

# San Gabriel Mission Elementary School

416 S. Mission Drive  
San Gabriel, CA 91776  
(626) 281-2454



Fully accredited by the Western Catholic  
Education Association and the Western  
Association of Schools and Colleges

***Empowering students with SKILLS to SUCCEED  
and INTEGRITY to TRANSFORM!***

# Parent-Student Handbook

Revised for the 2022-2023 school year

## San Gabriel Mission Elementary School

416 S. Mission Drive  
San Gabriel, CA 91776  
[www.sgmission.org](http://www.sgmission.org)

Rev. John Molyneaux, CMF, Pastor  
Ana Barillas, Principal

School Office Hours  
7:30 am - 3:45 pm

School Office Phone Number: (626) 281-2454

School Hours  
7:55 am – 2:35, 2:50 and 3:05 pm  
*Please have your children in the schoolyard by 7:55 am*

CASA Hours – Morning 7:00 – 7:30 am  
CASA Hours – Afternoon Dismissal – 6:00 pm

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### **San Gabriel Mission Parish**

428 S. Mission Drive  
San Gabriel, CA 91776

Parish Office Phone Number: (626) 457-3035

[www.sangabrielmissionchurch.org](http://www.sangabrielmissionchurch.org)

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### **Archdiocese of Los Angeles Department of Catholic Schools Paul Escala, Superintendent**

3424 Wilshire Boulevard  
Los Angeles, CA 90010  
Telephone: (213) 637-7300

The Parent-Student Handbook is a combination of the **Archdiocesan Policy and Procedures (APP)** and the Parent-Student Handbook for San Gabriel Mission Elementary School.

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## **A. General Information**

### **Mission Statement**

San Gabriel Mission Elementary, adjacent to the historical San Gabriel Mission, is one of California's longest operating Kindergarten through 8th grade parish schools. We are committed to academic excellence through a standards-based curriculum, which is enriched by the Dominican and Claretian charisms of sharing the Word and Truth of Jesus Christ. We are dedicated to developing each child's full potential through our Schoolwide Learning Expectations. As a faith-based community, students, parents, teachers, staff, administration, and clergy witness the Gospel message through worship, community service and daily life experiences.

### **Philosophy**

San Gabriel Mission Elementary School is an academic community whose well-rounded curriculum is permeated by Catholic faith and Gospel values. We assist and enable parents to fulfill their role as primary educators of their children as they develop their intellectual abilities, critical thinking, moral decision-making, and their personal relationship with God. We awaken in our students an enthusiasm for lifelong learning and an ambition to achieve academic excellence and to lead a well-balanced life.

We challenge our students to answer God's call by instilling in them the value of social responsibility. We inspire students to be global citizens who serve others while working for justice and peace in our multicultural society. We foster a spiritual life by giving each student opportunities to practice Christian values in our school community, which leads them to be active participants in both Church and society.

### **Vision Statement**

The vision for San Gabriel Mission Elementary School is to promote and educate the whole child and to prepare each student to make meaningful contributions to their community and in the world. Through a safe nurturing environment, while integrating the latest technology, we strive to develop academic potential, spiritual and moral growth, create socially responsible and environmentally conscious individuals. Our vision is to continue preserving the tradition of family and community values through partnerships among parents, students, staff, administration, and clergy.

### **Code of Christian Conduct Covering Students and Parents/Guardians**

The students' interest in receiving a quality, morally based education can best be served if students, parents and school officials work together. Normally, differences between these individuals can be resolved. In some rare instances, however, the school may find it necessary, in its discretion, to require parents or guardians to withdraw their children.

It shall be an expressed condition of enrollment that the students and parents or guardians shall conform themselves to standards of conduct that are consistent with the Christian principles of the school, as determined by the school in its discretion. These principles include, but are not limited to any policies or procedures set forth in any student/parent handbook of the school.

These Christian principles further include, but are not limited to, the following:

- Parents or guardians are expected to work courteously and cooperatively with the school to assist the student in meeting the academic, moral and behavioral expectations of the school.
- 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.
- Any parent or guardian or other person whose conduct in a place where a school employee is required to be in the course of his or her duties materially disrupts classwork or extracurricular activities or involves substantial disorder is guilty of a misdemeanor. This statement does not apply to any otherwise lawful employee concerted activity, including but not limited to, picketing and the distribution of handbills.
- Any parent or guardian, or other person who insults or abuses the Principal or any teacher in the presence of other school personnel, students or parents and at a place which is on school premises or public sidewalks, streets, or other public ways adjacent to school premises or at some other place if the Principal or teacher is required to be at such other place in connection with assigned school activities, risks the continuation of his or her child in the school.
- These expectations for students and parents or guardians 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.

### **History of San Gabriel Mission Elementary School**

The Franciscan Padres originally founded Mission San Gabriel in 1771. The Claretian Missionaries of the Immaculate Heart of Mary began serving at the Mission in 1908 and are still ministering today. They quickly made plans to open a parochial school to serve the predominantly Spanish and Mexican families of the parish.

A two-story wood and plaster building was begun. At the request of Father Michael Ornate, C.M.F., the Dominican Sisters of Mission San Jose agreed to staff the school. On September 8, 1912, four Dominican Sisters, with Sister Teresa Meyer as Principal, welcomed the first pupils into the two-room school. The convent annals of that year record the difficulties: “—One hundred thirty-five children, two teachers, no books, no blackboards, absolutely nothing... We have to make the best of it.” In addition, the convent rooms on the second floor of the new schoolhouse were not yet completed, and for the first month the sisters had to commute by electric trolley from the convent at Sacred Heart Parish in Lincoln Heights.

In spite of these hardships, the academic and spiritual education of the children continued forward. Eventually, the sisters managed to acquire blackboards and textbooks. In 1914, since many of the children were poor and hungry, the Mission School provided free lunches, books, and tuition for these children.

Over an eleven-year period, San Gabriel Mission's enrollment grew to nearly four hundred students. Temporary bungalow facilities were added to accommodate them. In 1931, the oldest existing building, the Spanish-style arcade, was completed and dedicated. This added five classrooms, an auditorium and a cafeteria to the growing school. When San Gabriel Mission High School was completed in 1949, a new convent building was begun to house the additional teaching sisters. Upon completion of the convent in 1952, the sisters finally left the upstairs apartments of the original wood and adobe schoolhouse, although classes continued to be held in the downstairs rooms. In 1954, a third building was constructed and became the primary-grade wing of the school. Four years later in 1958, the original schoolhouse was torn down and replaced by the building that presently houses administrative offices, three classrooms, a faculty room, library, and computer lab.

A groundbreaking ceremony for a new Parish Community Center to replace the auditorium and cafeteria was held on September 8, 1982. The Parish Center is used daily by the school community for the hot lunch program. It is also used for Physical Education classes, Awards Assemblies, Prayer Services and other school functions.

In 1987, the Whittier Narrows earthquake damaged the arcade and its classrooms. The Sierra Madre earthquake in 1991 caused further damage, and it became necessary to retrofit this wing and move the Junior High students to safer areas. The January 1994 earthquake caused new cosmetic damage to this structure, which required additional repair. Repair and painting was performed.

In 1999, under the leadership of Sisters Mara Anne Palomares and Sharon Dempsey, a new state of the art computer lab was established. It is currently being used by grades TK-8 and is networked with Internet capability connecting all rooms in the school building.

In 2012-2013 San Gabriel Mission Elementary School was given a full six-year accreditation (the longest term allowable) from the Western Catholic Education Association and the Western Association of Schools and Colleges.

New technology was added to the school to include new computers, interactive whiteboards, and DLP projectors in each classroom to enhance instruction and better meet the diverse learning styles of the students. A new infrastructure project was completed in June 2016 to allow for high-speed internet access and the initiation of a Blended Learning Program. In addition, a C-3 Ignite Grant through the Archdiocese of Los Angeles provided 130 iPads to be shared among the grade levels.

Security of the school grounds has been enhanced by the addition of new automated gates to allow access to the appropriate persons while keeping the campus secure throughout the school day whenever children are present. Security cameras have also been added.

## **Relationship of School to the Parish**

San Gabriel Mission Elementary School is owned and operated by San Gabriel Mission Parish under the direction of the Pastor. The Pastor is ex officio the chief administrative officer of the parish school. He implements the policies of the Catholic Schools Council in the parish school and, on points not covered by Archdiocesan policy, he determines policies consistent with Council policy and appropriate to the needs of the school. The immediate direction and supervision of the school program is, however, delegated to the Principal. The Pastor has administrative, personnel, finance, and spiritual responsibilities in relation to the school. The immediate direction and supervision of the school program is, however, delegated to the Principal. The parish gives financial assistance to the school in the form of a monthly subsidy (September – June) and maintenance of some major expenses around the campus that benefit both the parish and the school. The parish uses the school buildings for the Parish Faith Formation Program and the Regional Vietnamese Community Religious Education Program throughout the school year.

The parish priests along with the school staff provide for the spiritual instruction, practice, and growth of the students.

Parents are encouraged to become active members of San Gabriel Mission Parish by attending Mass here, enabling your children to be altar servers, attending quarterly Parish Assemblies, participating in the annual Parish Fiesta, and joining appropriate groups in the parish.

## **School Organization**

The administration and staff of San Gabriel Mission Elementary School are committed to the formation of a Catholic school community that will provide the children with a Catholic education consistent with the school's Mission, Philosophy, Vision, and Schoolwide Learning Expectations. We ask parents and students to join us in this commitment so that together we can provide quality Catholic education to all of the children of San Gabriel Mission.

Parents are the primary educators of their children. The school and parish support the parents in this role. Parents are asked to read the entire Parent-Student Handbook with their children and electronically sign the Parent-Student Policies Agreement Form during online registration indicating acceptance of obligations in the formation of the school community.

The Parent-Student Policies Agreement is provided below in this handbook for informational purposes; however, acceptance of the agreement is given during online registration.

The Principal reserves the right to amend the Parent-Student Handbook at any time as necessary. You will be notified of any changes in writing through the normal school communication system.

**Parent-Student Policies Agreement Form**

We the undersigned parents/guardians agree to support San Gabriel Mission Elementary School in the following ways:

1. We understand that the school is a Catholic, parochial school under the jurisdiction of the Archdiocese of Los Angeles. We accept that:
  - a. the Pastor of the parish community is the ex-officio chief administrative officer of the school who carries out the policies of the Archdiocesan Advisory Board and, on points not covered by Archdiocesan policy, determines policies appropriate to the needs of the school, and
  - b. the Principal is responsible for the immediate direction and supervision of the school program.
2. We understand that certain responsibilities require our continuous support if the school is to achieve its goals. We agree,
  - a. to participate in the religion program and related activities in order to make the teaching of religion and growth in faith a reality in the lives of our children,
  - b. to encourage our children to learn by providing an environment suitable for home study,
  - c. to abide by the decision of the Principal regarding suitable grade placement and advancement or retention of your children,
  - d. to abide by all school and Archdiocesan regulations and policies and to accept all disciplinary actions, including withdrawal of your children, for non-compliance with these regulations and policies, and
  - e. to complete and return all forms and records necessary to comply with school, Archdiocesan or state regulations
3. We understand that tuition and fees cover only part of the total cost of educating your children. We agree, therefore,
  - a. to support the school through regular tuition payments, fees, and service hours
  - b. to assist in making up the deficit by assuming a share of the duties for fundraising and other support activities assigned by the Principal, and
  - c. to abide by the decision of the Pastor should circumstances require us to request an exemption from all or part of our obligations.

