A or B with no subject grade lower than a B in conduct.

Honors:

- GPA of 3.0 to 3.499 with no grade lower than a C in any graded subject.
- Overall effort grade of O or G with no subject grade lower than G in effort.
- Overall average conduct grade of A or B with no subject grade lower than a B in conduct.

Outstanding Effort Certificate is awarded at discretion of the teacher:

Based on Individual merit and effort in quality of work.

- GPA of 1.0 to 2.99
- Overall effort grade of O or G in each graded subject.
- Overall conduct grade of A or B with no grade lower than a C in academics.

California Junior Scholarship Federation (CJSF):

California Junior Scholarship Federation (CJSF) is a statewide Academic Association for junior high school students. All students who have met the required standards of scholarship and citizenship

are eligible for membership. Membership is neither automatic nor compulsory. The student must apply for membership during the first two weeks of the semester.

The requirements for CJSF membership are as follows:

- The student must be in the 7th or 8th grade.
- The student must be recognized as a worthy citizen as demonstrated by a grade of "G" or "O" in effort and "A" or "B" in conduct in all subjects on the report card.
- The student's record for the previous semester must have no grades lower than "C".
- Grades in the subject of Religion, Mathematics, Science, Reading, English, Spelling and Social Studies are rated on a basis of A = 3 and B = 1. The points earned must be twice the number of subjects considered, fourteen (14) being the required total at Santa Clara Elementary School.

Membership is for one semester only, but may be renewed for another semester whenever the student again meets the requirements. Students, who have been members for three (3) semesters, including two (2) earned in the eighth grade, are CJSF Honor Award members and receive the official CJSF Honor Award Membership pin and gold seal on their diplomas at graduation.

Academic Probation

Academic probation procedures apply to the following areas: altar servers, lectors, student council, sports, cheerleading or extra-curricular activities. Students will be evaluated at mid-term and each quarter for eligibility. Students must follow the Archdiocesan grading procedures. If the student is not eligible, they will have two weeks to show improvement or they will be placed on probation. On probation, the student will be able to continue to practice but not participate in the actual event. The student must show improvement during the probation period to participate in the activity.

Eligibility:

Participation in Extra-Curricular Activities

- Students must maintain a minimum grade of "C" in all graded subjects (no C-'s).
- Overall effort of "O" or "G" must be evident in any graded subject.
- Conduct must be no lower than "B" as evaluated by teachers, moderators, coaches and principal.
- Weekly assessment of conduct and attitude for those on probation.

Promotion

The decision to promote or place a pupil to the next grade is based upon a consideration of the overall welfare of the pupil, i.e., by carefully weighing academic, emotional and social factors. Pupils who satisfactorily complete the prescribed course are promoted to the next grade at the end of the school year. Exceptions are made at the discretion of the principal. (Administrative Handbook, Archdiocese of Los Angeles, Policy 5300.2).

Retention

The decision to retain a student in the present grade should be based upon a consideration of the overall welfare of the pupil, i.e., made by carefully weighing academic, emotional, and social factors.

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

1. The teacher is responsible for consistent evaluation, early diagnosis and effective remediation of learning problems. Initially, the teacher should provide remedial help to the pupil within the school setting, either by individualized instruction or some form of tutoring. If such help proves to be inadequate, the teacher should advise the parents to arrange for outside remedial help, such as professional tutoring, parent tutoring or a summer session.

2. The teacher should make the principal aware of any pupil with significant learning problems by the end of the first quarter. With the approval of the principal, the teacher should inform the parents regularly during the second and third quarters of the pupil's progress or possibility of retention.
3. Retention is more successful in primary grades than in later grades; therefore, the primary grade teacher should diligently observe the slow learner so that problems may be corrected before the pupil reaches the upper grades. Although the opinions of the teacher and parents are significant factors, the final decision to retain a pupil is the responsibility of the principal.
4. In the case of a pupil with a severe learning problem it may be necessary to recognize that the parochial school is not equipped to meet the needs of every pupil and that, therefore, a recommended transfer might be necessary. (Archdiocesan Policy, 5300.4).

Graduation Requirements

A diploma will be issued to those students who have satisfactorily completed the course of studies for students attending Santa Clara Elementary School as prescribed by the Archdiocese of Los Angeles. A graduation information and time line packet is given to each 8th grader at the beginning of the second semester. All tuition and fees must be paid in full by May 15th.

Homework and Study Habits

Homework is assigned to reinforce material taught and to instill habits of independent study. Class work not completed during the instructional day may be sent home as homework.

Homework does not necessarily have to be written work. Students have word lists, notes from class, and math facts to study as well as reading, memorization, and reviewing for tests. Many assignments are begun in class. Supplementary reading and study is encouraged for all grades.

Homework time allotments are as follows:	
Grade K	Not to exceed 15 minutes
Grades 1-2	Not to exceed one-half hour on task
Grades 3-4	Not to exceed one hour on task
Grades 5-8	Not to exceed two hours on task

Written homework will not ordinarily be assigned on weekends or other holidays unless make-up work or long-range assignments are required and/or remedial work and extra study is needed.

Children need a place to study that allows them to use the maximum concentration. This means no radio, TV, or snacks during the suggested time allotment. A student benefits when parents foster systematic study habits in their children. Teachers working with parents may request a parent signature on the completed homework page or in the student assignment book. Please contact the teacher if you have suggestions or questions concerning your child.

Research Projects and Rights of Parents

Parents must be informed if research projects involving their children are to be conducted at the school and must be provided with sufficient information about the research to enable them to give informed consent. Parents have the right to withhold permission allowing their children to participate in research studies. Parents have the right to withdraw their children at any time from a research project without reprisal.

Parents have the right to request to preview the materials to be used in a research study involving their children. Requests to review the Research Materials should be made with appropriate written advance notification to the school and to the researcher.

Except in a limited range of research areas where an Institutional Review Board determines that a waiver of assent is appropriate, student assent to participation in a research project must be obtained. If a student reaches the age of consent applicable to the subject matter of the research project, the student must be given the opportunity to provide informed consent. Students have the right to withhold their assent and have a right to withdraw without penalty. Students who are not participants in research studies may not be singled out in any way or penalized.

Testing and Assessment

In addition to teacher-made and textbook-provided tests which are part of the regular school program, The Star Testing Program is administered to all students in grades 1-8 four (4) times during school year.

At the direction of the Archdiocese of Los Angeles Department of Catholic Schools, The Assessment of Catholic Religious Education (ACRE) is administered to all students in Grade 5 (Level 1) and Grade 8 (Level 2). These assessments assist our school, diocese, and nation to better understand where students are in terms of the knowledge, perceptions, attitudes and practices of our Catholic faith.

Tutoring

If a student requires private tutoring or parents wish to have a student tutored in school subjects, the parents are responsible for engaging the tutor and paying all tutoring costs. The school may assist the parents in identifying tutoring resources.

Teachers may not be paid for tutoring students assigned to their classes. With prior permission from the principal, teachers may tutor other students who attend the school and be paid for such tutoring by the parents.

A school may arrange with independent contractors or entities, who are not teachers or staff at the school to provide tutoring on a fee basis. Independent entities must have appropriate licenses, agreements for use of the premises and insurance.

All tutors and entities must comply with the procedures and policies of the extended school day program and the Archdiocesan Guidelines for Adults Interacting with Minors at Parish or Parish School Activities or Events.

Counseling Policy

The mission and purpose of the school is education. The school does not assume the responsibilities proper to the family and to society. The school may not assume the responsibility for psychological counseling or therapy because it is not qualified or licensed to provide such counseling or therapy.

