

## **PARENT / STUDENT HANDBOOK**

### ***Blessed be God!***

Dear Students,

Welcome to Our Lady of the Holy Rosary School. We are glad to start this new school year having you as an important part of our school community. We look forward to work together to make this year one of the best in your life.

During this year, we will have the opportunity to use our gifts and talents to be the best of our ability and become the person God wants us to be. To reach this goal, we must work together as a family learning to accept and respect each other, growing in responsibility for our own choices and actions, dedicating time to our studies, and enjoying the gift of friendship.

This handbook will help us achieve our goal. It contains the guidelines and information we need to know about what is expected of each one of us, and what is offered to us. As you read it and discuss it with your teacher, and then with your parents, keep in mind that what it contains is for the benefit of the whole school community.

I wish you the best for this school year.  
May God Bless You.

*Sr. Maria de los Remedios Aguilar S.J.S.*  
Principal

### ***Mission Statement***

Our Lady of the Holy Rosary School is a Catholic educational community that

commits itself to the spiritual, moral, academic and physical needs of each child.

### ***Philosophy***

In order to fulfill this mission statement, Our Lady of the Holy Rosary provides a caring environment which nurtures Christian values by having the Eucharist as the center of our lives.

Parents as the primary educators of their children work cooperatively with teachers and staff to build strong and responsible citizens. Our daily instructions provide Our Lady of the Holy Rosary students with the opportunity to acknowledge their self worth and value physically and intellectually.

### ***Student Learning Expectations***

A graduate of Our Lady of the Holy Rosary is:

#### **A. An active Christian who:**

1. has and demonstrates a basic knowledge of the teachings of the Catholic Church.
2. loves and is devoted to the Blessed Sacrament and the Blessed Virgin Mary.
3. shows respect for God, self, others, Church, authority, and property.

#### **B. A Lifelong Learner who:**

1. Demonstrates a strong foundation in the basic of all subject areas, and confidently produces quality work.
2. Shows a continuing curiosity for education, knows where to go for information, and how to interpret it.
3. Has study habits and critical thinking skills, and uses them effectively.
4. Works independently and collaboratively to create solutions.

No parish member will be denied access to School solely on the basis of inability to pay full tuition.

No child shall be admitted as a student unless their parents are aware of the School's philosophy, educational policies, regulations, and accept to follow them.

**C. A Responsible Citizen who:**

1. Models good manners and obeys rules.
2. Demonstrates self-control and responsible behavior.
3. Works cooperatively with others.

**Admission to Kindergarten**

The child must be 5 years old by October 30 during the academic year the parents are seeking admission for Kindergarten.

**D. A Self-aware individual who:**

1. Has developed an understanding of good physical health including proper diet, and good hygiene.
2. Develops his/her full physical potential, and has knowledge and appreciation for a variety of physical activities.
3. Plays fair and shows good sportsmanship.

**Registration**

For students currently enrolled in K-7<sup>th</sup> registration for the new school year takes place in February or March. New students are registered during April and May.

By the end of April parents must notify the office if child will be staying for the next school year; if not, child will be automatically dropped. Registration fee must be paid at time of registration. Registration fees are non-refundable.

**General Information**

Pastor: Fr. Richard Zanotti, c.s.

Assoc. Pastor: Fr. Ariel Durian, c.s.

Assoc. Pastor: Fr. Abraham Euan, c.s.

Principal: Sr. Remedios Aguilar, S.J.S.

Assistant Principal: Mrs. Mary Helen Powell

No registration will be accepted without:

- Birth certificate and Baptismal, if applicable.
- Health immunization records
- Transfer student must submit report cards, health records, and transcripts.

**Admissions Procedures**

All incoming students are academically tested.

Students will not be allowed to register if they have been retained for 2 years during their schooling at O.L.H.R.

Students retained in the 8<sup>th</sup> grade will not be allowed to register.

Students that receive three suspensions during the school year will not be invited to return to O.L.H.R.

The school affirms its right to the decision of non-acceptance of currently enrolled students who can no longer be adequately served by the school's educational program or philosophy.

new school year unless all past accounts are paid in full.

There is a \$25.00 fee for all NSF Checks (Non-Sufficient Funds/Returned).

### ***Tuition Policy***

Every parent or guardian enrolling a student at O.L.H.R. school signs a written agreement to pay a specified tuition and comply with all school policies and regulations governing tuition and delinquency.