We, as parent/guardians, also agree to complete the following specific obligations/requirements to the school:

1. **Parent-Student Handbook**: We agree to read and abide by the contents of the Parent-Student Handbook and help our children comply with school rules and regulations.
2. **Tuition**: We agree to have sufficient monies in the designated account for collection by FACTS Management Program on the date of our agreement (5<sup>th</sup> or 20<sup>th</sup> of each month—June through May) unless the entire year's Tuition and Fees are paid in full by August of the current school year.
  - a. Tuition will be deducted from the designated account beginning in June and continue through May.
  - b. A \$45.00 fee will be charged by FACTS for any re-attempts made due to insufficient funds.
  - c. If for any reason tuition payments are unable to be collected after 3 attempts, your children will not be permitted to attend school until the account is brought up-to-date.
  - d. If an 8<sup>th</sup> grade family is in arrears in tuition payments, service hours or any other fees by May 1st, the student will not participate in graduation activities, and the diploma will be held until full payment is received.
  - e. Re-registration for students in grades TK-7 will not be complete until all tuition payments, service hours or fees are completed.
  - f. San Gabriel Mission Elementary School reserves the right not to accept personal checks.
  - g. San Gabriel Mission Elementary School will accept only cash or cashier's checks after May 31st..
3. **Fundraising**: We agree to participate in the 2 major fundraisers (fall and spring) by buying/selling a minimum of \$240.00 per family per fundraiser. We further agree to support other fundraisers as needed in whatever way we can.
4. **PTA Meetings**: At least one parent/guardian will attend the four (4) PTA General Meetings throughout the school year. Two service hours may be earned at each meeting. A \$30.00 fee will be charged for each meeting not attended by at least one parent/guardian.
5. **Service Hours**: We agree to do 40 hours, per family, of service for the school. These hours may be done directly for the school or in conjunction with PTA activities. A maximum of 20 hours of service per family may be fulfilled by working the Parish Fiesta, selling raffle tickets (3 hours/book), or helping with cleanup (2 hours for every hour worked after close of the Fiesta). Booth Captains may earn 40 service hours. A copy of your Fiesta service hour form must be turned into the School Office to guarantee Fiesta service hours credit. Service hours for the school year may begin June 1<sup>st</sup> of the previous school year and must be completed by Mission Day of the current school year. With the exception of Fiesta hours and PTA meetings, all service hours are to be reported using the Track It Forward Online Software program accessible from the school's website page. A fee of \$15.00/hour will be charged for any service hour not completed by Mission Day.

We have read, understand and agree to fulfill all parts of this Parent Agreement. We agree to fulfill all the obligations and have them completed by the designated dates. We understand our obligation to pay the entire amount of the tuition to which we have agreed on the FACTS Management Agreement. We also understand that any part of the **service hours** not completed must be paid in cash by May 31st of the current school year.

### **Consultative School Board**

*Every elementary school in the Archdiocese of Los Angeles is expected to have an established and functioning consultative school board.*

*The parish consultative school board normally assists and consults on a number of issues such as planning, policy development, financing, development, technology, public relations, buildings and grounds, alumni relations, marketing and evaluation of the board's goals, and activities of the board. The parish consultative school board works with other established groups in the school and parish community, including the parent-teacher organization, the parish council, and the Parish Finance Council. No more than one-third of the board membership should be the parents/guardians of currently enrolled students.*

### **Parent –Teacher Organization**

*Parent organizations in elementary schools are important: they promote parent/guardian support for the school program, increase mutual understanding between the school and parents/guardians, build a sense of school community, and assist in the financial support of the school. The Department of Catholic Schools encourages the formation of parent-teacher organizations that follow the current Archdiocesan policies.*

*Parent organizations:*

- *Are advisory in nature*
- *Have no legal status apart from the school and therefore may not be separately incorporated*
- *Function in accordance with a written constitution and bylaws that comply with all current provisions of Archdiocesan policy that govern the structure and operation of such an organization*
- *Are subject to all Department of Catholic Schools regulations and policies.*

*The membership of the parent organization shall include the Pastor of the parish or his designee, Principal, parents/guardians of currently enrolled students, and religious and lay faculty. The Pastor and Principal shall have the right to approve and/or appoint officers and other members of the executive committee during the nomination process. The Pastor or his designee and the Principal shall be ex officio members of the executive committee of the organization.*

## School Personnel

### **Administration**

### **Contact Number**

<b>Pastor</b>	Rev. John Molyneaux, CMF	626-457-3035
<b>Principal</b>	Ana Barillas	626-281-2454

### **Teachers**

<b>Transitional Kindergarten Instructional Aid</b>	Joanna Breitschwerdt Eva Felix
<b>Kinder-2nd Gr. STEM/ Kinder Homeroom</b>	Justine Bote
<b>Kinder-2nd Gr. ELA/ 1st Gr. Homeroom</b>	Mary Ruggio
<b>Kinder-2nd Gr. Humanities/ 2nd Gr. Homeroom</b>	Rhonda Olvera
<b>3rd-5th Gr. STEM/ 3rd Gr. Homeroom</b>	Rachel Cavender
<b>3rd-5th Gr. Humanities/ 4th Gr. Homeroom</b>	Mimi Capra
<b>3rd-5th Gr. ELA/ 5th Gr. Homeroom</b>	Yvonne Peinado
<b>6th-8th Gr. ELA/ 6th Gr. Homeroom</b>	Whitney Cwieka
<b>6th-8th Gr. Humanities/ 7th Gr. Homeroom</b>	Rebecca Felix
<b>6th-8th Gr. ELA/ 8th Gr. Homeroom</b>	Kelly Nunez
<b>6th-8th Gr. STEM</b>	Darcy Lopez

**Music**

Music Universe/

**Physical Education/  
Athletic Director**

Kayleigh Palomino

## **Staff**

**Office Manager**

Liz Munoz

**Bookkeeper**

Alan Ruiz

**Plant Manager – Maintenance**

Andres Cordova

**CASA Leads**

Morning: Eva Felix

Afternoon: Susana Davalos

## San Gabriel Mission Elementary School

### Schoolwide Learning Expectations

A graduate of San Gabriel Mission Elementary School, rooted in the **Dominican Charism**, is:

A young person who lives a life of **PRAYER**:

1. practices the faith with joy
2. lives the Dominican motto of *Veritas* by seeking *Truth* and making moral choices
3. honors the call of Saint Dominic "*to praise, to bless, and to preach*"
4. has a personal relationship with God and praises Him through various forms of worship

A young person who commits to growing in **WISDOM**:

1. is a lifelong learner who thinks critically and creatively
2. possesses confidence and curiosity to explore and discover the world around her or him
3. uses technology constructively
4. communicates effectively through written and oral language

A young person who is willing to live in **SERVICE** of others:

1. uses her or his gifts and talents to meet the needs of others
2. serves the church with a joyful heart
3. strives to be an instrument of peace and respects all of God's creations
4. appreciates the joy of giving rather than receiving

A young person who finds value in living in **COMMUNITY**:

1. respects diversity and seeks to foster positive relationships
2. makes decisions to better the community by giving a voice to those in need according to Catholic social teachings
3. respects and celebrates the traditions of the school as well as the community
4. lives out a commitment to leave the world a better place for future generations

## **School Schedule**

### **MORNING DROP-OFF: (details may be found on pages 27-28)**

7:30 a.m. The gate for the drive through Drop-Off Zone opens

7:50 a.m. Teachers will either walk students to their classrooms from the playground and begin to prepare for the day

7:55 a.m. First bell

8:00 a.m. SCHOOL DAY BEGINS

**Students are marked late if they are not in the classroom by the 8:00 am bell. After 8:30 am children are marked half-day absent.**

**Recess:** TK-2nd Grade: 9:50-10:10      3rd-5th Grade: 10:10-10:25      6th-8th Grade: 10:20-10:35

**Lunch:** TK-2nd Grade: 11:50-12:20      3rd-5th Grade: 12:15-12:45      6th-8th Grade: 12:25-12:55

### **AFTERNOON PICK-UP: (details may be found on pages 27-28)**

**Regular Day Dismissal** (Monday, Tuesday, Thursday, Friday)

TK-2nd Grade: 2:35      3rd-5th Grade: 2:50      6th-8th Grade: 3:05

**Wednesday Dismissal:**      TK-2nd Grade: 11:45      3rd-5th Grade: 12:05      6th-8th Grade: 12:15

## **Disaster Plan**

In the event of a major disaster (i.e. earthquake, fire, lockdown), the school will send out a message through Gradelink, *providing the service/internet is working*. It should also be noted that phones may not be answered at the school in the event of an emergency. Please tune in to the local radio stations for updated information.

In an emergency, all students and adults will evacuate the school buildings, when it is safe, according to the emergency plan and assemble in designated areas of the schoolyard. After all are accounted for, procedures begin for school personnel to release students; students will be signed-out and released to leave the school premises with a parent or other adult designated on the family's Emergency Card. The identification of a non-parent adult will be verified by school personnel before a student is released into their care. ***In no case will a student be released to any adult not listed on the family's Emergency Card.***

**Important Note:** During an emergency situation, we will be unable to attempt to contact parents/guardians. This means that the ***first person who arrives at the school and is listed on the emergency card will be able to sign out and leave with your student.*** We make a note of who signs a student out and their destination so that a parent/guardian will know how to locate their child.

The school has enough food, water, and other essential items to last for 72 hours. Students will remain in the custody of the school personnel until a parent, guardian, or other designated representative of the parent comes to pick them up. The names of these persons are provided to the school on the Emergency Card. **Students will only be released to adults whose names are listed on the Emergency Card**, so please keep this form updated throughout the school year. Adults sign children out at the appropriate station and then take them from the school campus.

In the event of a major earthquake in the evening, or early morning, the children should not be brought to school until we are sure the buildings are safe. Contact the school before sending the children, or listen to radio/TV stations for further information.

## **Emergency Procedures**

Regular fire and earthquake drills and practices are scheduled so that all students and staff are familiar with the emergency plans. The Fire Department makes regular inspections of the school buildings. In the event of a disaster:

### **Prior to arriving:**

Bring photo I.D. (driver's license or passport). ***This is critically important to ensure that the students are released only to authorized people.***

### **Arriving at school:**

1. When arriving at school to pick up your child(ren), please park your car in the Church lot and walk around through Plaza Park by the Old Mission to the driveway entrance between the school and the rectory. **Do not block driveways, gates, or parking lot entrances.**
2. WALK to the walk gate between the school and the rectory (the morning drive-through gate). **All other entrances will be locked.** Staff will be seated at a table and will attend to one parent/authorized adult at a time to check identification and have the child properly signed out; the parent/authorized adult will then be directed to wait in a waiting area. **Calmly follow the directions of the staff.**
3. A school staff member will then bring the student(s) to the waiting area and they will be released into the care of the properly authorized adult and permitted to exit the schoolyard. Once released, we ask that you leave the campus immediately.
4. **This procedure will take time! Do not be in a hurry or panic.** The protocol is set up to make sure each child is released to an authorized adult, to account for each child, and to make the atmosphere as calm and non-stressful as possible for both the students (who are waiting) and the parents/guardians/authorized adults (who are checking them out).
5. In case a parent or parent designee is unable to pick up your children for a long period of time following the emergency disaster, it is important for parents to know that students will remain at San Gabriel Mission Elementary School or be housed at a central location under the careful supervision of the school staff until the parents' arrival. Names of transported students, as well as the location, will be posted at the entrance between the Rectory and school building.

**Most of all impress upon your children the need to follow the directions of any school personnel and to remain calm.**

The school maintains regularly updated health and emergency records. An Emergency Card listing home and work telephone numbers of parents and guardians is kept on file for each student. It is advisable to list cell phone numbers on all cards. It is required to list at least three additional names of persons (i.e. friends, relatives, or neighbors) with whom the child may be entrusted should he/she become ill and need to be sent home. Parents are encouraged to notify the school if any changes need to be made in their emergency card information. **Each family is to have a complete and current family Emergency Card on file in the office**

### **Lost and Found**

The Lost and Found collection is kept in the main hallway near the Library. Children are asked to check it for missing items. Parents are requested to put names on all children's clothing, backpacks, lunch containers, etc., so that children can keep track of their possessions. Items with names will be

returned to the students rather than staying in the Lost and Found.

### **Office Telephone Use**

The regular School Office telephones are for school business only. School personnel will telephone parents in case of an illness or accident, not the students. Students are expected to have all their supplies, homework, lunches, etc. with them and should only need to use the telephone because of an unexpected event.

### **Cell Phone Policy**

Cell phones are not encouraged at school. If a parent feels the need to give permission to his/her child to carry a cell phone to school, the parent must state his/her permission in writing and give a copy to the School Office and homeroom teacher. For your convenience, there is a form located on the following page.

If permission is granted, the student must understand the cell phone is to be turned into the classroom teacher ***upon entering the classroom in the morning***. Cell phone use will not be allowed throughout the school day; ***cell phones will be returned to students at dismissal time.***

If a teacher or staff member sees or hears a cell phone during the school day, he/she will take the phone from the student and take it to the Principal.

On the first offense, the Principal will release the phone to the parent and a \$25 fine will be charged. Upon a second offense, the Principal will release the phone to the parent, a \$50 fine will be charged and the student will serve a detention. If there are any further offenses, the student will serve a detention and lose the privilege of having the phone at school



**SAN GABRIEL MISSION ELEMENTARY SCHOOL  
CELL PHONE PERMISSION SLIP**

1. I \_\_\_\_\_, parent/guardian of \_\_\_\_\_ give my permission for my son/ daughter to have his / her cell phone at school. I understand that should my child not adhere to the policy above as outlined in San Gabriel Mission Elementary School's Family Handbook, he / she will have his / her cell phone taken away while at school and the procedures listed above will be followed.