The school may engage in the following activities in addition to providing classroom instruction:

- Provide advice regarding academic subjects and student progress in school.
- Give limited guidance to students who present with non-academic personal issues or situations
- Provide referrals to marriage and family counselors, child psychologists, licensed academic psychologists, psychiatrists and similar professional for diagnosis and treatment. If the school provides referrals to parents, the list must include at least three names of qualified persons or entities
- Retain, where necessary, appropriate professionals to provide educational testing that is needed for assessment of a student's academic ability, learning patterns, achievement motivation, and personality factors directly related to academic learning problems, or psychological counseling services for the school. Prior to entering into such a contractual relationship, the principal will ensure that the person is credentialed, licensed or otherwise properly qualified. The school may refer a

student for specific or additional testing, as appropriate, generally at the parent or guardian's expense

In cases of actual or suspected child abuse or neglect or abuse of vulnerable adults, the Archdiocesan Victims' Assistance Ministry is available as a resource. The Victims' Assistance Ministry provides outreach and guidance to those suffering from abuse; sponsors a faith-based trauma recovery program; and assists in informing parish, school, archdiocesan and governmental authorities of the allegations of abuse or neglect. Referral to the Victim's Assistance Ministry is not a substitute for mandated reporting of suspected abuse. Such a report must be made in accordance with Archdiocesan policy.

Field Trips (*Archdiocesan Policy*)

Each class may participate in one field trip of educational or cultural value as an enrichment experience directly related to the curriculum. These field trips are planned by the classroom teacher and supervised with the assistance of parent volunteers. To participate, each student must have returned to the teacher an official field trip permission form signed by the parent or legal guardian. If there is a cost for the trip, the students will be asked to pay a fee. **The fee is non-refundable.** Student must wear the school uniform on field trips that are formal in nature.

State law requires that a first aid kit be immediately available to the supervising adult on all excursions and field trips. First aid kits must be carried in all vehicles transporting students to school sponsored activities. Student emergency information must be immediately available to the supervising adult. At least one adult chaperone shall be in possession of a cell phone. A snakebite kit must be included in any area where there may be poisonous snakes.

ARCHDIOCESAN ACCEPTABLE USE AND RESPONSIBILITY POLICY FOR ELECTRONIC COMMUNICATIONS

All information used in the course of activities for or on behalf of the Roman Catholic Archdiocese of Los Angeles ("Archdiocese") or an archdiocesan school, parish, the seminary, a cemetery, or other archdiocesan department or operating unit ("Location") is an asset of the Archdiocese and/or the Location, as appropriate. Electronic information and communications require particular safeguards and impose unique responsibilities on all users. The Archdiocese maintains a system of information security to protect our proprietary data. Integral parts of this system are the policies, standards and procedures designed for users. All users must adhere to these policies, standards and procedures for the complete system to remain viable.

These policies, standards and procedures apply to all users of technology, whether adult, child or youth, whether they are paid or volunteer staff, clergy or members of religious orders, in the Archdiocese or in school.

These policies, standards and procedures include, but are not limited to, maintaining data confidentiality, maintaining the confidentiality of data security controls and passwords, and immediately reporting any suspected or actual security violations. The Archdiocese prohibits the use or alteration of archdiocesan data and/or information technology without proper authorization. All users have an obligation to protect the confidentiality and nondisclosure of proprietary, confidential and privileged data, as well as personally identifiable information.

Definitions

Electronic communications systems include, but are not limited to, electronic mail, telecommunications systems including telephone, voice mail, and video, facsimile transmissions, stand-alone or networked computers, intranets, the Internet and any other communications systems that may be created in the future.

Electronic communications devices include, but are not limited to, regular and mobile telephones (cell phones, smart phones, walkie-talkies), facsimile machines, computers, laptops, electronic notebooks, audio and video equipment, flash drives, memory sticks, iPods®, media players, Blackberries®, and other wireless equipment that may be created in the future.

Electronic communications materials include, but are not limited to, DVDs, CDs, laser discs, audio and video-tape, audio and visual recordings, films, microfiche, audio and visual broadcasts, computer operating systems, software programs, electronically stored data and text files, computer applications, emails, text messages, instant messages, and all other downloaded, uploaded, retrieved, opened, saved, forwarded or otherwise accessed or stored content.

Electronic Communications Systems, Devices and Materials and Users Covered

- a. All electronic communications systems, devices and materials in the schools, parishes, the seminary, cemeteries, archdiocesan departments or offices, or other archdiocesan operating units (the "Premises").
- b. All electronic communications devices and materials taken from the Premises for use at home or on the road.
- c. All personal devices and materials brought from home and used on the Premises during regular business hours.
- d. All personal devices and materials, regardless of where they are situated, that are used in such a manner that the Archdiocese and/or the Location may be implicated in their use
- e. All users of electronic communications systems, devices and materials, including, but not limited to, volunteers, clergy and religious, students, employees, staff or contractors associated with the Archdiocese and/or school and their families.

Ownership and Control of Communications

All systems, devices and materials located on archdiocesan premises, and all work performed on them, are property of school and/or the Archdiocese. These systems, devices and materials are to be used primarily to conduct official school and/or Archdiocese business, not personal business.

With permission from the person in charge of the parish (i.e., pastor, priest administrator or parish life director), principal or other person in charge of the Location, individuals may use systems, devices and materials, including access to the Internet, for personal business and web exploration outside regular business hours or during breaks. All users are expected to conform to appropriate content management and web surfing guidelines, whether during or outside regular business hours.

The Archdiocese and the school, as applicable, reserve the right to monitor, access, retrieve, read and disclose all content created, sent, received, or stored on Archdiocese and/or school systems, devices and materials (including connections made and sites visited) to law enforcement officials or others, without prior notice.

Guidelines for Email Correspondence and Other Electronic Communications

- a. All users of Archdiocese and Location communications systems and devices should use care in creating email, text, video, still images, instant or voice mail messages or in any postings on any social networking site. Even when a message has been deleted, it may still exist on a backup system, be restored, downloaded, recorded, printed out, or may have been forwarded to someone else without its creator's knowledge. The contents of email and text messages are the same as other written documentation and cannot be considered private or confidential.

- b. Email and other electronic communications are not necessarily secure.
- c. As with paper records, proper care should be taken in creating and retaining electronic records for future use, reference and disclosure, as applicable.
- d. Postings to "All Employees," "All Parents," "All Seminarians," "All Parishioners" and the like on intranets or the Internet must be approved by the person in charge of the parish (pastor, priest administrator or parish life director), principal or other person in charge of the Location before they are sent out.
- e. Use of personal electronic communications devices and materials during regular business hours should be kept to a minimum and limited mainly to emergencies.
- f. Archdiocese and Location systems, devices and materials are not private and security cannot be guaranteed. Passwords and user IDs are intended to enhance system security; not to provide users with personal privacy. User account passwords for systems not controlled by a centralized user directory or authentication system must be on record with the person in charge of the parish (pastor, priest administrator or parish life director) principal or other person in charge of the Location.
- g. User IDs and passwords should not be disclosed to unauthorized parties or shared with other employees, students or volunteers. User accounts are intended to be used only by the assigned party.
- h. All information systems that create, store, transmit or otherwise publish data or information must have authentication and authorization systems in place to prevent unauthorized use, access, and modification of data and applications. Systems that transmit or publish approved information that is intended for the general public may allow unauthenticated (anonymous) access as long as such systems do not allow unauthorized posting and modification of the published information.
- i. Any device accessed or used by minors on the Premises must include updated and functioning filters to preclude access to prohibited content. All obscene materials, sexually explicit materials including pornography, and materials that are otherwise harmful to minors or in violation of this electronic communications policy are prohibited and must be blocked. Before allowing minors to access the Internet, a responsible adult must ensure that appropriate content filters are "ON" and functioning.
- j. Content filters for minors may NOT be disabled or turned "OFF" without obtaining prior permission from the archdiocesan Applied Technology Department or the person with equivalent authority at the location.
- k. All files downloaded from the Internet, all data received from outside sources, and all content downloaded from portable memory devices must be scanned with updated or current virus detection software. Immediately report any viruses, tampering or other system breaches to the person in charge of the location.
- l. Critical information should be copied onto backup storage periodically. Backed up information should be stored in a safe place and be available for recovery in case of a loss of the original information. Depending on the complexity of a Location's information systems, a detailed disaster recovery plan may need to be developed.
- m. Computer networks must be protected from unauthorized use. Both local physical access and remote access must be controlled.
- n. Information systems hardware should be secured against unauthorized physical access.