Tuition rates are categorized as active and non-active parishioner.

#### **Active Parishioner Rate**

An active parishioner is registered in Our Lady of the Holy Rosary Parish and supports the Parish with a minimum of \$7.00 per week using the Sunday envelopes over 52 week period, and participates in parish opportunities for moral /spiritual growth.

Tuition is paid through the **FACTS Tuition Payment Plan**. The following optional payment plans are available:

1. Paid in full at the time of registration with a 5% discount.
2. Paid over a ten-month period (August-May).
3. Semi-annual (August and January).

#### **Late Tuition**

Tuition is due on the date parents specified on the FACTS Tuition Plan. A \$25.00 fee will be added to the monthly tuition rate for each delinquent payment.

Anyone having financial difficulties in meeting the tuition and fee requirements should make an appointment with the principal to further discuss special financial arrangements. No one will be admitted to Our Lady of the Holy Rosary School for a

### ***Service Hours Program***

Every family is expected to donate service to the parish and school. The family goal is a minimum of 45 hours of service to be completed during the school year, or in lieu of service hours to contribute \$315.00 to the school. The cost of education per child is significantly more than the indicated tuition rate; and in order to continue to maintain tuition levels at affordable rates, it is expected that every family will honor this commitment. Service hours do not just offset the cost of education, but it also provides families with an opportunity to directly participate in school activities and build school community.

In order to receive credit for service hours earned, you must have them approved by the office. A minimum of 25 hours must be completed by the end of the first semester. A bill will be sent home at the rate of \$7.00 for each incomplete hour. The rest of the service hours must be completed two weeks prior to the last day of school. Parents of Kindergarten and 8<sup>th</sup> grade students must have their service hours completed two weeks prior to graduation day.

A list of different ways to fulfill the hours of service is available at the school's office.

### ***Non-discrimination Principle***

In matters of employment and admission to Our Lady of the Holy Rosary there is no discrimination on the basis of

religious beliefs, race, sex, color, or ethnic origin.

### **Parent Community Involvement**

Parents, teachers, staff, and students are all members of this community. All families are expected to comply with the contract signed during registration. Parents are the primary educators of their children and should maintain a Catholic atmosphere at home by:

- Encouraging regular family prayer and a wholesome home environment.
- Attending Sunday Mass and community involvement.

### **Parents are responsible for:**

- Reading this handbook and understanding the school's policies, rules and philosophy.
- Signing all pertinent documents (progress reports, monthly envelopes, etc.)
- Attending five P.T.O. meetings during the year.
- Attending Parent Night.
- Attending scheduled conferences.
- Actively attending/participating P.T.O. Functions.
- Attending parenting talks during the school year.
- Participating in fundraisers such as Chocolate sales, Gift Wrapping Drive, and Book Fair.
- Parents are invited to participate in the daily mass held at the Church chapel at 8:00 am.
- Parishioners need to make a minimum contribution of \$7.00 per week using the Sunday envelopes over 52 week period.

### **The P.T.O.**

The Parent Teacher Organization purpose is to:

- Promote an appreciation of Catholic Education

- Make use of resources at home and school to provide the best education possible.
- Advise the school's administrative personnel.
- Provide a forum of communication for parents and teachers.
- Provide a solid organization to improve the school's fund-raising efforts.
- Integrate families into the life of the O.L.H.R. community.

### **Parent-Principal Appointments**

In order to serve you in a more efficient manner, it is required that you call our office or come personally to set an appointment with the principal if you wish to discuss any matters concerning your child or school policies. On a regular basis, the principal will be available for set appointments. During the rest of the week the principal will tend to students, class observations, faculty, staff, and other important administrative affairs. Every effort will be made to see you in a timely manner. Please respect this policy and make the necessary arrangements when you need to meet with the principal. When you phone for an appointment please provide the following information.

- Your name and phone number where you may be reached.
- Your child's name
- The purpose for the appointment.

### **Communication**

#### **Parent Bulletin**

An important factor in home-school relationship is adequate communication. For this reason, the principal sends home every month important school-related documents with the oldest child inside a

large envelope. The envelope must be signed and returned the following day. There will be a charge of \$1.00 to replace the lost envelope. **STUDENTS ARE RESPONSIBLE FOR TAKING THIS INFORMATION HOME.**

**Reporting Progress**

O.L.H.R. school uses many methods to keep parents informed of academic progress: report cards, progress reports, parent-teacher conference, Standardized Test Results (Grades 2<sup>nd</sup>-8<sup>th</sup>), tests and class work. Parents will be notified if students are trying and succeeding, as well as if students are experiencing difficulty or not trying as they should be.