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

2. I, \_\_\_\_\_, agree to follow the policy for having a cell phone at school. I understand that this is a privilege that can be taken away if I do not fulfill my part of this agreement.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Principal's Signature

\*\*\*\*\*

1. Yo \_\_\_\_\_, padre/guardian de \_\_\_\_\_ dar permiso para que mi hijo / hija tenga su / su teléfono celular en la escuela. Yo entiendo que si mi hijo no se adhieren a la política anterior como se indica en el Manual de la Familia de San Gabriel Mission Elementary School, él / ella tendrá su / su teléfono celular quitado, mientras que en la escuela y se seguirán los procedimientos mencionados anteriormente.

\_\_\_\_\_  
Firma del padre/guardian

\_\_\_\_\_  
Fecha

2. Yo, \_\_\_\_\_, de acuerdo en seguir la política para tener un teléfono celular en la escuela. Entiendo que este es un privilegio que puede ser quitada si no cumplo con mi parte de este acuerdo.

\_\_\_\_\_  
Firma del estudiante

\_\_\_\_\_  
Fecha

\_\_\_\_\_  
Firma de la Directora

## **Toys and Games**

No personal games or toys may be brought to school. The school is not responsible for the protection, storage or safety of any game or toy. The item will be given to the parents at the end of the school day. Students may not bring video games, portable music devices, or any other electronic devices to school. These items will be taken away and returned only to parents/guardians after a fee of \$25.00 is paid for them. The fee doubles for further infractions.

## **Mixed Parties**

Mixed parties involving students 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, strictly speaking, the matter of parent-sponsored parties is under parental control and not that of the school. The only exception to this regulation is a school-sponsored party having the approval of the Pastor, the Principal and the parents, with supervision by school personnel.

## **B. Admission and Attendance**

### **Guidelines for Admission**

The following admission guidelines apply:

- Each school should establish procedures for admission and enrollment.
- Preferences shall be given to active members of the parish.
- Under Archdiocesan guidelines for financial considerations, the optimum number of students per classroom is 35.
- The recommended age for transitional kindergarten students is four years of age on or before September 1.
- The recommended age for kindergarten students is five years of age on or before September 1.
- The recommended age for first grade students is six years of age on or before September 1.
- All students must comply with current California immunization and health requirements prior to enrollment.
- The parish school will strive to provide an accessible Catholic education to as many students as possible, both with its educational programs and financial considerations; however, the school may have insufficient resources to meet the educational and financial needs of all students.
- The Pastor and Principal will review student's' continued eligibility for enrollment in the parish school.

### **Non-Discrimination Policy:**

*San Gabriel Mission Elementary School, mindful of its mission to be a witness to the love of Christ for all, admits students regardless of race, color, national origin, 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, medical condition, sex, or*

*national and/or ethnic origin in the administration of educational policies and practices, scholarship programs, and 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.*

### **School Inclusion**

The Support Team Education Plan (STEP) is a collaborative process that brings together students, parents/students, teachers, and administrators to seek positive solutions based on a student's strengths and special needs to help that student benefit from his or her education and to facilitate participation in the Catholic school curriculum. Every school shall appoint a Support Team Education Plan administrator, who is the Principal or Principal's designee or the STEP coordinator ("administrator").

### **Absence, Tardiness and Truancy**

Daily attendance at school is essential for every child's learning. Daily lessons and practice facilitate skill mastery. Illness, medical appointments, or family emergencies are reasons for absence. Vacation times are scheduled throughout the school year so that children do not miss school for family trips.

If a student is to be absent for any reason, **please call** the School Office **before 8:00 a.m. each day** to report the absence. **This call is required to ensure the safety of the students.** Upon returning to school after an absence, a **written excuse** stating the reason and the date of the absence ***must*** be presented to the teacher.

If a student has been diagnosed as having a contagious disease (e.g. chicken pox, flu, or head lice), please notify the office so that precautions can be taken and notification sent home. Please do not send students to school when they are not feeling well. If a student is sick, the office personnel will call the parent/guardian to arrange for pickup.

If a student must leave school during school hours, a written note should be sent to the teacher that **morning** in order to inform the office. Students will wait in the classroom until parents arrive and will be called to the office for pick up and sign out. **Students are released only to adults whose names are listed on the emergency card.** If the student returns, they must report back to the School Office and sign in before returning to class. The school assumes no liability in cases where students leave the premises in violation of the above policy.

There are no medical absences. All days away from school for any reason are counted as days absent. Students are marked late if they arrive at school between 8:00 and 8:30 am. After 8:30 am children are marked "half day absent". If children leave school early, they are marked "half day absent", unless they leave between 2:00 and 3:00 pm, when they are marked "pm early".

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

A student who is absent from school without a valid excuse for 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 truant and shall be reported to the attendance office or superintendent of the public school district.

If a student is absent, parents may request homework from the teacher or check Gradelink. Sick children need rest to get well. Homework or schoolwork missed through absence should be completed and turned in within the time frame established by the teacher. Students returning after more than three days' absence should see the teachers on the first day back to determine when missed work is due. Homework influences grades and gives students necessary reinforcement for material learned during class.

In the case of long-term absences not due to medical reasons, parents must submit information to the Principal and notify all of the student's teachers at least two weeks prior to leaving school. *Teachers are not required to give advance work.* All missed assignments and tests will have to be made up on the student's return. All attendance records are a part of students' permanent records and are sent to prospective high schools. ***Excessive absence could lead to poor grades and effect promotion to the next grade level. Absences of 15 days or more in a trimester could lead to grades being withheld.*** The Principal, in consultation with the teacher, makes this decision. A doctor's written explanation of the child's health is required for excessive absence and will be kept in the student's file.

### **Illness/Accident Procedures During School Hours**

When students become ill or have serious accidents, the parents/guardians are contacted immediately. For minor injuries immediate care is given for scrapes, bruises, etc. in the School Office. After receiving immediate care, the student returns to the class and school activities. Sick children are sent home. If the parent or guardian cannot be reached, other persons listed on the emergency card will be contacted. The school staff, in consultation with the Principal, makes decisions about serious care. Once parents are called, they are expected to come to take their children to the appropriate person for treatment. The emergency card also indicates whether or not the school may choose a physician in an emergency situation.

### **Communication Procedures**

The school communicates only with parents and/or legal guardian of students. Other extended family members are welcome to participate in school activities, however all official communication about your child is between the administration/teacher and the parent/guardian.

Please contact the school in case of emergency and messages will be given to your child. If your child **needs** to reach you, they may call from the School Office phone at the discretion of the staff.

**Any change in telephone, address, or other student information needed by the school must be reported immediately to the office AND corrections must be made on the Gradelink system.** This helps us to better communicate with you.

Parents are encouraged to communicate regularly with the school. If a parent wishes a conference with a teacher, telephone the School Office and leave a voicemail for the teacher or send an email to the teacher through the Gradelink system. The teacher will contact the parent to make the appointment as soon as possible.

Parents **may never** go directly to the classroom to deliver something or pick up a student. Please check in the School Office, and the staff will be glad to assist you. Parents should not approach any teacher on yard duty to discuss student progress or behavior. These concerns need to be addressed at a scheduled meeting with the teacher. Parents are not to contact teachers at their homes. All school matters are to be dealt with in a professional manner at school.

*Parent-Teacher Conferences:* Communication between teachers and parents helps children learn more effectively. Each year at the end of the first trimester, parents and teachers meet for a conference about a student's progress. Other conferences may be scheduled as needed. Teachers are available daily before and after school to assist with scheduling meetings. Parents call also call the office to leave a message for a teacher regarding scheduling an appointment. Each teacher has a voice mailbox and email to enable you to leave messages throughout the day.

*Parent/Teacher General Meetings:* Meetings are scheduled during the year to gather parents together for various reasons. General meetings are scheduled four times a year and are conducted together with the PTA Board. Two (2) service hours are given for attendance at these meetings. Other meetings may be scheduled for specific topics and are listed on the monthly calendar or in the Announcement section of the weekly newsletter. It is mandatory for at least one parent/guardian to attend all PTA meetings or a \$30.00 fee is charged.

*Separated/Divorced Families and Custody Issues:* Parents of students with specific custodial arrangements must inform the office/teacher so that school personnel have appropriate records and information. Divorced or separated parents must file a court-certified copy of the custody section of the divorce or separation decree with the Principal's office at the beginning of each school year. The school will not be responsible for failing to honor arrangements that have not been communicated in writing. Following these guidelines ensures the safety of the child.

*Communication About Problems:* Teachers may need to call parents for additional information to assist students to do their best work. Parents may call teachers and set up a meeting to find out more information about an assignment, a grade, or a child's progress. The Principal does not enter into the communication about these situations until the parties involved have first had their own conference.

Then, at the teacher or parent's request, or because of a policy, the Principal may become involved.

### **Morning Drop Off / Afternoon Pick Up Procedures**

#### **Morning Drop Off Zone**

The main driveway gate to the playground will open at 7:30. All family vehicles will enter the playground through the Rectory driveway, drive through the Drop-Off Zone on the playground.

Cars will form a single line within *two "Drop-Off" Zone drive-through lanes* through the playground. Staff and cones will designate the safe flow of traffic. Cars must pull forward, following staff instructions and come to a complete stop. Please have students ready (with backpacks, lunches, etc.) so that they can safely and efficiently get out of the vehicle and enter the designated Pedestrian Walkway. **Drivers may briefly exit the vehicle to assist a child with their exit but may not leave the drive-through lane.** Staff will direct traffic and students as they walk to the benches.

Cars will exit *by merging into one line of cars* and **SLOWLY** driving out the Mission High School gate, located at the far north end of the playground. Please drive cautiously, aware of pedestrians and other vehicles.

***The morning drive-through "Drop-Off Zone" is open from 7:30 – 8:00 a.m.*** The security gate will **BE CLOSED PROMPTLY AT 8:00.** Once the gate is closed, vehicles must park on the street (Mission Dr. or Santa Anita) and use the crosswalk to cross the street; at this point **students must be walked to the office by an adult.** **Please do not park in the Rectory parking lot in between the office building and the Rectory as this parking lot is for Rectory use only and the Pastor has asked that all drop off and pickup be done from the designated area.**

**Please understand that the later you come through the drive-through "Drop-Off Zone" the more congested the lines tend to be. Cars will only be moved through as quickly as can safely be done for our students and staff. If you are concerned about arriving on time to work and/or do not want to be rushed, PLEASE PLAN AHEAD AND ARRIVE EARLY. Additionally note that students are marked tardy if they are not at their desks at 8:00. If you are arriving moments before 8:00, your child will likely not be able to arrive at his/her classroom before the tardy bell and will be marked tardy.**

#### **Pick Up / Dismissal Procedures:**

*For the safety of our parents and our students, pickup from the front office is not allowed unless for emergencies and scheduled appointments.*

Parents/grandparents/designated persons must park in the church parking lot and enter the schoolyard through the passageway located between the chapel and the cemetery to pick up students. **For the security of our campus, the gate will open just before dismissal (M, T, TH, F at 2:20 and**

**Wednesdays at 11:30 ) and close again promptly after the final dismissal (M, T, TH, F at 3:20, Wednesdays at 12:30).** Students will be held inside classrooms for pickup. Any students remaining 15 minutes after their designated dismissal time will be taken to CASA for after-school care. **Students are not to be picked up at any other location (i.e. through the front office, in front of the Chapel, high school, etc.).** Only the Principal may make exceptions to these procedures. Students and non-school aged siblings must remain with the parents at all times while in the schoolyard as their is NO SUPERVISION after the designated dismissal times.

### **Permission to Walk Home**

*A written letter of permission must be on file in the School Office for students to walk home.* Students must leave the school immediately at dismissal and walk through the office. If you want your child to go home with another family, please add their name(s) to your Emergency Card. Written communication must be sent to the office at the start of the school day, if a child is to depart from school with an adult other than those listed on the Emergency Card.

### **Security Procedures**

San Gabriel Mission Elementary School is a Closed Campus. **No unauthorized person may be on campus without knowledge of the administration.** All visitors **must sign in at the office** and receive a pass to wear while on campus. Any deliveries made to the school must be dropped off in the School Office (i.e. lunch, extra clothing, permission slips, etc.) Lunches are not to be delivered to the lunch area or classrooms. We do not allow fast food lunches (i.e. McDonalds, Carl's Jr., etc.) to be delivered to school. Glass containers and carbonated beverages are not allowed. No microwave is available during lunchtime for the students so lunches need to be prepared appropriately.