Prohibited Practices

Users of Archdiocese and Location electronic communication systems, devices or materials and users of personal devices and materials on the Premises under circumstances when the Archdiocese and/or the Location may become implicated in the use may not:

- a. Violate any federal, state or local laws or regulations.
- b. Violate any rules of conduct, codes of ethics, safe environment or any educational policies, including but not limited to those that apply to communications or the use of information.
- c. Post or cause to be distributed any personally identifying information about the user or others without permission or review by a responsible adult person, unless required by the user's job

- duties or assigned responsibilities. Personal identifying information includes, but is not limited to, names or screen names; telephone numbers; work, home or school addresses; email addresses and web addresses (URLs) of social networking sites or blogs.
- d. Post or distribute any communications, video, music or pictures which a reasonable person, according to the teachings of the Roman Catholic Church, would consider to be defamatory, offensive, harassing, disruptive, derogatory or bullying. This includes, but is not limited to, sexual comments or images, racial or ethnic slurs, or other comments or images that would offend someone on the basis of race, creed, gender, national origin, sexual orientation, age, political beliefs, mental or physical disability, or veteran status.
 - e. Engage in improper fraternizing or socializing between adults and minors.
 - f. Engage in pirating or unauthorized copying, acquisition or distribution of copyrighted materials, music, video or film; arrange for the purchase or sale of any drugs, alcohol, or regulated substances and goods; or participate in internet gambling.
 - g. Post or send chain letters or engage in "spamming" (sending annoying, unnecessary or unsolicited commercial messages).
 - h. Record any telephone, video, or other conversation or communication without the express permission of the other participants to the conversation or communication, except where allowed by law.
 - i. Use electronic communications devices for designing, developing, distributing or storing any works of programming or software unless required by the duties of the job or assignment.
 - j. Upload, download, view or otherwise receive or transmit copyrighted, trademarked, patented, indecent or pornographic material, trade secrets, or other confidential, private, or proprietary information or other materials to which the user does not have access rights. Regarding copyrighted materials, certain exceptions are given for educational and liturgical purposes. See *Archdiocese of Los Angeles Copyright and Video Screening Policy*.
 - k. Damage, alter, disrupt, or gain unauthorized access to computers or other systems; e.g. use others' passwords, trespass on others' folders, work or files or alter or forward email messages in a manner that misrepresents the original message or a message chain.
 - l. Give unauthorized persons access to Archdiocese or Location systems, provide access to confidential information, or otherwise jeopardize the security of the electronic communications systems (*e.g.* by unauthorized use or disclosure of passwords).
 - m. Transmit confidential, proprietary, or sensitive information unless the transmission falls within the scope of the user's job duties or assignment by a responsible adult.
 - n. Introduce or install any unauthorized software, virus, malware, tracking devices or recording devices onto any system.
 - o. Bypass (via proxy servers or other means), defeat or otherwise render inoperative any network security systems, firewalls or content filters.
 - p. Allow any minor to access the Internet on Archdiocese or Location communications devices before a responsible adult has checked to insure that active filtering of prohibited materials is enabled.
 - q. Use electronic communications devices or systems to transmit any radio frequency signal that is not permitted and/or licensed by the Federal Communication Commission ("FCC") or that would violate FCC rules or policies.
 - r. Access or manipulate services, networks or hardware without express authority.

Consequences of Violations of Electronic Communications Policy

Violations of this policy, including breaches of confidentiality or security, may result in suspension of electronic communication privileges, confiscation of any electronic communication device or materials, and disciplinary action up to and including termination of employment, removal from parish or school activities, expulsion from school, canonical review, referral to law enforcement and other appropriate disciplinary action.

Parent Conduct:

- Parents and students are expected to follow the appropriate chain of communication (contact school personnel first; if issue is not resolved, then contact the principal, pastor, and the Archdiocese) in communicating problems or issues with the school.
- Posting inappropriate comments about the school, its personnel or students, on the web and via e-mails does not constitute following the appropriate chain of communication.
- The school reserves the right to ask parents to withdraw their children in such cases where parents fail to abide by these policies.

Consent:

As a parent/guardian of an SCES student, you will need to grant permission for your student to access the Internet and the school’s networked computer services. You need to understand that individuals and families may be held liable for violations. You will be required to accept responsibility for guidance of Internet setting and use. You will need to convey to your child and comply with school standards regarding selecting, sharing or exploring information and media on the Internet.

You will be required to release the school, its personnel, and any institutions with which it is affiliated, from any and all claims and damages of any nature arising from your child’s use of, or inability to use, the school system, including, but not limited to claims that may arise from the unauthorized use of the system to purchase products or services.

Cell Phones/Electronics – Valuables and Toys

Radios	Beepers (EC 48901.5)	Cameras	Walkman
Video Games	Tape Recorders	Cell Phone	i-Pods
Cards of any kind	<i>ANYTHING THAT COULD DISRUPT LEARNING</i>		

Santa Clara Elementary School is not responsible for personal property that is lost or stolen. Any of these items found on campus will be confiscated and a parent/guardian will have to retrieve them. Parents must make arrangements with the school office if you need your student to have a cell phone on school premises. The school will NOT pay to replace devices that are lost, misplaced or stolen after they are confiscated and will NOT pay for any communication charges.

- Students, teachers, parent volunteers and yard duty personnel must have phones and pagers turned in the OFF position during class and school activities.
- All cell phones are to be kept in the OFF position during school hours 7:50 a.m. – 4:00 p.m. Student’s cell phones must be kept in the OFF position in their backpacks. If the cell phone goes off during class, the teacher will give it to an administrator who will keep it until the end of the school day. Parents will be asked to personally come to the office to pick up the cell phone.
- Teachers, staff members, and visitors on campus may not text message, e-mail or make personal calls during class time or at assemblies.
- No cell phones may be used for picture taking.
- No harassment or threatening of persons via the cell phone is permitted.
- Cell phones may not be used for game playing, Internet or e-mail access, gambling or making purchases of any kind.
- Those who violate any of the rules regarding cell phones may forfeit their privileges of bringing them to school.
- Repeat violations of the policy will result in disciplinary measures appropriate to the circumstances, including expulsion if warranted.
- If a device is used for cheating during a test, the student will be removed from the testing situation and appropriate disciplinary action will be taken.

E-Mail/Text Messaging Policy: Electronic correspondence with student shall be limited to purposes related to education. Fraternalizing/socializing between faculty, parents, and students is not permitted as it may compromise the school as well as the student/teacher/parent relationship.

School personnel are expected to maintain their professionalism and act responsibly. The moral, legal and ethical considerations need to be considered in any e-mail activity. A violation of this policy may result in disciplinary action, up to and including termination of employment.

Parents'/Guardians' Permission for the Publication of Student Work and/or Pictures Form:

You will be asked to understand that from time-to-time the school may wish to publish examples of student projects, photographs of students, and other work on an Internet accessible World Wide Web server or in other media. Student projects, photographs, and other work posted on the Internet will include only the student's first name and the first letter of the last name.