**Parent-Teaching Conferences**

A conference with parents will be formally scheduled by the teacher once a year. Parents will be notified ahead of time. During this conference, parents and teachers will talk about student’s academic progress and of ways in which both can help the student grow and improve. Parents are always welcomed to set up appointments with teachers at the office.

**Daily Schedule**

The school’s hours of instruction are the following:

- 7:45 a.m. Students may enter supervised classrooms
- 8:00 a.m. Classes begin
- 10:00 a.m. K-4<sup>th</sup> Recess
- 10:30 a.m. 5<sup>th</sup> – 8<sup>th</sup> Recess
- 11:30 a.m. K – 4<sup>th</sup> Lunch
- 12:15 p.m. 5<sup>th</sup> – 8<sup>th</sup> Lunch
- 3:00 p.m. Dismissal (at 12:30p.m. on Friday and minimum Days Homework Club starts at that time)

- 3:00-6:00p.m. Homework Club (After School Care)
- 7:45 – 3:15 The School is responsible for supervision only during these hours.
- Office Hours: 7:45a.m. – 3:15p.m. Monday through Thursday  
7:45a.m. – 12:45p.m. Friday and Minimum Days

**Attendance Policy**

**Absentees**

To receive maximum benefit from classroom and instructional participation, it is important that students report to school each day. If a student is absent for more than 15 days in one school year could result in retention.

When students are absent from school, parents are required to notify the school office by phone no later 8:30 a.m. and submit a written excuse the following day.

**Tardiness**

Students will be considered tardy if they are not in classroom by 8:00 a.m. or failing to report to class at the scheduled time.

After six tardies, student will be sent to after school detention. If the matter continues it may result in suspension.

**Office procedures**

**Messages**

During school hours, communication with teachers and students is to be done by contacting the school office first. Messages will be relayed to the person.

**Student’s Release**

Student’s release will only be to their parents or to the authorized person indicated in the emergency card; otherwise, written authorization of the

parents is required. Parents are to report to the office first and fill out the student release form.

### **Visitors**

All visitors, including parents, who desire to contact a student or teacher must check in at the office to receive authorization.

### **Medication**

Medication will not be given to any student unless there is an "Administration of Medication During School Hours" form that must be requested from the school office. A Physician/health care provider will write directions on the form. It must be signed and dated.

### **Medical Emergency**

In case of an emergency parents and guardians will be notified immediately.

If there is a serious illness or accident, an ambulance will be called.

Authorized personnel will accompany child to hospital.

Parent or guardian will meet them at the hospital. Decision for treatment will be made only with parent or guardian authorization.

### **Insurance**

The Student Insurance Program is provided for all students attending Our Lady of the Holy Rosary School. This program assists only with the medical expenses incurred due to accidental bodily injury while attending school, traveling to or from school, or participating in a school sponsored and supervised activity. In the event of an accident, a claim form may be obtained from the office.

### **Supervision**

School supervision will begin when the gates open at 7:45 a.m. Parents are

responsible to pick up students no later than 3:15 p.m.

### **Homework Club (After School Care)**

After school care is provided from the time of class dismissal to 6:00p.m. when the school is in session. For more details contact the school's office.

## **Safety Regulations**

### **Emergency Procedures**

In case of a natural disaster such as a fire or earthquake, the faculty and staff are prepared to care for the students until the parents or authorized person arrives to claim their children.

In case of an earthquake, a two-hour waiting period is advised to allow the city time to clear the roads of electrical wire and check broken gas lines.

Fire drills shall be held regularly. In case of the fire emergency, the signal to evacuate the building will be a sounding of the emergency alarm. Teachers will instruct students regarding specific procedures.

When we drill for earthquakes or fires, students must take the practice seriously or they will be sanctioned formally.

### **Arrival and Dismissal Procedures**

#### **Arrival**

Students are to arrive on school grounds between 7:45 a.m. and 7:55 a.m. Parents may drive onto the school grounds to drop off their children between the hours of 7:45 a.m. and 8:00 a.m. Parents must enter through the Stagg Street East gate and exit out through the West gate **ONLY**. The speed limit on school grounds is 5 miles per hour.