Only registered students are allowed in classrooms during the school day. The school insurance only covers enrolled students. Special permission from the Principal must be granted in order for a guest to attend class for a specific day. Please contact the teacher or School Office a week in advance to arrange for any visit during school hours. Students may not leave the school campus without a parent or authorized adult who has signed them out in the School Office. They may not leave for social reasons (i.e. having lunch with a parent), nor may they leave the school campus and return later unless accompanied by an adult.

### **Zero Tolerance Policy**

As members of the Archdiocese of Los Angeles community, we want to assure that we are in compliance with both Megan's Law and the Archdiocesan "Zero Tolerance Policy." Should you become aware that a registered sex offender or any person subject to this "Zero Tolerance Policy" is in

your parish or school community, it is important that you immediately contact the Pastor or Principal to assure that appropriate action can be taken.

### **Parent/Guardian Right of Visitation**

Parents are the primary educators of their children and the school supports, enhances, and complements this role. The school staff, therefore, keeps parents informed of their children progress through conferences, telephone calls, online grade book, report cards, etc. Parents may visit their children's classes with a pre-arranged appointment from the teacher and/or Principal. A non-custodial parent with the right of visitation may follow the same procedures after the school has taken the necessary steps to check identification and visitation rights. Please provide the Principal, teacher and School Office staff with any custodial restrictions, so that they can be followed.

### **Extended School Day Program (CASA)**

San Gabriel Mission Elementary School provides our Children's After/Before School Adobe program to assist parents who need supervision for their children before or after school. The program is run by the director and assistant hired by the Principal. It is designed to provide quality care to your children that includes time for them to interact with children of a variety of ages, time to play together, time to do homework, and participate in other activities that they will enjoy (movie, outside activities, games, crafts, etc.). Students are covered by the Archdiocesan Student Insurance plan during the school and during the CASA program.

CASA is located in the TK-2nd grade wing of campus. The staff can be reached using the CASA cell phone number provided to all registered families. If not paid through FACTS, tuition is due in the office by the 15<sup>th</sup> of the following month. CASA begins the first day of school and concludes on the second to the last day of school. It operates on all school days, except the days of early dismissal before Christmas vacation and the last day of school. It does not operate during vacation times.

**Students, who are not picked-up from the classroom on time, will be signed into CASA and parents will be charged a drop-in fee after the 20-minute grace period.**

Parents are required to sign-in their children *before school* when they arrive at CASA. In the afternoon, *students* are required to *sign in* at CASA **when they arrive at the room.** Students on Sports Teams or other after school activities must first check in at CASA before reporting to practice and inform the CASA staff if they are going to a game or participating in any other after school activity. The only exception is if the parent has already contacted the school stating that the student will not be attending for that day or if signed permission has been received in advance of these events. Parents must sign-out students when they pick-up their children.

As a safety precaution, persons authorized to pick up students that are not known to the CASA staff may be asked to show some form of identification. Emergency Cards are readily accessible for each

student and are made available to CASA personnel.

## **C. Privacy and Access to Records**

### **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 teacher.

Only the Principal, as custodian of the records, may authorize 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 search warrant. In specific cases, such as suspicion of kidnapping, police officers may be given access to records.

Parents/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/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/guardian and non-custodial parent/guardian with visitation rights the right to access and examine pupil records. However, only the custodial parent/guardian 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/guardian without visitation rights has no right of access to records of any kind.

### **Verbal/Written Confidences**

Students or parents/guardians may provide confidential information to school employees in many ways. Students may communicate verbally or in writing, such as using a note or writing/journal assignment.

All school employees must respect the verbal or written confidences of students and adults, except in cases that involve the health or safety of students or others. If the confidence relates to a health or safety issue, the school must promptly notify the Pastor, Principal, other person in charge, or appropriate authorities, keeping in mind the privacy rights that apply. The school must follow the Archdiocesan policy on reporting suspected abuse of children or vulnerable adults.

## **D. Transfer of Records**

### **Student Transfers, Withdrawals, and Graduation**

Whenever a student transfers, the San Gabriel Mission Elementary shall provide a copy of the Cumulative Pupil Record and the original health records to the intended school when the intended school requests the information and the student's parents/guardians submit a release. The original Cumulative Pupil Record shall remain at San Gabriel Mission Elementary School.

San Gabriel Mission Elementary School will not give official transcripts to students or parents/guardians. San Gabriel Mission Elementary School grants full credit for all work a student accomplishes up to the time of transfer, withdrawal, or expulsion.

### **Withholding of Records**

Under California law, a private school cannot refuse to provide student records to a requesting elementary school or high school because of any outstanding charges, including tuition or fees that the student or parents/guardians owe.

However, in accordance with school policy, San Gabriel Mission Elementary School may withhold from parents/guardians the grades, diploma, or transcripts of a student pending the payment of certain amounts for damaged property, the return of loaned property, or unpaid tuition or fees.

## **E. Student Health**

### **Emergency Card**

The Emergency Card for each student shall be complete and current, must be readily available to authorized employees, and shall indicate whether or not the parents/guardians have given the school permission to choose a physician in an emergency.

At the beginning of each school year, the Emergency Card for each student should be completed by the parents/guardians. Subsequently, the parents/guardians must inform the school when there are changes to key information, including addresses for home or work, numbers for cell or work phones, names of persons to notify in case of an emergency, or medication prescriptions for the student.

In case of an emergency, the Emergency Card should be shown to the paramedics or emergency room staff in order to authorize treatment and advise them if a student has any particular medical needs or is on medication. Therefore, it is imperative that the Emergency Card information be accurate, complete, and current. Parents/guardians are required to update information about any medication the student takes on a regular basis.

When a student becomes ill or injured, the parents/guardians must be contacted immediately. If

the parents/guardians cannot be reached, the school shall contact another person listed on the Emergency Card.

### **Medical Immunizations and Exemptions**

The California Health and Safety Code requires students to provide proof of immunization for school entry and also requires schools with kindergarten or seventh grade to assess and report annually on the immunization status of students in these grades. Schools may report online at Shots for School. Issued annually by the State of California, all directives regarding immunization shall be implemented. Up-to-date information on immunization requirements can be found at Shots for School, the County of Los Angeles Department of Public Health, and the California Code of Regulations section on immunization.

Students, with the permission of the parents/guardians, may be subject to routine examinations in school, including hearing, vision, dental, head lice, and scoliosis.

### **Immunization Exemptions**

In California, there are two exemptions to the immunization requirements.

#### Medical Exemptions

- Temporary or permanent medical conditions prevent a child from receiving immunizations.
- Both temporary and permanent medical exemptions require a letter from a doctor that states the medical condition and which immunizations the student cannot receive.
- In the case of a temporary exemption, the doctor must also specify how long the immunization should be postponed.

#### Personal Belief Exemptions

- Immunization is contrary to the religious or personal beliefs of the parents/guardians.
- Parents/guardians must conform to the requirements of the State of California by providing a Personal Beliefs Exemption to Required Immunizations that health care practitioners have informed the parents/guardians about the risks and benefits of immunizations.

School shall maintain a list of exempt and conditional entrants. If there is a disease outbreak at school, the exempt student may be excluded from school to protect him or her and prevent others from becoming ill.

### **Medication Administered at School**

The school shall not furnish medications. All medications administered at school shall be provided by the parents/guardians. The Medication Authorization and Permission Form is provided to parents. This form, which states the nature of the medication, must be signed and dated by the doctor and the parents/guardians.

- Medication administered at school must be in the original container and labeled. The day's dosage must be sealed, be labeled, and have the student's name attached. It shall be in an appropriate container and be kept in the School Office or 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. If a student is seriously at risk without an EpiPen or inhaler on his or her person, the student may receive special consideration.
- A student may not be given medicine prescribed for family members.
- These medication regulations apply to both prescription and non-prescription medications.
- A student who is diabetic is allowed to test his or her blood sugar at school in the health room or office and self-administer medication as necessary. If a student is too young or otherwise unable to self-test his or her blood sugar, a location may make arrangements with the student's family to assist with testing. All medications must be kept in the School Office or nurse's office and appropriately labeled as described above. School employees may not administer injections to a diabetic student except in emergencies, unless other arrangements are made in advance.

If parents/guardians do not complete the Medication and Authorization Form by indicating the student's prescribed medication, the parents/guardians will have to come to school and personally administer that medication.

### **Communicable Diseases**

When communicable diseases are identified at a location, the person in charge shall immediately refer to the reporting requirements of the county health department in accordance with local requirements. The person in charge shall cooperate with the local health officer on necessary measures to prevent and control communicable diseases. A reported communicable disease may cause a staff member to miss work or a student to miss school. Before the staff member can return to the workplace, or the student can return to school, he or she must have appropriate permission issued by the department of public health, a physician, or a nurse.

### **Student Accident Insurance**

The Student Accident Insurance Program is provided for all full-time students in Archdiocesan and parish schools. This program supplements other health insurance maintained by the family and 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 school-sponsored and school-supervised activities, including school-sponsored sports, field trips, and extended school day programs. Information concerning the Student Accident Insurance Program is provided to parents/guardians by Mission Elementary. In the event of a school-related injury, the archdiocese accident claim form should be used to make a claim under the Student Accident Insurance Program.

## **Student Removal**

A properly identified representative of a law enforcement agency or Child Protective Services has the right to enter a school to take a student into temporary or protective custody or to make a lawful arrest of a student. In the case of an arrest, the person in charge shall request to see the warrant for the student's arrest or court order issued by the juvenile court. A warrant is not necessary if the officer has reason to believe that the student has violated the law and makes an oral statement to this effect. The person in charge and at least one other staff member should be present to hear and witness the officer's oral statements. The officer or representative may also remove a student from school with the permission of the student's parents/guardians or, in the case of exigent circumstances, without the permission of the parents/guardians.

## **F. Academics and Co-Curricular Activities**

### **Curriculum Offerings**

San Gabriel Mission Elementary School addresses the Archdiocesan and state standards following the established schedules for instruction in each of the following curriculum areas:

Religion (this includes the Family Life program)	Physical Education
Reading/Language Arts (this includes Handwriting)	Music
STEM (Science/Mathematics)	Art
Social Studies	

Standards can be accessed at: <http://www.la-archdiocese.org/org/dcs/curricula/Pages/default.aspx> and <http://www.cde.ca.gov/be/st/ss>

San Gabriel Mission Elementary School is an Archdiocesan STEM school which employs teaching and learning that is inquiry-based, encourages collaboration and promotes hands-on experimentation and deep dives into study! STEM education focuses on making learning relevant and meaningful and provides a safe environment for students to try, fail and try again! That is, after all, the scientific way!

Our Religion Program includes daily instruction, values and moral education, monthly Mass for students, instruction in liturgy preparation, daily student body prayer, twice a year Reconciliation, annual grade level retreats, Service Learning, and other community-building activities.

The Music Program includes singing, instruction in music history and music theory, and musical instruments including recorders, violins, and drums. In addition, we have Christmas and Spring concerts, which involves all classes.

We have a non-competitive Physical Education Program in which all grades participate weekly. Classes consist of exercise, the playing of organized sports games and the learning of the rules of those

games as well as playing and even planning of creative team games and fun, non-traditional “sports” .

The after school Sports Program is available to students in grades 4-8. While sports offered vary each year, students may participate in volleyball, football, basketball, and softball games and tournaments. We participate in the C.Y.O. program offered through the Archdiocese.

Technology use does not happen as a designated class or in a designated classroom; it is integrated into daily lessons. All of our classrooms are equipped with Apple TVs and brand new projectors and white boards, and all students have ipads readily available for their use.

Our Library supports the classroom reading program.

We have our Children’s After/Before School Adobe (CASA) program for students who need to be cared for before and/or after school.

### **Academic Assumptions**

San Gabriel Mission Elementary School offers a quality Catholic educational program for each student. The following assumptions are the foundation for curriculum development and planning.

At San Gabriel Mission Elementary School:

- We believe Catholic religious education is the foundation for all that is taught, learned and experienced by students and adults who make up the school community. Daily prayer, formal religious instruction and the practice of Catholic values and traditions are the heart and spirit of the entire educational program.
- We believe that language and communication skills are the gateway to successful adult life. Therefore, at San Gabriel Mission Elementary School, written, oral, and reading language skills are integrated and emphasized in all areas of the curriculum.
- We believe that math, science and technological skills (STEM) are required to prepare twenty-first century students to be competent and contributing citizens. Therefore, at San Gabriel Mission Elementary School, STEM education is inquiry-based, encourages collaboration and promotes hands-on experimentation and deep dives into study and involves the use and application of experience-based learning, problem solving and critical thinking.
- We believe that art and music are necessary for student aesthetic awareness of the beauty of God’s creation. Therefore, at San Gabriel Mission Elementary School, we offer a comprehensive music program that includes appreciation, technique, and practice.