Web Site:

You will be asked to acknowledge that our school's web site content is not private and can be reviewed, copied, downloaded and transmitted by anyone with access to the Internet and that the school has no control over this. You will be asked to waive, release, and forever discharge any and all claims, demands or causes of action against the school and its faculty, staff, employees, agents, contractors and any other person, organization or entity assisting them in connection with the posting of information on the web site for damages or injuries in any way related to, connected to or arising from the publishing or posting of information on the school's Internet web site or the use of that information and expressly assume the risk of any injury or damage resulting from said posting of information on the web site.

Other Media:

You will be asked to waive, release, and forever discharge any and all claims, demands, or causes of action against the school and its faculty, staff, employees, agents, contractors and any other person, organization, or entity assisting them in connection with publishing in other media, for damages or injuries in any way related to, connected to, or arising from the publishing or the use of that information, and expressly assume the risk of any injury or damage resulting from said publishing

Athletics

- Boys and girls in grades 3-8 may try-out for after-school sports.
- Boys and girls in grades 3-8 may try-out for cheerleading.

Athletics is an integral part of Santa Clara's total educational program. All school activities, curricular and extra-curricular, in the classroom and on the playing field, must be congruent with the Archdiocesan Department of Education guidelines and Santa Clara Elementary School's stated goals and objectives established for the intellectual, physical, social and moral development of its students. It is within this context that the following is presented.

Athlete's Code of Ethics

As an athlete, you must understand that it is your responsibility to:

1. Place academic achievement as the highest priority. Maintaining a minimum grade of a "C" (no C-) in any graded subjects, a "B" in conduct and a "G" in effort.
2. Show respect for teammates, opponents, officials and coaches.
3. Respect the integrity and judgment of game officials.
4. Exhibit fair play, sportsmanship and proper conduct on and off the playing field.
5. Maintain a high level of safety awareness.
6. Refrain from the use of profanity, vulgarity and other offensive language and gestures.
7. Adhere to the established rules and standards of the game to be played.
8. Respect all equipment and use it safely and appropriately.
9. Refrain from the use of alcohol, tobacco, illegal and non-prescriptive drugs, anabolic steroids or any substance to increase physical development or performance that is not approved by the United States Food and Drug Administration, Surgeon General of the United States or American Medical Association.

10. Win with character - lose with dignity.

Eligibility:

Participation in Extra-Curricular Activities

- Students must maintain a minimum grade of "C" in any graded subjects (no C-'s).
- Overall effort of "O" or "G" must be evident in any graded subject areas.
- Conduct must be no lower than "B" as evaluated by teachers, moderators, coaches and principal.
- Weekly assessment of academics, conduct, effort and attitude for those on probation.

D. Tuition and Fees

FACTS Tuition Management Program:

Participation in the FACTS Tuition Management Program is required by the Archdiocese of Los Angeles. Tuition Installment payments are due by the tenth of each month, starting **August 10th** and ending **June 10th**, collected through FACTS Tuition Management Services.

Miscellaneous Fees

Additional fees may be charged for extra-curricular events such as field trips, sports, Academic Decathlon, Music, supplies, etc.

Returned Check Fees

Any check returned by the bank will be assessed \$50 plus the value of the check. Two returned checks will mean that the family must pay in cash, money order or cashier's check for the remainder of the school year.

Delinquent Tuition

If the account is two months in arrears, a personal appointment with the Principal is required. Families with consistent delinquent tuition may be referred to a Collection Agency and educational services withheld until full payment has been made. Re-registration will not be accepted until all delinquencies have been paid. If enrollment is terminated by either the school or the parents, tuition and fees are not refundable regardless of the reason for such termination.

2018-2019 - Fundraising Requirements TK-8

Participation in **all fundraisers are mandatory for all families TK – 8**. You have the opportunity to offset your June tuition, under the Tuition Reimbursement Plan (maximum \$350), by exceeding the minimum of the following fundraisers:

Mandatory Tuition Reduction Fundraisers	Notes:
World's Finest Chocolate Candy Sale \$60	One Box per child (January)

Carnival Tickets sales – Minimum \$120 per student*	60 Fiesta Raffle Tickets \$2 each
Carnival Food/Games Tickets \$60 per student	3 Fiesta Food/games sheets \$20 each
Carnival Ride Tickets \$30 per student	2 Fiesta rides sheets \$15 each
Jog-a-Thon – \$35 per student	Chance to win prizes
Casino Night \$70 per family	2 Casino Night tickets \$35 each
SCRIP. Minimum of \$500 per family/per year	Rebate applies after the minimum \$500 scrip obligation. Rebate % varies with each vendor

*after minimum requirement sold, 50% will go toward tuition with a maximum of \$400 per family.

School Scrip (Gift Cards)

There is a **mandatory** SCRIP purchase of \$500 per family starting May 1st and ending April 30th. SCRIP is available on a daily basis. Special orders require 5 days. Income from Scrip purchases is based upon vendor rebate. For every purchase from the school, you will receive a vendor rebate percentage, after your first \$500 in purchases, which may be used to offset your June tuition.

SCES Tuition Assistance

- a. SCES offers financial assistance to families based on family needs and the scholarship criteria. Santa Clara is eligible for tuition assistance grants through the Santa Barbara Regional Endowment Fund and the Archdiocesan Education Foundation as well as grants and donations from private individuals and companies. Catholic Education Foundation Scholarships are available to all families in January for the following school year. Financial assistance applications are available at the school office. Financial assistance is distributed on an individual basis and does not carry over from one year to the next. A new application must be filed each year.

Parent Service Hours and Fundraising Requirements

Parent Service Hours

Tuition and fees only cover 70% of the annual budget. Each family must participate in service hours and fundraising. Parent hours are earned by giving service to the school and Parish community.

Family Service Hour Requirements: Parent hours or money are due per semester

New Family: Two (2) parent/guardian family: Service hours or money are due per semester

24 hours or pay \$25 assessment for every hour not worked (**12 hrs. or \$300** per semester)

10 hours (**five hours** each parent) on Carnival Day or be **assessed \$400** per parent/guardian

hours not worked. If no arrangement has been made with the principal prior to the carnival day, a \$50 late fee also applies

New Family: Single parent/guardian family:

14 hours or pay \$25 assessment for every hour not worked (**7 hrs. or \$175** per semester)

5 hours on Carnival Day or be assessed **\$400** per parent/guardian for service hours not worked. If no arrangement has been made with the principal prior to the carnival day, a \$50 late fee will also apply.

Returning Family: Two (2) parent/guardian family: Service hours or money are due per semester

30 hours or pay \$25 assessment for every hour not worked (**15 hours or \$275** per semester)

10 hours (**five hours** each parent) on Carnival Day or be assessed **\$400 per** parent/guardian for service hours not worked. If no arrangement has been made with the principal prior to the carnival day, a \$50 late fee also applies.

Returning Family: Single parent/guardian family: Service hours or money are due per semester

20 hours or pay \$25 assessment for every hour not worked (15 hours or \$375 per semester).

5 hours on Carnival Day or be assessed **\$400 per** parent/guardian for service hours not worked. If no arrangement has been made with the principal prior to the carnival day, a \$50 late fee will also apply.

Student Carnival Ticket Requirements: Each student is required to sell a minimum of **\$120.00** worth of tickets for the carnival, including food and ride tickets. If minimum not sold, the balance will be added to your next month's tuition.

1. **Family Members Participation on Carnival Day:**
 - Immediate family members may work the carnival and earn extra parent hours beyond the required four hours per parent.

2. **Parish Member Service Hours:**
 - If you are a member of Santa Clara Parish, half of the school's required Parent Service Hours can be served at the parish. The other half must be served at Santa Clara Elementary School.

3. **Service Hours Form and due dates:**
 - Families have from May 1st to the following April 30th to fulfill the Parent Service Hours requirement.
 - Any hours worked May through August will be applied to the next school year. Hours may not be accumulated from school year to school year
 - Service hours are to be accurately recorded on your Parent Participation Hours Record form.