**Dismissal**

All students are dismissed at 3:00 p.m. Parents picking up their children may drive onto the school grounds between 3:00 p.m. and 3:15 p.m. All drivers must enter through the Stagg Street East gate and exit through the West gate. We ask that everyone follow the proper safety precautions while driving on the school grounds.

Students are not to walk across the school grounds. All those walking home or to their car outside school grounds must exit through the Vineland Gate.

All students must be picked up no later than 3:15 p.m. unless remaining after school for a scheduled extra-curricular activity. If a child is left in the school grounds after 3:15p.m., without specific authorization, he/she will be sent to Homework Club and his/her parents will be charged for that day. If an emergency arises in which parents know they will not be able to pick up their children, a call must be made to the school office. Once children leave the school grounds, they are not to return to school unless permission is granted. Students are forbidden to purchase anything from vendors outside school grounds.

**Crosswalks**

Students and parents must always cross the street through the marked crosswalks only.

**Care of Books, Personal and School Property****Books**

Books are school property. For this reason, graffiti or doodling is prohibited. Any lost or damaged books must be reported and paid immediately.

Books must be covered and properly marked with the full name, grade and class.

Graffiti and doodling is also prohibited on uniforms, notebooks, binders, agendas, and school bags.

**School Property**

The buildings, grounds, and equipment are to be treated with the greatest respect. Students are expected to take care of all school property. If, through carelessness or willful destruction, any material is damaged, students are expected to replace or repair the item.

**WE WANT YOU TO BE PROUD OF YOUR SCHOOL.**

**Food, Drinks and Gum**

Because of the problem they pose on floors, furniture, sidewalks, etc., students may not eat or drink inside the classroom. **NO GUM IS ALLOWED ON SCHOOL PREMISES**

**Lost and Found**

All personal items must be permanently labeled with full name and class. Clothing, school bags, notebooks should properly identified. **SCHOOL PERSONNEL IS NOT RESPONSIBLE FOR LOST ITEMS.** Lost items will be placed in the lost and found box.

**Instructional Program****Curriculum**

Curriculum may be defined as “all guided experience of the student under the direction of the school.” It includes all subjects as well as academic development: student’s physical, spiritual, intellectual and emotional growth. The school wants to help students form the right understandings, attitudes and habits not only in connection with subject’s matters, but also in each and every school experience.

O.L.H.R. strives to offer a well-rounded academic program following the guidelines given by the State of

California and the Archdiocese of Los Angeles. We incorporate the areas of:

- Religion
- Language Arts (Reading, Grammar, Spelling and Composition)
- Math
- Social Studies
- Science
- Family Life
- Art
- Music
- Physical Education Computer Literacy
- Library Service

### **Religious Program**

Teachers strive to incorporate Catholic values into all curricular areas and model faith commitment to the students. We provide daily religious instruction that incorporates: liturgy, prayer, moral development, theological and Church teachings and Scripture studies that help students grow as committed Christians.

### **W.C.E.A. /W.A.S.C. Accreditation**

Our Lady of the Holy Rosary is accredited by the Western Association Schools and Colleges (W.A.S.C) and the Western Catholic Association (W.C.E.A.).

### **Standardize Testing**

Every year students 2<sup>nd</sup> - 8<sup>th</sup> take the standardized test to measure academic growth from one year to another. This test helps identify strengths and weaknesses in the areas of language, math, study skills, social studies and science.

Students must try their best when taking this test and avoid unnecessary absences. The results of this test are recorded onto student's permanent record.

### **Homework**

Homework is an integral part of the total learning experience. It helps students grow in responsibility; form study habits. It also reinforces or improves the skills or concepts that are learned in class. Students not complying with homework assignments will be disciplined.

### **Promotion**

Only those students that have successfully completed the work of a particular grade will be promoted to the next grade level.

### **Conditions for Promotion**

Students with an average below 75% in all basic subjects at the end of the year will be required to attend summer school in order to be promoted.

Students who fail one subject and have a minimum of a C average in the basic subjects must take a summer course and present proof of completion before school starts. These students will be placed on academic probation for the following school year. Students who fail two or more subjects will not be promoted to the next grade.