### **Graduation Requirements**

Graduation activities are a privilege, not a right. Ordinarily, students who complete the eighth grade course satisfactorily and have all financial accounts up to date participate in graduation activities and a

simple graduation.

- A simple dignified Awards Assembly and Baccalaureate Mass is held on the morning graduation. All students wear gowns. Students are dismissed after Mass.
- Graduation is held in the church on Friday evening. Students wear gowns.
- A simple and appropriate graduation party for the graduates is held before graduation in the Parish Center. This event is sponsored by the seventh grade and chaperoned by teachers.
- Eighth grade parents and students are involved in various activities to raise money during the year. This money is used to purchase a gift from the graduating class to the school.
- An eighth grade graduation fee is charged to cover graduation costs.
- All financial obligations must be met before the student is allowed to participate in any graduation activities or the ceremony itself.
- Clothing for Graduation Awards Ceremony and Graduation:

o Girls:

- Graduation robe
- Girls wear a dress with dress shoes.
- No exaggerated jewelry is acceptable or allowed.
- A minimal amount of makeup is acceptable.
- Backless, strapless, plunging necklines or sheer dresses are not appropriate for this event and are not allowed. The length of the dress should be no more than 3" above the knee.

o Boys:

- Graduation robe
- Boys wear a dress shirt, tie, dress slacks and shoes. The shirt may be short or long sleeved.
- No exaggerated jewelry is acceptable or allowed.
- Tuxedos are not appropriate for the simple graduation ceremony and are not allowed.

## **Report Cards**

The first report card will be given at the Parent/Teacher Conference at the end of the First Trimester. Thereafter, they will be sent home with each child. Report cards need to be reviewed by the parents with their children, then sign the envelope and promptly return it to the teacher.

## **Grading**

San Gabriel Mission Elementary School uses the Trimester System of reporting grades to parents. Report cards are issued three times a year for grades 1-8. Transitional Kindergarten/Kindergarten Progress Reports are issued twice each year in January and at the end of the year. If a student is absent 20 or more days during the trimester, their grades will be withheld until the work is made up within a time frame provided by the teacher. Grades should be a realistic reflection of student performance during each grading period.

### **Grading System for Grades 3-8**

A = 97-100	A- = 93-96	B+ = 90-92
B = 87-89	B- = 85-86	C+ = 80-84
C = 75-79	C- = 70-74	D = 65-69
F = 64-below		

### **Grading System for Grades 1-2**

O = Outstanding	S = Satisfactory
G = Good	NI = Needs improvement
	U = Unsatisfactory (failing)

### **Grading System for Transitional Kindergarten/Kindergarten**

E = Exceeds grade level expectations
M = Meets grade level expectations
T = Time needed to meet grade level expectations

### **Work Habits/Behavior Grades**

O = Outstanding	S = Satisfactory
G = Good	NI = Needs Improvement
	U = Unsatisfactory (failing)

### **Promotion Policy**

Ordinarily, pupils who satisfactorily complete the prescribed courses are promoted to the next highest grade at the end of the school year. Exceptions are made at the discretion of the Principal.

Conditional promotion means that a student must attend and successfully complete a summer program before being promoted to the next grade level. It may also include specific expectations that must be met during the first trimester for the student to remain in the grade or school for the remainder of the year. This is usually recommended because of low skills or concern about the student's ability to handle the work of the next grade level.

Students who do not complete the requirements for a course are given an "Incomplete" grade. All work must be satisfactorily completed before the student will be promoted to the next grade level.

Students who receive a D or lower as a trimester or yearly grade follow the policies listed below.

### **Academic Policies: Grades of “D” or Lower**

A trimester grade of “D” or lower on the Report Card has serious consequences. The “D” or lower indicates the student has failed to satisfactorily complete the work of the trimester. The Principal, after consulting with the teacher, makes the decision and the teacher informs the parents of the consequences of this grade.

Possible consequences for students receiving a grade of “D” or lower include, but are not limited to:

1. The student will be placed on Academic Probation for the next reporting period.
2. The student will transfer to another school at the end of the 2<sup>nd</sup> trimester.
3. At the end of the year, all cumulative averages that are “D” or lower in academic subjects must be made up during a summer school course in order for the student to continue to the next grade level at San Gabriel Mission Elementary School.
4. The student will not be accepted as a student for the following year and will transfer to another school.
5. Any eighth grade student receiving a grade of “D” or lower as the cumulative average on the June Report Card, will not receive a diploma until that class is taken over and proof of completion of the course work is presented to the Principal.

### **Academic Probation**

Academic probation lasts for one reporting period. Students who receive a grade of grade of 69% or lower in any subject or a U in Work Habits or Behavior on their Report Card are placed on academic probation. During the time students are on academic probation, a weekly report is sent home to parents and every effort must be made to bring the grade up to a "70%" in the subject and/or an “S” in Work Habits/Behavior. During the Probation Period, students may not participate in any extracurricular activities such as sports, student council, class leadership positions, etc.

Usually a student cannot be on academic probation for more than two trimesters in a given school year. Students placed on academic probation for more than two consecutive trimesters will have their situation reviewed, and they may be asked to withdraw from Mission.

### **Grade of Incomplete**

In certain situations (i.e. illness, family emergency) a Report Card grade of "Incomplete" is given. The student is required to satisfactorily complete the assigned work within three weeks of the return to school.

### **Retention Policy**

The decision to promote students to the next grade or to retain them in the present grade should be based upon a consideration of the overall welfare of the pupil, made by carefully weighing

academic, emotional, and social factors.

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

1. 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 makes the Principal aware of any pupil with significant learning problems by the end of the first trimester. With the approval of the Principal, the teacher will inform the parents regularly of the pupil's progress and possibility of retention.
3. Retention is more successful in primary grades than in intermediate or junior high grades, therefore, the primary teachers diligently observe each student so that problems may be corrected before the pupil reaches the intermediate or upper grades. Although the opinions of the teacher and parents are significant factors, the final decision to retain a student is the responsibility of the Principal.
4. In the case of a pupil with a severe learning or behavior problem, it may be necessary to recognize that the parochial school is not equipped to meet the needs of every student and, therefore, a recommended transfer might be necessary.

### **Withdrawal and Transfer of Students**

When a parent/guardian plans to withdraw or transfer a child, please notify the School Office in advance so that the necessary forms may be completed.

### **Recommended Transfer for Non-Disciplinary Reasons**

Certain students may be given a recommendation to transfer for reasons other than class or school discipline. Reasons for this recommendation could be, but are not limited to high ability, subnormal ability or serious emotional instability.

### **Recommended Transfer Resulting from Parental Attitude**

Under normal circumstances a pupil is not to be deprived of a Catholic education on grounds relating to the attitude of parents; nevertheless, it is recognized that a situation could arise in which the uncooperative or destructive attitude of parents might so diminish the effectiveness of the school in acting in *loco parentis* that continuation of the pupil in the school might be impossible in practice.

### **Non-Tolerance Policy**

***Any complaint by a teacher, employee or student of verbal, physical, visual or sexual harassment by a parent or guardian will be investigated by the school.*** Parents may be restricted from all contact with the school personnel or school activities as a result of harassment. A recommended

transfer may be the consequence once the investigation has been completed.

### **Recommended Transfer Procedure**

A transfer is recommended after the following occurs:

1. It has been determined that other schools or agencies have facilities to assist the student.
2. The religious training of the child will be available.
3. There has been sufficient discussion with parents about the situation.
4. The best timing for the transfer is at the trimester.
5. The final decision has been made by the Principal, in consultation with the Pastor.

### **Homework Policy**

Homework is usually given Monday through Thursday nights. If students have long-range assignments, they will be expected to do school work on the weekend. Time allotments are as follows:

Grades TK & K	approximately 15 minutes
Grades 1 & 2	approximately 30 minutes
Grades 3 & 4	approximately 45 minutes
Grades 5 & 6	approximately 90 minutes
Grades 7 & 8	approximately 120 minutes

Some students may take more or less time depending on their abilities.

Homework assignments are given to the child for the following reasons:

1. to teach students responsibility,
2. to allow the child to work independently,
3. to reinforce skills learned in school, and
4. to gather materials needed for class projects.

Parents can do their part to help with homework by

1. providing a desk or table in a quiet place (no TV, radio, phone calls, or other interruptions),
2. helping their children focus and concentrate on homework so that they spend no more than the allotted time for their grade level,
3. scheduling a regular time for study,
4. impressing upon the child the importance of completing homework, but avoiding undue pressure, and
5. showing interest in the children's work, but not doing the work for them.

## **Testing and Evaluation**

Star Assessment is given 4 times a year in grades TK-8. These tests are given to assess academic standing, project needs of the students, and determine the growth of each individual student. The results are sent home quarterly.

The Assessment of Catholic Religious Education (A.C.R.E.), a national religion test, is given to the students in grades 5 and 8. The purpose of these tests is to evaluate students' values, attitudes, and knowledge of Catholic doctrine.

In some situations teachers may recommend that parents contact the San Gabriel Unified School District for educational testing for their child. When possible the teacher and Principal participate the reading of the report and appropriate plans are made to meet the needs of the student. Some families may choose to consult private or health professionals for an evaluation of the child's learning and progress.

## **Honors Requirements**

Honor students are those who excel in all aspects of their education, including Work Habits and Behavior. In determining Honors, all academic subjects are taken into consideration at various levels.

Honors will be calculated using the following point system:

A=4 B=3 C=2 D=1 F=0

### **In Grades 6-8:**

First Honors are given at the end of each trimester to students in grades 6-8 who earn at least 27 points in the core academic areas, which include Religion, Math, Language, Reading, Writing, Science and Social Studies AND a B (minimum 87%) or better in all subjects. They must also receive at least a G in Work Habits and Behavior in all subjects.

Second Honors are given at the end of each trimester to students in grades 6-8 who earn at least 25 points in the core academic areas, which include Religion, Math, Language, Reading, Writing, Science and Social Studies AND a B (minimum 87%) or better in all subjects. They must also receive at least a G in Work Habits and Behavior in all subjects.

### **In Grades 3- 5:**

First Honors are given at the end of each trimester to students in grades 3- 5 who earn at least 23 points in the core academic areas, which include Religion, Math, Language, Reading, Science and Social

Studies AND a B (minimum 87%) or better in all subjects. They must also receive at least a G in Work Habits and Behavior in all subjects.

Second Honors are given at the end of each trimester to students in grades 3-5 who earn at least 21 points in the core academic areas, which include Religion, Math, Language, Reading, Spelling, Science and Social Studies AND a B (minimum 87%) or better in all subjects. They must also receive at least a G in Work Habits and Behavior in all subjects.

Please note that tardies to school will negatively affect a student's Behavior grade.

Spirit of Mission Award may be given to one or two students in grades TK-8 who did not reach the level of Honors, but have shown Work Habits that indicated they are working to their full potential.

### **Extra-Curricular Activities**

#### **Eligibility and Guidelines**

Students with satisfactory grades are eligible to participate in extracurricular activities. The teacher and Principal determine eligibility. Any teacher in consultation with the Principal and Athletic Director may remove a student from extracurricular participation at any time during the trimester based on lack of effort, poor test performance, lack of homework, persistent tardiness to class, or failure to demonstrate appropriate progress on long-term projects or assignments. A student so removed will be re-eligible within a reasonable amount of time identified by the teacher, depending on student performance improvement. For athletes participating in after-school sports, an academic check will be run biweekly to ensure good standing; students who are not making satisfactory progress will be put on probation until the next academic check and, although they will be required to practice and attend games, they will not be allowed to play. At the discretion of the administration, a student may be removed temporarily or permanently from participating based on conduct violations as identified in this handbook.

#### **Student Council**

San Gabriel Mission is associated with the Catholic Association of Student Councils. Student leadership is an important part of our school program. Each year the students in grades 4-7 elect Student Council leaders from 5<sup>th</sup> -7<sup>th</sup> grade who, with their moderator, plan and implement various student activities for the following year. The Student Council meets bi-weekly with the faculty moderator. Parental permission is required for election to an office. Junior high students with satisfactory grades are eligible for office. Students must maintain a 75% average academically with at least a G in Work Habits/Behavior. They cannot remain on Student Council if they are placed on Probation.