Any concerns regarding the completion of Parent Service Hours must be submitted to Mrs. Massa for approval by the 2nd week of school.

Parish Financial Commitment

The family must be registered (envelope program) and consistently active at our Parish of Santa Clara. Contributions of at least \$300 from May 1st – April 30th as part of your commitment. If the minimum contribution amount is not reached throughout the year, the balance will be applied to your tuition account. Each family must have their own envelope number; cannot be combined with any other family members.

Ways To Earn Parent Hours

Santa Clara Elementary School has many ways for parents to earn parent hours.

During School	Evenings/Weekends	Parent Club Activities
Any time spent assisting inside classroom	Getting LiveScanned – 1 hour VIRTUS Training – 3 hours	Attend Parent Club Meetings or events
Assist with health check-ups	Church Pre-School Teacher	Back-to-School Family Picnic
Cheerleader supervisor	Sewing at home	Book Fair helper

Coach after school sports	Repair Audio-Visual Equip	Box Tops for Education
Family Envelope (Wednesday) a.m.	Clerical/typing work at home	Casino Night
Health Room Worker	Baking – 1 hour per 2 dozen	Cookie Dough Fundraising
Hot Lunch Helper (Fridays)	Church – CCD Teacher	Craft Show
Library helper	Handyman - repairs	Field Day
Room Parents	Telephone work at home	Jog-a-thon helper
Teacher's aide	Parent Club Board member	Parent Club Committee Chair
Uniform Exchange	Chaperone for functions	Parent Club Directory
Yard Duty – Lunch 12:10-12:50		Pancake Breakfast
Field Trips with Class		Fundraisers
Must be LiveScanned (fingerprinted) & Virtus trained.		
<i>Greatest Need</i>		
Yard Duty - Hot Lunch – Health Room Helper – Library Helper		

Gift Cards (Scrip):

- What is Scrip? A dollar-for-dollar gift card that can be used just like cash at establishments such as department stores and restaurants, a portion of which will be donated back to the SCES by those merchants. It is just like the gift cards you can purchase at Vons, Ralph's or Albertsons.
- Why should I buy it? This is money you would spend anyway at local establishments. It benefits the SCES at no additional cost to you.
- How do I buy it? Scrip is available from the school office. Use the Scrip form in the forms section of this handbook or contact the school office for one.
- Where can I use it? Grocery stores like Ralphps, Vons or Albertsons; a variety of restaurants and specialty stores. A list of merchants is located in the forms section of this handbook or you can contact the school office for scrip availability.
- What does it cost me? Nothing – except planning ahead. Remember, this is money that you would already spend (like groceries or gift cards for birthdays, showers, etc.)
- Where does the money go? It goes to benefit SCES and helps keep the tuition costs down.
- Do I have to have a child in SCES in order to participate? No, anyone can purchase and use scrip.
- What's the catch? No Catch! It's a great way to buy what you normally buy, while a donation goes back to SCES.
- If you have additional questions, please contact the school office.

You will receive an accounting of funds accrued by participating in the Tuition Reimbursement Program by **May, 2019**.

E. Discipline Policy

DISCIPLINE

Discipline in the Catholic school is an aspect of moral guidance and not a form of punishment. The purpose of discipline is to provide a school climate conducive to learning and one that promotes character development.

Discipline is maintained in a classroom or school when students work cooperatively with the principal, the teachers, and their classmates towards the attainment of the class and school objectives. However, it should be noted that the legitimate interest of the school extends beyond the school day and beyond the school hours.

Rules and Regulations

Regulations for Santa Clara Elementary School are made to encourage respect for God, self, others and property. The enforcing of school regulations and discipline is an aspect of moral guidance, a means for promoting responsibility. The purpose is to support pupil growth, to promote respect for authority, to develop self-motivation in moral growth and self-discipline, and to enhance learning. Qualities for good discipline include consistency, fairness, honesty, kindness, and, whenever possible, a sense of humor.

A major goal of our staff is to establish an atmosphere throughout the school in which children will feel safe, secure, happy, and will have a maximum opportunity to learn. All students have a right to learn; therefore, no child is permitted to disrupt the learning environment. Behavior expectations will be posted in all classrooms and communicated to students and parents at the beginning of the school year. Students who choose to disrupt the learning process for themselves or others will be subject to disciplinary consequences.

Students should not interfere with the teaching-learning process. The classroom teacher is directly responsible for the conduct of students in the classroom. Therefore, teachers have the right to expect students to follow all classroom rules. Relationships based on cruelty and teasing will not be allowed. Violence or specific death threats will result in parent notification, detention, suspension, or possible expulsion.

Our discipline program is based on the following:

1. Every child has the right to learn.
2. Every teacher has the right to teach.
3. Everyone has the right to have their rights and feelings respected.
4. Everyone has the right to expect a behavior plan of action that reinforces acceptable behavior and provides a consistent system of consequences for inappropriate actions or behavior.

Students are expected to understand the rules at their level, to apply them and to problem solve with staff and/or one another as appropriate. They are expected to get help when needed from an adult and not to "tell on" one another for revenge. They are expected to be responsible for their actions and to seek assistance from adults when necessary.

Maintenance of Effective Discipline

Effective discipline is maintained when there is:

Reasonable quiet and order in the building

- Positive correction of behavior

- Constant encouragement of acceptable classroom conduct
- Firm but fair treatment of difficult students
- Consistent follow through

Disapproved Disciplinary Measures

The following disciplinary measures are forbidden:

- All corporal punishment, including shaking and slapping
- Language that is sarcastic or calculated to bring ridicule on the student, his or her parents, or background
- Using religious exercises or important class assignments as punitive measures
- Bizarre and unusual punishments
- Withholding or altering rightfully earned academic grades
- Any disciplinary action that isolates a student without proper supervision

Detention

- No student shall be required to remain in the classroom during the lunch break, or during any recess. All students are required to leave the school rooms at recess and lunchtime, unless it would be a danger to health
- Detention before or after school hours is considered an appropriate means of discipline
- A student shall not be detained in school for disciplinary or other reasons for more than one hour after the close of the school day
- Under no circumstances shall a student be detained at school without the knowledge and consent of the parent or guardian who shall also be informed of the reason for detention and the exact time the period of detention will begin and end.

Causes for detention include, but are not limited to:

- Homework, missing assignments or make-up work
- Accumulated tardies/truancies
- Serious misbehavior or disrespect
- Fighting or threat of force or violence
- Cheating, forgery or lying
- Stealing or willful/careless damage to school or another student's property (parents are liable for cost)
- Misbehavior during fire drill, earthquake drill or assembly
- Inappropriate language directed toward member of faculty, staff, yard duty or another student
- Uniform abuse

Detention will affect Honor Roll Eligibility

Students are expected to attend detention as they would any other class. Detention may also be assigned by the administration. Detention is held from 3:00 p.m. to 4:00 p.m. Parents are asked to meet the student in the assigned detention classroom for pick up after school.

Behavior Notices

Students are expected at all times to conduct themselves in a manner reflecting the Christian training they have received at home and at school. It is part of their obligation, as members of our school family to help build up the community of faith by demonstrating their respect for others, their helpfulness, their sharing and their generosity.

Parents will be informed of inappropriate behavior through Behavior Notices (see sample on next page) sent home with students for parent signature and a follow-up phone call will be made. Students know the regulations of school through this handbook and instructions by the teacher. If a student chooses to disregard these regulations, we interpret the misbehavior as defiance of the school rules.

- For example: Chewing gum may be appropriate in many other places, but is not allowed at any time at SCES. If a student chooses to chew gum, the student acts in defiance of the school regulations.

Sometimes a student does not use good judgment and acts inappropriately in situations that we cannot predict or list. A judgment must be made at the time as to the disciplinary action to be taken. Notices are never given based on a whim or without serious thought. Extraordinary discipline problems in each case will be handled according to the severity, circumstances surrounding the situation, and Archdiocesan Policy.