### **Graduation Requirements**

Students in the 8<sup>th</sup> grade must have completed service hours by the last week of April. Students failing any one subject must have a minimum average of 75% in the basic subjects. All fees and tuition must be covered.

**Students will not be allowed to participate in the Graduation Ceremony if:**

Drastic changes in the 4<sup>th</sup> quarter grades occur. Students average a C or lower in

responsible behavior. Overall Religion grade is lower than a C.

ANY STUDENT CHOOSING TO GO AGAINST SCHOOL POLICIES AND REGULATIONS WILL BE DEALT WITH ON INDIVIDUAL BASIS.

**Retention**

In cases of slow progress, each student will be considered individually. Together with the principal each teacher will make the decision of retaining a student after careful consideration of all the factors that relate to this matter.

The following are the procedures for retention:

- Parents and teachers conference during the first semester and when needed.
- Parents are informed of the slow progress of the student so that they may find ways together with the teacher to help the student succeed.
- Students must show failure to achieve minimum standards in at least two subjects.

**Grading and Reporting System**

**Report Cards**

Report Cards are issued at the end of each quarter. The report card shows the progress students make in each subject area for each quarter. Parents must sign and return them immediately. Report cards are an important means of communication between parents and teachers. It gives a clear picture of academic progress.

**Progress Reports**

Progress report cards are issued at the middle of each quarter to inform parents about academic progress. This report gives an idea of how students are doing in classes so that they may try to improve or continue maintaining good grades.

**Other Reporting Methods**

Teachers require students to take class work, homework, or tests to be signed by parents. Students must show these papers to parents and return them to the teacher promptly.

**Grading System**

Grades 4<sup>th</sup>-8<sup>th</sup>

A	93-100%
B+	90-92%
B	87-89%
B-	85-86%
C+	80-84%
C	75-79%
C-	70-74%
D	65-69%
F	64% and below

Grades Kinder-3<sup>rd</sup>

O	Outstanding
G	Good
S	Satisfactory
NI	Needs Improvement
U	Unsatisfactory

**Honors/ Awards**

**Student of the month**

A monthly certificate is awarded to students who have demonstrated outstanding practice of the monthly gospel value.

**Quarter Awards**

**“A” Honor Roll**

“A” Honor Roll is an award given to students who have excelled in all subjects areas.

In order to be in the “A” Honor Roll the students must have:

- 93% or higher in every subject
- B+ in behavior

**“B” Honor Roll**

“B” Honor Roll is an award given to students who have B or better in all subject areas.

In order to be in the “B” Honor Roll students must have:

No grade lower than 85%

“B” in behavior

**Effort**

This award is given to recognize those students, who strive to achieve improvement in all subject areas, and who demonstrate responsibility to complete all assignments.

**Outstanding Conduct**

This award is given to students, who comply with class and school regulations.

**Perfect Attendance Award**

This award is given to students who have perfect attendance, no tardies allowed.

**End of the Year Awards**

Students who receive any of these awards, except Effort, all four quarters will receive a special recognition at the end of the school year.

An annual award presented to three students from each class who have demonstrated academic effort, regular attendance, good citizenship, and a willingness to serve others.

**School Programs and Activities**

**Religious Activities:** In order to live its commitment to Christ and His Church the School has the following religious activities.

**Liturgy:** The Holy Eucharist is celebrated weekly by grades. The whole school community attends the Eucharistic Celebration every first Friday of the month, as well as on days of obligation.

**Adoration:** All classes go to adore the Blessed Sacrament at least once a month at the chapel.

**Sacrament of Initiation:** Third graders, and all other students that need it, receive special instruction in preparation for their Reconciliation and First Holy Communion.

**Honor Our Blessed Mother:** We show our love to our Blessed Mother by praying the rosary and celebrating masses in her honor.

**Retreats:** Each week a class participates in a retreat. Third and Eighth graders have special retreats.

**Mission Program:** We actively support the Holy Childhood Association, which is a nationwide mission program to raise funds for unprivileged children in underdeveloped countries.

**Altar Servers:** Students who have made their First Communion have the privilege of serving at the altar of Eucharistic celebrations under the training and supervision of parish priests.

**School Choir:** Students in 2<sup>nd</sup> grade through 8<sup>th</sup> may join the School Choir. It meets once a week after school and sings at all school liturgies and at the Sunday Mass in the Parish. This organization is under the direction of a faculty advisor.