## **Altar Servers**

Students are encouraged to be involved in our Parish Altar Server Program. Children in grades 3-8 are eligible to participate. These students serve at Saturday evening or Sunday Masses, as well as our Student Body Masses. Parental support is needed to get the students to their assigned Masses. If students cannot serve at the assigned times, they are responsible for finding substitutes.

## **Scouting**

San Gabriel Mission Elementary School and/or Parish facilitates scouting by providing a place to hold weekly meetings. Groups currently include Cub Scouts, Boy Scouts, and Girl Scouts. Students are encouraged to be part of these wonderful opportunities to grow and increase social interaction and knowledge. Both programs are very active and many of our graduates have achieved the rank of **Eagle Scout**, the highest rank in Boy Scouts.

## **Field Trips**

Teachers schedule field trips for their class during each year. Field trips are times for students and teachers to leave campus to visit and participate in a special learning experience. Field trips for students are a part of our academic program. Each field trip has preparation and follow-up activities that are part of the student's grade in the related subject area. Parents are required to sign a permission slip for each event. Transportation for some events is a chartered bus. Students usually pay a fee for the trip to cover the bus and admission costs. All students are expected to participate in field trips. If the fee is the problem, parents need to contact the teacher or Principal. If a parent refuses to give permission for a student to participate, that student comes to school on the field trip day, stays on campus with another class, and is given work that tries to provide for what the student is missing on the field trip. Refusal of permission to participate does not mean that students may stay home from school, nor are they excused from the assignments given to the class in relation to the field trip. A student can be denied participation for failure to meet academic or behavioral requirements set forth by the teacher and/or school.

Parents are encouraged to support these trips by chaperoning for the event. **Parents who chaperone field trips MUST be fingerprinted through the Archdiocese of Los Angeles and MUST have attended a VIRTUS class and received a certificate of attendance.** There may be a minimal cost for parents who attend some field trips.

No student will participate in a field trip without a signed field trip form giving permission by the

parent/guardian. **Absolutely no telephone permission will be accepted.** Permission slip forms are available for review in the School Office.

### **Technology Acceptable Use Policy**

San Gabriel Mission Elementary School has actively pursued making advanced technology and increased access to learning opportunities available to our students and staff. Use of the Internet and other forms of technology for educational projects will assist in preparing your child for success in school, life, and work by teaching life-long learning tools, opening global communication skills, and providing access to unique resources to enhance all phases of education. To become eligible as a user, the use of your children's account must be in support of and consistent with the educational objectives of the school.

While we endeavor to provide effective supervision, filtering safeguards, and monitoring of computer use, please be aware that it is possible that your children may find material on the Internet, both at home and at school, that you would consider objectionable. We would like to encourage you to use this as an opportunity to have a discussion with your children about your family values and your expectation about how these values should guide your children's activities while they are on the Internet whether at school or in any other setting.

Ultimately, parents/guardians of minors are the ones responsible for setting and conveying the standards that their children should follow when using media and information sources. We are confident that you will support our policies and will extend these in your homes.

Each year our **Use of Electronic Communication and Equipment** is made available through our online registration process for the parents and children to review and sign. The form is included this Parent-Student Handbook for you to review as needed during the school year. We thank our parents for supporting our efforts to promote safe, responsible, and educationally relevant computer use in our school and homes.

## COPY OF FORM PROVIDED DURING ONLINE REGISTRATION

### San Gabriel Mission Elementary School Family Agreement for Use of Electronic Communication and Equipment

*The following Guidelines apply to all electronic communication devices of any kind (for example, phones, computers, video equipment, and wireless devices and networks). Parents are required to explain these policies to their child(ren), including primary grade students. By signing this document, parents and students are agreeing to abide by the guidelines and policies listed below.*

#### **Guidelines for Use of School Computers and Other Technology:**

- All school technology systems, all information stored on them, and all work performed on them, are governed by these school policies and are subject to school supervision and inspection.
- The school reserves the right to monitor, access, retrieve, read, and disclose all messages, information and files created, sent, received, or stored on its systems (including connections made and sites visited) to law enforcement officials or others, without prior notice.
  - Students may only use the system at school under the direct supervision of a staff member.
  - Where pertinent and approved, students may create e-mail messages on school computers.However, caution must be exercised in doing so because the contents of e-mail cannot be considered private or confidential. Even when a message has been deleted, it may still exist on a backup system, be restored, be printed out, or may have been forwarded to someone else without its creator's knowledge.
- Any files downloaded from the Internet and any computer disks received from non-school sources must be scanned with virus detection software. Immediately report any viruses, tampering, or other system breaches to the Principal.
- If approved by the Principal, students may create personal web pages on the school's computer system. All materials placed on the web page must be pre-approved in a manner specified by the school. Materials placed on the web page must relate to school.
- Students and parents will promptly inform the teacher or other school personnel of any message received that is inappropriate or makes them feel uncomfortable.
- The school will not be responsible for continually supervising or monitoring every communication and Internet session for every student.

#### **Students using school computers and/or related technology systems may not:**

- Violate any school conduct or educational rules.
- Post personal contact information about self or others. Personal contact information includes name, screen name, address, telephone, school address, parent's name/s, work address, etc. without specific teacher oversight.
- Agree to meet with someone they have met online without their parent's approval and the presence of a parent at any meeting.
- Use obscene, defamatory, disruptive or threatening language.
- Harass, insult or attack others.
- Send comments or images that would offend someone or an organization on the basis of race, creed, gender, national origin, sexual orientation, political beliefs, or physical handicap.
- Upload or otherwise transmit copyrighted, trademarked, patented, or indecent material, trade secrets, or other confidential, private, or proprietary information. Regarding copyrighted materials, certain exceptions are given for educational purposes and if there is any doubt, students must consult with their teachers.
- Engage in any other illegal act, such as the pirating or unauthorized distribution (such as "pod casting") of copyrighted materials, music or film, or arranging for the purchase or sale of any drugs, alcohol, or regulated goods.
- Employ the network for commercial and/or or political lobbying purposes.

- Access material that is profane or obscene (pornography), that advocates illegal acts, or that advocates violence or discrimination towards others.
- Damage, alter, disrupt or gain unauthorized access to computers or other systems; e.g. use others' passwords, trespass on another's folders, work or files.
- Enable unauthorized persons to access or use the school's computer systems or jeopardize the security of the school's electronic communications systems.
- Alter, without authorization, the start up screen or the desktop or download applications that will subvert these functions.
- Introduce a virus, attempt to breach system security or tamper with the school's computer system.
- Re-post a message that was sent privately without permission of the person who sent the message.
- Download large files unless absolutely necessary. If necessary, students will download the file at a time when the system is not being heavily used.
- Post chain letters or engage in "spamming" (sending an annoying or unnecessary message to a large number of people).
- Students may not use school facilities or equipment to transmit any radio frequency signal that is not permitted and/or licensed by the Federal Communication Commission or that would violate FCC rules or policies.
- Use computer systems for the design, development, distribution or storage of any works of programming or software unless explicitly permitted by the school staff.

**Consequences for violating any of the above guidelines:**

- Suspension or permanent loss of access.
- Disciplinary action, including but not limited to suspension and even expulsion, depending on the gravity of the offense, at the Principal's discretion.
- Involvement of law enforcement agencies.

**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 emails 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.

## **Athletics**

San Gabriel Mission Elementary School has a proud tradition of athletics. Interscholastic sports are an extension of a strong-based physical education program geared to meet the needs of every student and is considered a vital part of our curriculum.

The competitive nature of athletics can instill in our youth the values of teamwork, sportsmanship, fitness, cooperation, assertiveness, confidence, and the development of lifetime skills. The children develop physically and learn the self-discipline, which is essential in adult life. They gain loyalty to their school and a sense of respect for others. They learn that there is as much to gain in defeat as in victory.

Participation in the after-school sports program is strictly optional, and there is a fee collected from each participant to defray costs of referees.

San Gabriel Mission offers an after school sports program to all students in Grades 4-8. Our sports program is sponsored and organized by the C.Y.O. (Catholic Youth Organization). The boys' program offers "B" and varsity level football and basketball, and varsity volleyball. The girls' program offers "B" and varsity level volleyball and basketball, and varsity softball. Track and Field is open to boys and girls in grades 3-8. Tournament competition is an extension of league play. Parental permission is required. Students must maintain a satisfactory G.P.A and Behavior/Work Habit grades. Either a faculty member or volunteer parent/adult coaches teams.

It is the parent's responsibility to provide transportation to and from all extracurricular activities. Student participants pay a fee/sport to cover uniforms, referee fees, equipment, tournament fees, etc. To help support our program, parents are required to support our school tournaments and games throughout the year by donating needed items, helping at tournaments in the snack bar, and cheering for our teams as fans.

## **Sports Ethics**

The administration has adopted the following guidelines:

- Cuts may be made only when the number of players exceeds the number a coach can effectively supervise and transport (C.Y.O. Handbook).
- Players who have made a team's roster MUST participate in every game and practice with a reasonable amount of playing time, provided the player has met the coach's expectations with regard to practice and self-discipline.
- The Athletic Director will submit monthly financial statements of the after-school sports program to the office.
- Coaches MUST establish high standards of conduct and behavior and tolerate nothing else. These high standards of the team, the parish, and the coach cannot be compromised in order to win. The tradition of good sportsmanship must be a prime objective of EVERYONE.

- The coach must set the climate of behavior for the team and spectators. The coach must demonstrate through his/her own behavior that he/she values self-restraint, fair play, and sportsmanlike conduct, while in no way lessening the importance of his/her team winning the contest (C.Y.O. Handbook).

## **G. Tuition and Fees**

### **Financial Information and Responsibilities**

Catholic parochial elementary education involves payment of yearly tuition, fees and fundraising activities. Fees are paid on an annual basis. Most families choose to divide the yearly tuition into 12-11- or 10-monthly payments. Everyone's tuition and fundraising support is necessary to meet the monthly and yearly operating expenses. Tuition, fees, fundraising and the parish subsidy are the major sources of operating income.

The FACTS Online Management Program collects tuition for our school. Each family must have sufficient monies in the designated account for collection by the FACTS Management Program on the date agreed upon (i.e., 5<sup>th</sup>, 15<sup>th</sup>, or last day of each month—June through May) unless the entire year's Tuition and Fees are paid in full by August, or arrangements have been made with the Principal. Tuition will be deducted from the designated account beginning in June and continuing through May. Payments need to be made on time for the running of the school and to avoid late payments. FACTS Management charges a \$35.00 fee for each re-attempt to collect, if there are insufficient funds in the account at the time of withdrawal. After two attempts, a notice is sent to the school and to the family regarding their non-payment of tuition.

**Each family is expected to pay tuition each month. In most cases, if tuition payments become two months in arrears, the school may suspend the right of a student to attend or participate in classes, and may continue that suspension until such time as the debt is cleared. Families, who have been unable to meet the yearly tuition, will have their financial situation reviewed by the Principal or the Pastor. Final decisions about re-registration will be made after this review.**

### **Tuition and Fees (Mandatory):**

Tuition 2021-2022	\$5,750.00 annual per child
Registration/Book Fee	\$350-\$450 per child/ \$500 per new student
Fundraising	\$600.00/FAMILY
Returned Check Fee	\$35.00

40 Volunteer Hours (Unfinished Service Hour = \$15.00 each hour)

## **Yearly Re-Registration**

Children will be considered for re-registration if the family has:

1. Met its obligations as outlined in the Parent Agreement and the Parent-Student Handbook,
2. Demonstrated their support and cooperation with school policies, and
3. Maintained cooperative and supportive relations between the home and the school, which benefits the learning of the child.

Re-registration materials and registration event dates will be sent to families in early spring. A variety of deadlines for the re-registration fee will be offered to families.

## **Tuition Assistance**

Our philosophy is that **no child will be denied a Catholic education on the basis of financial need.** Problems should be discussed with the Principal to see if tuition assistance (as our resources permit) can be granted when a true need exists. Families experiencing economic difficulty are encouraged to apply to the Archdiocese of Los Angeles Catholic Education Foundation Scholarship Fund. The Pastor has the final decision concerning tuition assistance.

## **Catholic Education Foundation**

The Archdiocese of Los Angeles Catholic Education Foundation offers tuition grants to families who qualify on an income basis. These grants assist a family in meeting the yearly tuition obligation. They are not full scholarships. Families request application forms in spring with decisions of acceptance mailed in from the Catholic Education Foundation in late May or June.