Behavior Notices will be issued for but not limited to the following:	
Academic	Conduct
<ul style="list-style-type: none"> • Incomplete homework • Missing homework • Assignment missing • Not prepared for class • Lack of materials • Cheating • Copying 	<ul style="list-style-type: none"> • Disregarding classroom and/or playground rules • Willful disobedience • Disrupting class • Disrespectful words, gestures or back talk • Writing, passing, or reading of notes • Dress code or grooming violation • Leaving school grounds without permission • Cutting class or school • Playing in an unsafe manner • "Play fighting", wrestling, hitting, kicking or threatening another • Throwing objects such as food, rocks, dirt clods, berries, etc. • Standing on tables or benches • Climbing fences, trees, railings or standards • Damage to property • Repeated littering

Students show that they want to attend Santa Clara Elementary School by obeying the regulations and by conducting themselves in a proper fashion, both on and off campus, as the legitimate interest of the school extends beyond the school day and beyond the school hours. Conversely, misconduct in school and behavior outside the school that embarrasses or harms the reputation of the school is a definite indication that a student does not desire to continue an education at Santa Clara Elementary School.

Consequences for Behavior Notice/Detention Notice

Receiving such notices will affect subject, effort and conduct grades.

Step 1: Verbal Warning to cease violation, if not followed Behavior Notice may be issued.

Step 2: Behavior Notice or Detention Notice issued to be signed by parent/guardian and returned the next day. A parent-teacher conference may be held.

Step 3: After three (3) Behavior Notices (academic and/or conduct) or 5 detentions or at the discretion of the teacher or principal, a Student-Parent-Teacher Conference is held. This could result in suspension or expulsion.

Step 4: After five (5) Behavior Notices (academic and/or conduct) or 10 detentions a Student-Parent-Teacher-Principal Conference is held. Student Behavioral Agreement is signed and the student is placed on probation.

Step 5: After ten (10) Behavior Notices (academic and/or conduct) or 15 detentions or as deemed appropriate a Student-Parent-Teacher-Principal Conference is held. If improvement has not been forthcoming during the probation period, the student may not be permitted to continue at SCES

Fighting Policy

Students are encouraged to avoid punitive actions. Fighting is unacceptable behavior and will not be tolerated. Decisions regarding punishment will be made by the administration in accordance with Archdiocesan Directives as well as California Education policy or legislative law addressing violence in schools.

1. Santa Clara students who fight will be sent home the same day. Parents will be called at home or work.
2. It takes two to fight. A discussion regarding this problem at home and at school coupled with follow through on the consequences, both at home and at school, should prove preventive.
3. The third time a parent is called because of fighting; the student will be requested to leave the school.

Suspension

- Any of the reasons listed for expulsion with mitigating circumstances are adequate cause for suspension of a student
- No student shall be suspended from school for more than two consecutive weeks, unless there is an ongoing police investigation of a possible crime, in which case the student may be suspended during the entire investigation
- Notice of suspension must be given to the parents or guardians by telephone or in a conference
- The principal shall schedule a conference with the suspended student's parents or guardians to discuss matters pertinent to the suspension, especially the means by which the parents or guardians and the school can cooperatively encourage the student to improve behavior. The suspended student may be present at the conference
- In no case will a teacher on his or her own authority suspend a student

Expulsion

Reasons for suspension or expulsion are, but not limited to, the following offenses committed by students:

1. Actions gravely detrimental to the moral or spiritual welfare of the student
2. Habitual profanity or vulgarity
3. Assault, battery or any threat of force or violence directed toward any school personnel or student
4. Bullying, Cyberbullying, gossiping or harassing school personnel or other students
5. Open, persistent defiance of authority of the teacher
6. Continued willful disobedience
7. Use, sale or possession of narcotics, drugs or any other controlled substance
8. Use, sale, distribution or possession of any alcohol beverage on or near the school premises
9. Smoking or having tobacco.
10. Stealing
11. Forging signatures
12. Cheating or plagiarism
13. Willful cutting, defacing or otherwise injuring in any way property, real or personal, belonging to the school.
14. Habitual truancy
15. Possession of harmful weapons (e.g., knives, guns, etc.) or materials that can be used as weapons
16. Membership in, active involvement in, affiliation with or dress resembling gang or groups responsible for coercive or violent activity
17. Actions in or out of school which are detrimental to the school's reputation
18. Violation of the Electronic Communications Policy policies and guidelines

19. Inappropriate conduct or behavior unbecoming a student in a Catholic school

FIGHTING including willful or playful fighting and the use of OBSCENE LANGUAGE are NEVER ALLOWED.

Procedure for Expulsion

Except in cases involving grave offenses, the following steps must be taken:

- A conference must be held with the parents or guardians, student, teacher, and principal present to advise the family that serious action is contemplated unless behavior improves immediately. In parish schools, the pastor should be notified of the conference, given an opportunity to attend and provided a report of the discussion
- If behavior does not improve, the final decision will be announced at a second conference attended by the principal, teacher, and parents or guardians. If the parents fail, without cause, to attend the conference, the pastor, principal, and teacher will reach a final decision. The final decision rests with the pastor in consultation with the principal
- In no case will a teacher on his or her own authority expel a student
- Full credit will be given for all work accomplished by the student up to the moment of expulsion

Written Record

A written record of the steps leading to expulsion must be kept on file with copies of all communications and reports.

Cases Involving Grave Offenses

In cases involving grave offenses, which may include a violation of criminal law or actions so outrageous as to shock the conscience or behavior of the community, the student is immediately suspended and there is no requirement to hold the initial parent-principal conference

- The procedure involving cases of grave offenses is followed when the continued presence of the student at school (even for a short period of time) will, in the reasonable judgment of the principal, pose a serious threat to the health and welfare of another student or students, or faculty members
- When immediate suspension is imposed, with probable expulsion, while the case is being investigated, the rules and the consequences of the violation should be clearly explained to the student and parents or guardians

Time of Expulsion

- An expulsion may be made immediately if the reasons are urgent
- Only in exceptional cases shall expulsion of an eighth grade student who has been in the school one or more years be allowed
- If an expulsion is to take place during the last quarter of the school year or during the last semester in the case of an eighth grade student, prior approval of the Department of Catholic Schools is required before the expulsion can take effect
- If such action is contemplated, approval shall be obtained before the announcement of the final decision to the parents at the meeting described below

Reporting of Expulsions

All expulsions even if they occur at the end of the year, are reported to the elementary supervisor at the Department of Catholic Schools. The County Office of Education where the school is located may require notification of pupil expulsions. The written report, Notice of Dismissal, should be mailed promptly to the elementary supervisor. The attendance office of the local public school district shall be notified immediately of expulsions. A copy of the *Cumulative Student Record* should be held until requested.

Right to Make Exceptions

The principal, in consultation with the pastor, retains the right to make exceptions in cases where mitigating circumstances call for a different response than policy suggests.

Home Study

Circumstances may arise which dictate that a student, at the discretion of the principal, be excluded from school attendance for a period of time. This is a remedy for unusual situations and is not considered a suspension. Students may be given tests, *etc.* outside school hours so that grades can be reported.

Harassment, Bullying And Hazing Policy

Santa Clara Elementary is committed to provide a safe and comfortable learning environment that respects Christian values and is free from harassment, bullying or hazing in any form. Harassment, bullying or hazing of any student by any other student, lay employee, religious, clergy, or school volunteer is prohibited. The school will treat allegations of any such conduct seriously and will review and investigate such allegations in a prompt, confidential and thorough manner.