**Other Activities**

**Student Government:** Associated Student Body is a board of officers and representatives elected by the students to

plan and enact activities to provide leadership and share responsibility for a successful year.

**Yearbook:** This activity is open to students in 8<sup>th</sup> grade who coordinate the production of the school yearbook. These students gather pictures of student life and school activities and assist with formal layout of the yearbook. This program is under the direction of a faculty advisor.

**Field Trips:** Every field trip must have a specific educational goal clearly related to the subject areas students are studying. If the trip is only recreational, it will not be held during school hours.

Teachers will plan all field trips and room mothers will assist them in organization. All students must bring a permission slip signed by their parents, in order to participate in all field trips.

**Library:** All students have access to the school library during the day. All classes are assigned one class period each week to visit the library. All lost and damaged books must be paid for or replaced.

#### **Physical Education**

All students are expected to participate in P.E. classes unless they present a written excuse signed by a doctor.

Students who wish to participate in the after school sports program may sign up with the coach, and must maintain a C average (75%).

#### **School Pictures**

School pictures are taken every year in the fall. A notice will be sent home in advance so that unnecessary absences may be avoided.

#### **Lunch Program**

Our Lady of the Holy Rosary has a federally funded hot lunch program. Parents who wish to apply for free or reduced priced lunches for their children may do so by completing the application sent home in September. Envelopes are sent home every two weeks so that the students have an opportunity to purchase lunch tickets (10). The money must be returned to school within the time limit given, (two days). This is a federal program and its guidelines must be followed. Also, students are given a lunch menu once a month.

#### **Discipline**

##### **Purpose**

In order to create an atmosphere of love and respect for all members of the school, self-direction and self-discipline are vital parts of our school program. Each member of the community is expected to assume full responsibility for his or her own actions.

##### **Student Threats**

Our Lady of the Holy Rosary School needs your help to keep our school safe for everyone. We will take seriously all threats to inflict serious harm to self or others. The school will respond to any statement or behavior of a threatening nature, any behavior by individuals that might pose a threat to the well being of students, staff or others and any weapon possession. Our Lady of the Holy Rosary School has an obligation to keep our school safe and will take this matter seriously. This is not an area for practical jokes or offhand comments, as recent events demonstrate the importance of investigating thoroughly all potential concerns. If you become aware of a threatening situation, you

must immediately report it to a teacher or the principal.

### **Bullying**

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

### **Student Behavior**

The following are examples of student behavior that violates school policies. Students will be disciplined with misconduct or a conduct referral for any of the following:

### **Misconduct**

- Not being ready for class, bringing homework and supplies.
- Tardiness to school and scheduled classes.
- Playing or running after school.
- Not complying with class and homework assignments.
- Failing to wear uniform properly.
- Not following classroom / cafeteria / library/playground rules.
- If any of the pervious behaviors continue they will lead to more serious consequences.

### **Automatic Detention**

- Failure to turn cell phones into the office first thing in the morning.
- Deliberate disobedience
- Students caught selling or damaging other's property.

- Graffiti on personal property and/or school materials.
- Fighting or rough-housing.
- Chewing gum and eating in class.
- Using improper language.
- Failure to obey any other posted rules and regulations.
- Sale of goods on school grounds without principal's permission.

Any other offenses handled directly by the principal.

### **Misconduct Slip**

Misconduct slip may be given out by a teacher or by any other school representative for misconduct. Three misconduct slips will merit an after school detention.

### **Detention Slip**

Detention slips may be given out by a teacher or any other school representative for misconduct. This slip must be signed by the assistant principal, and parents.

This slip shall explain the misconduct and the consequences. This detention slip will be filed. Three detention slips received in one quarter will merit a suspension.

### **After School Detention**

After school detention will be required from students who do not comply with appropriate school discipline. It will be from 3:15-4:15 pm on Wednesday. Students will pay a \$5.00 fee. Students must report on time to assigned classroom. If students fail to report to after school detention, they will receive a one day suspension. This will reflect on their responsible behavior grade.

### Suspension and Expulsion

A student may be suspended or expelled for misconduct on campus or continued misconduct after probation. A student who receives three suspensions during the year will not be invited to return to the school.