## **Other Tuition Assistance**

Tuition assistance from other sources varies annually and are awarded to families with the greatest need. Applications for San Gabriel Mission Elementary School Financial Assistance are made available in the spring and recipients are notified after the CEF grants have been awarded.

## **Hot Lunch Program – Happy Lunch**

San Gabriel Mission Elementary School makes available a daily well-balanced hot lunch through the Happy Lunch Program. Lunch tickets may be purchased through the Happy Lunch staff. The cost is listed on the monthly menu. **Students may not charge lunches.** Students may have only one I.O.U. that parents need to repay no later than the next day. Parents are asked to be sure that their children have either a homemade lunch or lunch money/ticket before they leave home each day. Fast Food lunches **may not** be brought to school. The only alternative to a homemade lunch is the hot lunch provided by Happy Lunch.

## Service Hours

The Service Hour Program assists San Gabriel Mission Elementary School to strengthen the relationship between families and the school and contributes to the school budget. We ask every family to contribute 40 service hours in various events. Service hours are completed between June and the end of May, usually Mission Day, which is the last Friday of the month. Any families that have not completed the required hours by Mission Day are assessed \$15.00 per hour missed. This amount is to be paid before the close of the school year.

Below are the details of our Service Hour requirement:

1. All Service Hours (with the exception of Fiesta hours) must be submitted through our “Track It Forward” online program by a parent. Each submission will be routed to the activity coordinator for verification.
2. Each family has a requirement to provide a minimum of 40 service hours.
3. Any service directly to the school is considered for Service Hour credit.
4. Any donation made to the school, accompanied by a receipt, will grant one service hour for every \$15 spent on the donation.
5. Each family may complete a maximum of twenty (20) hours at the annual Parish Fiesta held over Labor Day Weekend. Booth Captains earn forty (40) hours.
6. Hours are not transferable from one family to another.
7. Service Hours worked beyond the 40 hour commitment cannot be transferred to the next year.
8. Service Hours are reviewed and managed by a PTA Board Member as a Board function.
9. Activities other than those established as ones qualifying for Service Hours must meet with the approval of the Principal in advance.
10. No coordinator may designate double Service Hours for any event without prior approval of the Principal. One hour of work = one hour of service.
11. Only adult members of the family (parents, grandparents or guardians, etc.) will be allowed to complete Service Hours unless otherwise approved by the Principal.

## Parent Participation

Our Parent Volunteers are a vital and valued part of our school community. Many of the fundraising events take place with the assistance of our parents/guardians in order to help keep tuition affordable and a healthy budget. Every volunteer contributes to either the spiritual, emotional, physical, and/or educational well being of our students and school. Below are some ways parents and other members of a family can do volunteer work. Students’ parents/guardians are responsible for correctly tracking/submitted hours in order to be properly credited. If hours are not submitted according to the established timeline, hours may not be credited to a family. **PLEASE NOTE: Families may not “gift” their completed hours to another family. Each family must complete or buy-out their own hours**

\*Book Fair Committee                      \*Color Run/Foam Dance Party Committee                      \*Box Tops Coordinator  
\*Spring Fundraising Event                      \*Lunch Supervision                      \*Room Parent  
\*Dine Out Night Coordinator                      \*Mission Day                      \*Library                      \*Parent/Child Event

## **Fundraising Activities**

Through the cooperation of all our families, fundraisers take place in the fall and spring of the school year. These vital fundraisers assist the school in keeping the tuition within an affordable range. *All families are required to participate in fundraisers in order to raise a minimum of \$600/family (\$300 in the fall and \$300 in the spring).*

Fundraising opportunities vary each year but consist of one mandatory fall and one mandatory spring fundraiser. We offer various ways to raise the \$600 minimum in order to meet our families' financial needs.

Additional fundraisers are conducted throughout the school year (i.e., Color Run, Dine-Out Nights, etc.) that are not mandatory, but we ask each family to do what they are able to do to participate.

## **Parental Decision to Withdraw a Student**

If parents choose to withdraw a child in the course of the school year, parents could be required to pay the full year's tuition. The Principal reserves the right to waive payment of the remainder of the tuition for any deemed just cause.

## **H. 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.

### **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 is unacceptable
- 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

Our discipline program at San Gabriel Mission Elementary School is geared to promote development of moral values that are lived in and outside of school.

## **Behavioral Expectations**

Christian living is being in community with others. All members of the school community (students, parents, teachers, staff and administration) are expected to contribute positively and cooperatively to the building up of this community.

Discipline is learning appropriate behaviors and being able to act in acceptable ways in a variety of situations. Children are growing in their understanding of behavior and the ability to act in positive ways. Discipline also means "being teachable". Children are expected to cooperate and behave in ways that encourage the learning of all at school. Adults also discipline themselves to work positively with other adults and children.

Teachers develop classroom rules and policies with their students. All classroom issues are handled by the teacher. Specific, age appropriate expectations and consequences are developed by grades according to the developmental level of the students. These expectations are explained to the parents at Back to School Night. The faculty establishes School Wide policies. These policies are developed for the smooth running of the entire school. In all instances, Christian conduct and polite, acceptable behavior, which does not interfere with the education of all students, is expected. Any behavior, which disrupts the Christian educational atmosphere of the school, is unacceptable.

All school community members (children and adults) are expected to treat others with respect, courtesy and kindness. Cooperation and appropriate behavior is expected of all persons. All community members are expected to understand and follow the harassment policies of the school and the Archdiocese of Los Angeles.

## **Specific Expectations**

Parents are expected to encourage students to:

1. observe classroom and school rules. Positive classroom behavior creates a successful learning environment.
2. complete their assignments and participate actively in class and school projects.
3. use classrooms, desks, materials, and school facilities and keep them in order with a sense of pride and responsibility. Personal property of others must be respected as well.
4. speak politely (using "please and thank you") and appropriately (no use of "obscene or street" language). No personal verbal or written abuse of students or adults is acceptable.
5. be responsible for the books given to them for their use and the property of the school. If students write in a book or deface it in any way, deface furniture (desks) in any way, or damage school or other student's property, parents will be required to pay for repair of the damage or replacement as needed. The replacement fee for lost/damaged textbooks is a minimum \$50 and workbooks at least \$25. Students should repay parents for the costs incurred as they are able.
6. be well groomed and wear a complete, clean school uniform each day or appropriate free dress on assigned days.
7. be on time for school each day and not leave school without permission.
8. play in ways that are fair, kind, and fun during recess and lunch times.
9. settle problems in a positive way and ask adults for help. Fighting or verbal abuse is not an acceptable solution for conflict. Parents and staff should model these qualities.
10. refrain from chew gum and riding skateboards, skates, or bikes on the campus.

### **Behavior Points (Grades 3-8)**

Disregard for school behavior policies or other misbehavior, despite multiple reminders and warnings, may result in the loss of behavior points. **Students begin the trimester with 95 behavior points.** If a student chooses to disregard a school rule, he/she will lose points. Point totals affect student Behavior grades

“O” – 97 – 100 points

“NI” – 85 – 89 points

“G” – 94 – 96 points

“U” – 84 points or below

“S” – 90 - 93 points

Loss of Behavior Points also results in the student receiving consequences. Teachers will communicate with parents about ongoing behavior issues, the resulting consequences, and as needed, conferences between teacher, student, and parents will be scheduled. The principal will be made aware of behavior issues as well and will conference with parents and students and assign further consequences (detention or suspension) when appropriate.

Loss of points is due, but not limited to, the following behaviors:

- 1 point behaviors
  - a. gum

- b. out of uniform
- c. food in class
- d. inappropriate language
- e. classroom disruptions
- f. excessive tardies (3 tardies in grades 3rd-8th= 1 point)

2 point behaviors

- a. blatant disrespect
- b. cheating on homework or classwork
- c. damaging school property

5 point behaviors

- a. cheating on tests
- b. bullying
- c. other serious offenses as determined by the teacher/Principal

Behavioral problems will be reflected in the Report Card grade. Students who receive a Report Card grade of "U" in behavior may be required to withdraw from San Gabriel Mission Elementary School at the end of the trimester. Communication with parents will always precede this grade.

***Students may also earn Behavior Points for positive, uplifting and exemplary behavior which allows students to improve poor behavior grades in the course of a trimester or to be recognized for outstanding behavior.***

### **Complaint Review Process for Parents/Guardians and Students**

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. Conflicts may occur among students, parents/guardians, and school staff, and 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 complaint review process for additional assistance. All those participating in the complaint review process are responsible for striving toward reconciliation and acting 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.

### **Addressing Complaints At School**

The person bringing the complaint is encouraged to try to resolve the complaint by discussing it with the people who are directly involved at the school. If the complaint is not resolved, the person bringing the complaint should discuss it 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 or Pastor will respond to the person bringing the complaint.

### **Escalating Complaints to the Department of Catholic Schools**

If the complaint is not resolved at the local level, the complaint may be submitted in writing to the assistant superintendent at the Department of Catholic Schools, outlining the concerns and reviewing the local process. The assistant superintendent 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 the parties cannot reach an agreement, the assistant superintendent will apply the policies and/or regulations of the archdiocese and school to make a final and binding determination, and then communicate that determination in writing to all parties.

### **Behavioral Probation**

A student may be put on probation for a clearly specified period of time (usually a grading period) for serious or continued misconduct. Parents and the student are made fully aware of the seriousness of the action and the reason for probation. A conference is held with parents, student, teacher and Principal, and a written form of behavioral probation is signed by the parents, student, teacher, and Principal. During probation, students are expected to show improvement in behavior and show a positive attitude as they observe and follow classroom and school rules. Students will receive weekly progress reports regarding their behavior. Students may not participate in extracurricular activities while on probation.

A student may be suspended and placed on behavioral probation for one trimester for the following reasons or any other action considered a serious behavior problem by the Principal:

1. Receiving a "U" in conduct for the preceding trimester.
2. Serious infraction of the school rules.
3. Receiving Behavioral Expectations slips with no resulting change in behavior.

### **Student Harassment, Bullying, and Hazing Policy**

This school is committed to providing 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, school volunteer, or parent/guardian 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 who file false or frivolous charges will also be subject to disciplinary action up to and including dismissal. For students in transitional kindergarten through third grade, this disciplinary action shall depend on the maturity of the students and the

circumstances involved. For students in fourth through eighth grades, the disciplinary action may include suspension or dismissal.

## **Harassment**

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:

### Verbal Harassment

- Derogatory comments and jokes; threatening words spoken to another person

### Physical Harassment

- Unwanted physical touching, contact, or assault; deliberate impeding or blocking of another's movements; any intimidating interference with normal work or movement

### Visual Harassment

- Include derogatory, demeaning, or inflammatory gestures, posters, cartoons, written words, drawings, images, and photos. Visual harassment can be communicated in person, in hard copy, or electronically (including on social media)

### Sexual Harassment

- Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature

## **Bullying**

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.

Cyber bullying occurs when students bully each other using the Internet on computers, mobile phones, or other electronic devices. This can include but is not limited to:

- Sending inappropriate texts, emails, or instant messages.
- Posting inappropriate pictures, videos, or messages about others on blogs, social media, or websites.
- Using someone else's username to spread rumors or lies about another person.

## **Student Threats**

The school will take all student threats seriously, including those from students that threaten to inflict

serious harm to themselves or others or to destroy property. Whoever hears or becomes aware of any threat made by a student should immediately report it to the Pastor, the Principal, or a teacher. The Principal should notify the police and the Department of Catholic Schools immediately.

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

The student who has made the threat shall be suspended until the police and school investigation has been completed. At that time the student may face other disciplinary sanctions, up to and including removal from school.

The school will take all actions of a threatening nature seriously, including practical jokes or offhand comments, and the school will investigate them. The school may suspend or remove a student from school while the investigation is pending. On a case-by-case basis, the Pastor and Principal will make any decision to re-admit a student who has made a threat.

### **Hazing**

Hazing is any method of initiation or pre-initiation into a student organization or body, whether or not the organization or body is officially recognized by an educational institution, which is likely to cause serious bodily injury or personal degradation or disgrace resulting in physical or mental harm to any student or other person.

### **School Searches**

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

If school officials have a reasonable suspicion that the student has violated or is violating the law or a school rule, school officials do not need a warrant or permission from parents/guardians to conduct the search. A "reasonable suspicion" may be established in many ways, including but not limited to personal observations, information provided by third parties or other students, or tips provided by law enforcement. An alert from a trained and certified detection dog is sufficient to establish a reasonable suspicion and serve as the basis for a warrantless search of the student's person, locker, car, or personal property and effects.