Substantiated acts of harassment, bullying or hazing by a student will result in disciplinary action up to and including dismissal of the student. Students found to have filed false or frivolous charges will also be subject to disciplinary action up to and including dismissal. For students in grades K-3, this disciplinary action shall depend on the maturity of the students and the circumstances involved. For students in grades 4 through 8, the disciplinary action may include suspension or dismissal.

Harassment occurs when an individual is subjected to treatment or a school environment that is hostile or intimidating. It includes, but is not limited to, any or all 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, and gestures
- **Sexual harassment:** Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature.

Bullying is the habitual harassing, intimidating, tormenting, browbeating, humiliating, terrorizing, oppressing and/or threatening of another person. Bullying typically consists of direct behaviors, such as teasing, taunting, threatening, hitting, shoving, and stealing that are initiated by one or more students against a victim or victims. In addition to direct attacks, bullying may also be indirect, such as spreading rumors that cause victims to be socially isolated through intentional exclusion. Whether

the bullying is direct or indirect, the key component of bullying is physical or psychological intimidation that occurs repeatedly over time to create an ongoing pattern of harassment and abuse.

Students also may be involved in cyber bullying, which occurs when they bully each other using the Internet, mobile phones or other cyber technology. This can include, but is not limited to:

- Sending inappropriate text, e-mail, or instant messages
- Posting inappropriate pictures or messages about others in blogs, web sites or social communication networks
- Using someone else's user name to spread rumors or lies about someone

Consequences for students who bully others shall depend on the results of the investigation and may include counseling; a parent conference, detention, suspension and/or expulsion, or involuntary transfer to another school. Depending on the severity of the incident, the principal may also take appropriate steps to ensure student safety. These may include implementing a safety plan, separating and supervising the students involved, providing staff support for students as necessary, reporting incidents to law enforcement if appropriate, and developing a supervision plan with the parents/guardians.

Hazing is any method of initiation or pre-initiation into a student organization or student body or any pastime or amusement engaged in with respect to these organizations which causes, or is likely to cause, bodily danger, physical harm, or personal degradation or disgrace resulting in physical or mental harm, to any student or other person.

Students are responsible for:

- Conducting themselves in a manner that contributes to a positive school environment
- Avoiding any activity that may be considered discriminatory, intimidating, harassing, bullying or hazing
- If a student is a target of harassment, bullying or hazing, when possible, informing the other person(s) that the behavior is offensive and unwelcome
- Reporting all incidents of discrimination, harassment, bullying or hazing to the principal or teacher

As appropriate, the students involved may be asked to complete a formal, written complaint which will be investigated and will involve only the necessary parties. Confidentiality will be maintained as much as possible.

Student Threats

All threats by students to inflict serious harm to self or others, or to destroy property, will be taken seriously. Whoever hears or becomes aware of any threat made by a student should immediately report it to the pastor, principal, or a teacher. The principal will notify the police and the Department of Catholic School immediately.

The student who has made the threat will be kept in the school office under supervision until the police arrive. The parents or guardians of the student who has made the threat will be notified. Any adult or student who has been identified as the potential victim, or mentioned in writing as a potential victim, will be notified immediately.

The student who has made the threat will be suspended until the investigation by the police and school has been completed.

The decision to re-admit a student who has made a threat will be made by the principal and pastor on a case-by-case basis.

Practical jokes or offhand comments of a threatening nature will be taken seriously and will be investigated. The police may be notified and these actions may result in suspension or removal of a student from school.

School Searches

Students' legitimate expectation of privacy in their person and in the personal effects they bring to school must be balanced against the obligation of the school to maintain discipline and to provide a safe environment for the school community. Accordingly, school officials may conduct a search of the student's person and personal effects based on a **reasonable suspicion** that the search will disclose evidence that the student is violating or has violated the law or a school rule.

School officials do not need a warrant or a parent's permission to conduct a search of the student and/or the school's or a student's personal property, as long as they have a reasonable suspicion that a law or school rule is being or has been violated.

Students do not own their lockers or other school property. Lockers are made available to the student by the school. The student does have some expectation of privacy in his or her locker from other students. However, a student may not exclude school officials if the school official has a reasonable suspicion that a law or school rule has been violated.

A student has a greater expectation of privacy concerning his or her backpack, purse, clothing and other personal effects. A school official who finds it necessary to conduct a search of a student's backpack, purse, clothing or personal effects, must have a reasonable suspicion that the student is violating or has violated a law or school rule. The student's parents should be notified of any such search.

An alert from a trained and certified detector dog is sufficient to allow the school official to have a reasonable suspicion and to conduct a search of the student's locker, car or his or her personal property and effects. In addition to this policy on searches by the school, every student is subject to the Archdiocesan and school use and privacy policies concerning cell phones and other electronic devices, whether the devices belong to the school or to the student.

If a student refuses to cooperate in a reasonable search of the school or student property (including electronic devices), the student's parents and/or the police may be called for assistance or referral.

Dress/Uniform Code

Santa Clara students reflect pride in themselves and their membership in Santa Clara Elementary School by wearing the school uniform properly. It is the parent's responsibility to see that the student is neatly dressed and in complete school uniform during the school day. Students are expected to wear clean and correct uniforms.

The school reserves the right to send anyone home who comes to school inappropriately dressed. **Gang apparel or clothing resembling such will not be tolerated.** If students come to school with inappropriate clothing, parents will be called to bring a change of clothing or to take the child home.

Students at Santa Clara Elementary School wear uniforms available from:

- Dennis Uniform Mtg. Company**
 6459 DeSoto Avenue
 Woodland Hills, California 91367
 Phone: (800) 854-6951
 Fax: (818) 703-7647
www.dennisuniform.com
 School Code: SH00BW
*Buy Dennis Uniform Gift Cards first
 get credit towards your
 Tuition Reimbursement Plan and
 use them to pay for the uniforms!*
 Check the website for store hours
- Santa Clara Elementary School – Uniform Exchange***
 Office Hours: 7:45 a.m. – 3:30 p.m.

*Uniforms that have been donated back to the school in good, clean condition. Cost is free if there is an exchange or can be Mrs. Estela Grey 805-443-1314

SCES Uniform Dress Code

School Uniform Required at all Liturgical Celebrations	
<p><u>Girl’s –TK-3 Shift:</u> Marymount Plaid knee length no shorter than 3” above the knee (length of a credit card) (Dennis Uniform)</p> <p><u>Girl’s 4-8 Skirt or Skorts:</u> Marymount Plaid knee length no shorter than 3” above the knee (length of a credit card) (Dennis Uniform)</p>	<p><u>Boy’s TK-8 Pants:</u> Navy blue twill pants (Dennis Uniform) worn at the waist above the hips with a black, navy or brown plain-buckled belt. Belts must fit around the waist and excess is to fit in belt loops.</p>
<ul style="list-style-type: none"> <u>Shirts:</u> Uniform white or navy blue with SCES logo knit short-sleeved polo or long sleeve shirt with pointed collar, no pockets, worn tucked in (purchase from Dennis Uniform). All shirts must be tucked inside pants, skirts, skorts or shorts at all times. <u>Socks:</u> Solid navy blue, black or white, no logos, no sport or low cut ankle socks. Socks must be visible 2 inches above the ankle and above the tongue of the shoe. Navy, black or white cable-knit knee socks are acceptable. Uniform ankle socks with Marymount plaid trim are acceptable. Students coming to school with inappropriate socks will be sent to call home to have parents bring an appropriate pair. <u>Shoes:</u> Solid or combination of white, black, dark brown, or navy color <ol style="list-style-type: none"> Standard oxford or saddle style shoes – Velcro and tie shoe laces – no boots. Athletic shoes: additional trim limited to white, black, dark brown or navy. Other shoes may be worn for orthopedic reasons with note from doctor. Shoes requiring laces must be tied at all times (No sandals, ballet flats, flashers, heelies, open toe, open heel (backless), novelty shoes or boots of any kind). <u>Belts:</u> 1” black, navy or brown belt must be worn at all times with shorts and pants. If the garment has loops, it needs a belt. All undershirts/t-shirts, worn under the school uniform shirt, must be plain, solid white or navy, short sleeved with no logos. 	
<u>P. E. Dress</u>	
<u>Required:</u>	
<ul style="list-style-type: none"> <u>Shirt:</u> White or navy blue knit, SCES logo short sleeve polo shirt with pointed collars and no pockets (Dennis Uniform) All shirts must be tucked inside pants after P. E. class. <u>Shorts:</u> Navy blue twill walking shorts or skort (Dennis Uniform) three (3) inches above the knee or length of a credit card. Either pleated or flat front style shorts. May not be baggy, frayed or ripped. 	