Causes for suspension or expulsion:

- Failure to attend after school detention.
- Actions gravely detrimental to the moral and spiritual welfare of others.
- Incurable or disruptive behavior which impedes the progress of the class or undermines morale.
- Assault, battery, threat of force or violence directed towards school personnel, students, or any person on the school grounds.
- Use, sale distribution or possession of drugs, narcotics, fireworks, toxic substance or alcoholic beverages.
- Students bringing any type of instrument that may be used as a weapon. (eg. Pocket knife, tools, chains, necklaces, etc.)
- Belligerent, rude, disrespectful, disobedience or defiant attitude toward any school authority.
- Habitual or repeated violation of school rules.
- Theft, extortion, arson.
- Malicious or willful destruction of school or personal property.
- Students found cheating, copying or plagiarizing. (students are subject to grade reduction or failure in the class)
- Ditching regular scheduled classes.
- Forgery of parents'/guardians' signature on the part of the students on any form from school.
- Changing or altering grades.
- Fighting or rough-housing.
- Continued tardiness to school and scheduled classes.
- Student harassment.

- Leaving school grounds without permission from the proper authority during school hours.
- Bullying or harassing school personals or other students.
- Membership in, active involvement in, or affiliation with a gang or group responsible for coercive or violent activity.
- Displaying public misconduct while wearing the school uniform.

Other offenses handled by the principal. The Pastor must be notified of the pertinent facts. The principal is responsible for the decision as to penalty, duration, and terms of suspension or expulsion.

### Dressing and Grooming Code

The general guidelines of the school are that:

The attire must be clean, neat and free from damage. The length of skirts and jumpers should be no more than two inches above the knee. **Shirts and blouses must be tucked in at all times** and boys must wear clothes according to their size and a belt. Shoes must be all black.

All students must come with moderate hairdos. No hair dying or streaking will be allowed (natural color only). Boys will not be allowed to wear long hair; spikes and extreme fad haircuts are prohibited. Boys' hair should be shorter than collar length (#2 haircut). Girls' hair must be tied back and all long bangs must be pinned back.

Junior High boys must be clean shaved (no mustache).

Nails must be trimmed and cleaned. Colored nail polish or any other type of make-up is not permitted. Girls may wear only stud earrings. Girls may only wear one set of earrings in the lower ear lobe. Other jewelry must be appropriate for school and limited to one necklace or bracelet or ring per hand. Boys may not wear earrings.

Uniform shall be worn daily except for special days approved by the principal.

### **Uniform**

#### **Girls**

K-5 must wear a blue plaid jumper, knee-length; white short collar; white knee-high socks, navy blue v-neck sweater with school emblem, school jacket, and black school shoes with black laces.

#### **Girls**

6<sup>th</sup>-8<sup>th</sup> must wear blue plaid skirt, knee length; white undershirt, white short-sleeve blouse with sport collar; navy blue v-neck sweater and school jacket with the school emblem, white ankle socks and black school shoes with black laces. Blouses must be tucked in at all times. Sports socks are not allowed.

#### **Boys**

K-8 must wear gray pants; white shirt, with sport collar; white T-shirt underneath; school emblem; Navy blue v-neck sweater with the school emblem, school jacket, white crew socks, black school shoes with black laces; and a black belt. Shirts must be tucked in at all times. Sport socks are not allowed.

#### **P.E. Uniform**

Boys must wear blue school shorts, white crew socks and all black tennis shoes. Girls must wear blue school P.E. t-shirts with the navy school shorts, white ankle socks and all black tennis shoes.

During the cold season girls may wear the school's warm-up suit and school jacket.

Anyone not wearing the complete uniform will be disciplined with a uniform referral. Three uniform referrals will merit an after school detention.

Students are not allowed to mix and wear the P.E. uniform with the regular uniform.

### **Out of Uniform (Free Dress)**

When the principal has granted an out of uniform (free dress) day, the following guidelines will apply:

No student may wear baggy clothing or loose fitting of any type.

Boys must wear a shirt with a collar. Tank tops or disorderly or torn clothes are not acceptable.

Girls' dresses must be modest in fit, style, and length. Tank tops, backless halter-tops, short skirts, leggings or tight fitting pants attire, are not acceptable.

Shirts with logos or slogans must be in conformity with the school's philosophy. Students not wearing the correct 'free dress' clothing will be asked to return home to change into acceptable clothing and will lose the privilege of wearing out of uniform.

### **Principal's Right To Amend**

The Principal with the consent of the school staff reserves the right to amend this handbook if necessary. Parents will be given prompt notification if changes are made.