- **Optional:** SCES sweatshirt, vest, zip front Navy blue SCES fleece cardigan (Campus Uniform) Grades 6-8. Plain tennis shoes (black, white, dark brown, navy blue) lace up/Velcro shoes.

Perfect P. E. Uniform Dress Program - Quarterly

SCES participates in a school-wide and individual classroom Perfect P. E. Uniform Program. Every time an individual classroom has all students in regulation P. E. Uniform Dress, they will earn one letter of the word PERFECT. Upon achieving PERFECT for P. E. Uniform Dress, the class will celebrate with an award. Prizes are awarded at the end of the quarter.

Optional Items

- **Sweatshirts:** Navy blue SCES sweatshirt (sold at school). Dennis Uniform Navy blue SCES zip front fleece top Grades 6-8
- **Sweater vest:** Dennis Uniform brand only
- **Jackets:** Navy blue SCES jacket (Dennis Uniform) Navy Blue outdoor use only, must fit appropriately. No big or baggie look
- **Shorts:** Navy blue twill walking short (Dennis Uniform brand only) worn at the waist above the hips with navy, black or brown plain-buckled belt. Not to be worn to liturgical celebration held in church. Oversized shorts, athletic/basketball shorts, bike shorts, or aerobic wear are not permitted at any time.
- **Pants:** Navy blue twill (Dennis Uniform brand only) worn at the waist above the hips with black, navy, or brown plain-buckled belt. **No Dickies, No Dockers, or Cargo pants are permitted.**

UNIFORM GUIDELINES – ALL STUDENTS

All students must wear the approved school and P. E. dress.

- Uniforms must be well maintained and of appropriate fit.
- Full uniform is to be worn at all liturgical celebrations.
- Walking shorts may not be cut off, rolled up or worn to liturgical celebrations
- Only SCES jackets may be worn and are limited to outdoor use (cannot be worn in the classroom).
- All undershirts/t-shirts, worn under the school uniform shirt, must be plain, solid white or navy, short sleeved with no logos.
- No turtleneck shirts permitted
- Solid white or navy blue tights may be worn during cold weather – **November 1st through March 1st.**

Notices regarding uniform dress will affect the conduct, effort and Honor Roll Eligibility.

Students may wear:

Jewelry	Girls: One pair of stud earrings at the earlobe is acceptable, no hoops or dangles Rings: Limited to one Necklace: One cross or religious medal may be worn Bracelets: One (no dangles)
Hair	Clean, neat, natural hair color. No exaggerated haircuts or bangs extending beyond the eyebrows. Boys’ hair length may be to the top of the shirt collar with appropriate side burns not extending beyond the earlobe. No facial hair Wear simple plain hair accessories (uniform scrunchy or bow). No distracting oversized hair accessories.
Make-up	Clear nail polish on natural nails. No face make-up.

IMPORTANT CLARIFICATIONS

- Oversized styles may not be worn.
- Uniform items faded beyond original color may not be worn.
- Socks must be visible, cover two inches above the ankles and be above the tongue of the shoe. No logo socks.
- Girls’ skirts, skorts & shorts length must not be higher than three inches above the top of the knee (length of a credit card) in the front and the back of the knee.
- Boys’ shorts length may not reach below the bottom of the knee.
- All pants, shorts, skorts, and skirts must be worn at the natural waist and not at the hips.
- Boys may **not** wear earrings.

<ul style="list-style-type: none"> Hats may not be worn at any time. Any item with a logo on it is not allowed. 	
Students are to avoid wearing:	
<ul style="list-style-type: none"> Excessive jewelry – multiple earrings, bracelets and rings. Hats may not be worn at any time. Make-up or acrylic or false nails Hair: No color-altered, spiked or exaggerated hair styles. No extreme layers, designs, long or loose strands of hair. Bangs should not extend beyond eyebrows. Sideburns should not extend beyond the earlobe. No facial hair. No shaved heads. We ask parents to consider age appropriateness of style, color, or cut. Many styles should be reserved for high school age appropriate wear. Novelty items, fads, keys, or fluorescent items on backpacks, shoes, socks, or distracting (oversized) hair accessories, no hats at all. 	
Non-Uniform Dress	
<ul style="list-style-type: none"> Non-uniform dress days are determined and announced by the administration. <u>P. E. Dress (shorts, skorts and shoes) is required on non-uniform dress days.</u> No basketball uniform style sets, jerseys, or shorts are to be worn. No sports team logo/apparel, hats or offensive low-cut or see-thru material item can be worn. Use common sense when choosing clothes to be worn at school. If you are not sure that what you plan to wear will meet the dress code requirements, do not wear it. Good taste, neatness, <u>cleanliness, and modesty are emphasized.</u> Any SCES logo shirt can be worn. Belts – if a garment has belt-loops it needs a belt. No boots of any kind. 	
Girls	Clean jeans, no tight fit or holes, no baggy clothing or low-rise pants. Dresses, skirts, walking shorts (use 3” rule) and dress pants are OK. No casual, strapless footwear allowed. Socks, tights, sheer tone nylons (no colors) must be worn with shoes. Neat looking sandals with socks. No low rise pants allowing skin to show. Pants should be worn to the natural waist and above the hips. Students may not wear cut-offs, “tank tops”, halter tops, or short-cropped waist top or t-shirts with unacceptable logos, slogans, images or writing. No make-up.
Boys	Clean jeans, no holes, no baggy clothing. Corduroy, dress pants, walking shorts (no oversized items), may be worn. Students may not wear short-cropped waist tops, or t-shirts with unacceptable logos or slogans, images or writing. Pants should be worn to the natural waist and above the hips.
All	All clothing should reflect a positive self-image. Students who come to school inappropriately dressed will not be admitted to class and must call home for parents to bring appropriate clothing. When there is a question, the appropriateness of the attire will be determined by the administration.
If a student is not in uniform or appropriately dressed:	
<ul style="list-style-type: none"> Student will be sent to the principal’s office Student will telephone parent to arrange for appropriate dress <p>Habitual out of uniform offending will affect conduct and effort eligibility</p>	

Parent Responsibility for Student Dress: Emphasis is placed on good taste, neatness, cleanliness, and modesty. Parents and students are expected to cooperate with the uniform code. If there is a disagreement about acceptable appearance at school, the principal will make the final decision. Parents are asked to consider the age appropriateness of hairstyles, haircuts, clothing, or style trends that should be reserved for high school age appropriate wear.

Safety issues relating to dress or appearance of a student, not specifically mentioned in the Parent/Student Handbook, or are inconsistent with the school’s regulations, may be deemed unacceptable at the discretion of the administration.

Non-uniform dress is a privilege granted to students at different times during the year. Non-uniform clothing must be neat and modest. Parents are responsible to ensure that students are dressed in a manner suitable for a Catholic school student.

Personal hygiene, good grooming and clean clothing should reflect the highest standards at SCES. Students need to shower, brush their teeth, comb their hair, change underwear daily and wear clean clothes to school. The school reserves the right to call parents to bring a change of clothing to help the student meet the appropriate school dress code and personal hygiene.