Whenever a school official conducts a search of a student's person or personal effects, an adult witness should be present. The school should notify the student's parents/guardians of any search of a student's person or personal effects.

## **Expectations of Privacy**

A student does not own a locker or other school property. The school makes lockers available to the student. The student does have some expectation of privacy in his or her locker from other students. However, a student does not have a high expectation of privacy in his or her locker from the school and may not prevent school officials from searching the locker if the school official has a reasonable suspicion that the student has violated or is violating a law or school rule.

A student has a greater expectation of privacy regarding his or her person and personal effects. A school official who conducts a search of a student's backpack, purse, clothing, cell phone, or other personal effects must have a reasonable suspicion that the student has violated or is violating a law or school rule. Strip searches or searches that include a student's underwear may only be conducted by law enforcement and may not be conducted by a school official.

## **Student Cooperation**

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

## **Confiscating a Student's Personal Property**

If any of the student's items are confiscated, the Principal should document the confiscation and when possible, take a photograph of the place where the confiscated object was found and of the object itself. It is also recommended that the school obtain a signature from the student acknowledging that the item was in his or her possession at the time it was found.

## **Alcohol, Narcotics, or Other Controlled Substances**

### **Guidelines Related to Possession and Use**

San Gabriel Mission Elementary School complies with state and federal laws that 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 alcohol or controlled substance violation occurs or the school learns of a violation, with each case judged individually.

If students or their friends experience problems related to the use of alcohol or controlled substances, the students should be encouraged to seek help from a school counselor for themselves or their friends. School personnel should have access to public or private resource agencies for substance abuse rehabilitation so that they can offer help to students and parents/guardians.

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 sale, possession, or use of controlled substances, the student may be asked to withdraw from the school or may be expelled.

### **Procedures in the Case of Suspected Possession or Use**

School Administrators will follow these procedures where a student's possession or use of alcohol or controlled substances on campus is suspected:

- Evaluate observable symptoms.
- Attempt to determine if the student is in possession of alcohol, drugs, controlled substances, 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 (the search may include the locker, other locations on the school grounds, or the student's backpack, or purse if administrators suspect that controlled or other harmful substances may be hidden).
- Determine if the student needs medical attention; if the student requires emergency medical treatment, contact the parents/guardians and follow the instructions on the student's Emergency Card.
- Recommend that a physician examine the student.
- Provide information to parents/guardians regarding the availability of public or private resource agencies for rehabilitation.

In cases where school administrators verify a student's sale or possession of alcohol or controlled substances, school administrators will follow these procedures:

- The administrator should confiscate all physical evidence obtained as a result of the investigation: seal the evidence in a container bearing the date and time of confiscation, the name of the student from whom it was confiscated, and the signature of the person who confiscated it.
- The administrator should consult Police. The degree of police involvement will be determined in each case.
- If the student is arrested and removed from school, the law enforcement agency notifies the parents/guardians prior to the time that the student would normally return home from school. However, the school Principal shall take immediate steps to notify the parents/guardians about the release of the student to the officer and where the student is reportedly being taken. Even if an arrest does not occur, the student may be suspended from school. The school will promptly arrange a conference with the parents/guardians and student.

### **Cheating**

Cheating is a form of stealing; it is taking work or thoughts from others. Students may feel the pressure to cheat because of peer, parental or teacher expectations. Students may also cheat because they have not taken the proper responsibility to be prepared on their own. Anyone caught cheating, copying homework, class work or exams, or giving such material to other students, will receive a zero

grade to be averaged into the subject involved regardless of the assignment. No make-up opportunity will be given. Depending on the circumstances and gravity of the situation, the students involved could be suspended or expelled.

### **Detention**

- No student shall be required to remain in the classroom during the lunch break, or during any recess. All students shall be required to leave the schoolrooms at recess and lunchtime, unless it would occasion 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 should also be informed of the reason for detention and the exact time the period of detention will begin and end.

### **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 expulsion are, but are not limited to, the following offenses committed by students:

- Actions gravely detrimental to the moral and spiritual welfare of other students
- Habitual profanity or vulgarity
- Assault, battery or any threat of force or violence directed toward any school personnel or student
- Bullying, harassing or hazing school personnel or other students
- Open, persistent defiance of the authority of the teacher
- Continued willful disobedience
- Use, sale or possession of narcotics, drugs or any other controlled substance

- Use, sale, distribution, or possession of any alcoholic beverages on or near school premises
- Smoking or having tobacco
- Stealing
- Forging signatures
- Cheating or plagiarism
- Willful cutting, defacing or otherwise injuring in any way property, real or personal belonging to the school
- Habitual truancy
- Possession of harmful weapons (e.g., knives, guns, etc.) or materials that can be used as weapons
- Membership in, active involvement in, or affiliation with a gang or group responsible for coercive or violent activity
- Actions in or out of school which are detrimental to the school's reputation
- Violation of the Electronic Use policies and guidelines
- Inappropriate conduct or behavior unbecoming a student in a Catholic school.

### **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 there is immediate improvement in behavior. In parish schools, the Pastor should be notified of the conference, given an opportunity to attend and provided a report of the discussion.

If there is no improvement in behavior, 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 should be 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 to be reported by telephone to the elementary supervisor at the Department of Catholic Schools within 24 hours. The elementary school written report, Notice of Dismissal, should be mailed promptly to the supervisor. The County Office of Education 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 of a parish school, 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.

Home Study means the student does not come to school, yet completes the required work. Each week the teacher(s) prepare work and study assignments that are sent home. The student completes the work and the family returns it to the school. The length of the home-study program depends on the reason for which it was needed. While on home study, the family continues to pay the monthly tuition. The Principal, in consultation with the teacher(s), makes the final decision as to promotion, retention or transfer of the student.

## **I. Uniform Code**

A student's grooming, neatness, and cleanliness reflect the pride the whole community has in San Gabriel Mission Elementary School. Therefore, everyone is expected to contribute to the school atmosphere by being correctly and appropriately dressed at all times. All students are expected to be in **complete and correct uniform** each day for school. **In order to purchase the correct uniform, all clothing is to be purchased from CKW School Uniforms and Sport Locker (P.E. uniforms).**

**CKW School Uniforms**  
**6400 E. Las Tunas Dr.**  
**Temple City, CA 91780**  
**626-287-1994**  
**www.ckwuniforms.com**

**Sport Locker**  
**(Order forms are turned into the office**  
**and clothing is delivered to school on a**  
**weekly basis.)**

It is the responsibility of parents to see that students are in correct uniform daily. 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. Issues relating to dress or appearance of a student that are not specifically mentioned in the Parent-Student Handbook, but are inconsistent with the school's regulations, may be deemed unacceptable at the discretion of the Principal. If a student frequently offends against normal standards of dress, grooming, or hygiene, and has been corrected in this regard, the cooperation of parents shall be sought to correct the problem. Students will receive **a loss of behavior points** for disregard of the uniform policy. The school reserves the right to require parents to bring an appropriate change of clothes to school if a student is inappropriately dressed. The Principal will make the final decision.

### **Uniform Code for Girls:**

#### **Jumpers, skirts, skorts, hipsters must be no more than 3" above the knee**

- |               |  |
|---------------|--|
| Grades TK – 4 | FORMAL UNIFORM: White round collar blouse (tucked in), Jumper (bib-top plaid) or plaid Skort and Crossover Tie<br>REGULAR UNIFORM:<br>-Navy or Grey Polo with Logo (tucked in)<br>-Jumper (bib-top plaid), plaid Skort, navy walking shorts, or navy twill long pants ( <b>belts are required with pants/shorts except for TK/Kinder students</b> )<br><br>NAVY Cardigan w/Logo<br>NAVY Pullover w/Logo<br>NAVY Vest w/Logo<br>NAVY Rain jacket w/Logo |
| Grades 5 – 8  | FORMAL UNIFORM: White Oxford collar blouse(tucked in), Plaid Skirt and tie<br>REGULAR UNIFORM:   |

- Navy or Grey Polo with Logo  
(Uniform blouses are required to be worn under sweatshirts)
- Plaid Skirt, navy walking shorts, or navy twill long pants (**belts are required with pants/shorts**)

GREY Cardigan w/Logo  
 GREY Pullover w/Logo  
 GREY Vest w/Logo  
 GREY Rain jacket w/Logo

**Accessories:** Colors must match the colors of the uniform (blue, grey, white, black)  
 Headbands and bows must be an appropriate size for school.

**Uniform Code for Boys:**

Grades TK – 4      FORMAL UNIFORM: Navy pants (**belts are required with pants/shorts except for TK/Kinder students**), Oxford Shirt and clip-on tie  
 REGULAR UNIFORM:  
 -Navy pants or Navy twill shorts (**belts are required with pants/shorts except for TK/Kinder students**)  
 -Navy or Grey Polo with Logo (tucked in)

NAVY Cardigan w/Logo  
 NAVY Pullover w/Logo  
 NAVY Vest w/Logo  
 NAVY Rain jacket w/Logo

Grades 5 – 8      FORMAL UNIFORM: Navy pants (**belts are required with pants/shorts**), Oxford Shirt and 4-fold tie  
 REGULAR UNIFORM:  
 -Navy pants or Navy twill shorts (**belts are required with pants/shorts**)  
 -Navy or Grey Polo with Logo (tucked in)

GREY Cardigan w/Logo  
 GREY Pullover w/Logo  
 GREY Vest w/Logo  
 GREY Rain jacket w/Logo

### **Uniform Code for ALL STUDENTS:**

- Socks: Solid white, black or navy crew or half crew length socks. NO LOGOS OR SPORT SIGNS ALLOWED. Students must wear socks at all times. \*Girls may wear plain white, black, navy or grey tights on cold days (no leggings or leg warmers)
- Shoes: SOLID black, all white, or black and white shoes are acceptable. Shoes may not be patterned (checkers for example) but may have the shoe logo (Nike swish for example) Leather or leather- like or canvas athletic shoes (all grades) **are acceptable, BUT no Converse, high tops or slip-on shoes. Shoes must tie on the foot or have velcro (for younger students)**
- Under Shirt: A **short or long sleeved white shirt or turtleneck** may be worn under the uniform shirt for warmth.  
Uniform shirts are required to be worn under sweatshirts

In very cold weather a white or navy blue long-sleeved t-shirt or turtleneck may be worn under the uniform shirt or blouse. The uniform jacket may be worn to and from school and in the schoolyard, not in the classroom. The school sweater or sweatshirt may be worn in the classroom.

### **P.E. Uniforms**

- Navy P. E. shirts and gym shorts are ordered through the School Office from Sport Locker.
- Navy sweatpants and sweatshirts may be worn on cold P.E. days. They are purchased from Sport Locker.
- All black, all white, or black and white leather, leather-like or canvas athletic shoes are worn for P.E. No Converse, high-tops or slip-on shoes.

On P.E. days, students may come to school in their P.E. and remain in them all day. **On Mass Days students are to wear formal uniform to Mass and change into P.E. uniforms after Mass.** The complete P.E. uniform is a component of the P.E. grade.

**No substitutions may be made for the official uniform. Head coverings (hats, bandanas, etc.) may not be worn with the uniform. Loose, baggy, oversized clothing is unacceptable at any time.**

### **Free Dress Days**

Free dress is a privilege given to students for special reasons and/or participation in school-sponsored activities. Modesty and appropriateness for school are the main factors to be considered when choosing what to wear. No biker shorts, stretch pants, tank tops, crop tops, or excessively tight or baggy clothing is allowed. Socks or stockings must be worn with appropriate shoes (no sandals).

There are two types of free dress:

**Dressy dress:**

Collared shirts and slacks for boys

Dresses, skirts, or nice pants with blouses for girls

**Casual dress:**

Play clothes that are appropriate for school (jeans, shorts, t-shirts)

**Jewelry**

Basic analog or digital watches may be worn to school; smart watches may not be worn. For safety reasons, girls with pierced ears may wear **one pair of small post earrings in normal earring holes only**. Dangling earrings are dangerous during playtime and are not to be worn to school. Boys may not wear earrings to school or during any school related activity. Other jewelry (bracelets, rings, necklaces other than a single religious necklace) or body piercing is not permitted; it is not safe and we cannot guarantee its safety. Inappropriate jewelry will be collected by the teacher and turned in to the Principal. The school is not responsible for any jewelry that is worn to school by a student.

**Make-Up**

Make-up is not appropriate for school and may not be worn. (Make-up means colored lipstick, blush, eyeliner, eye shadow, mascara, foundation, liquid make-up, colored lip-gloss and anything else a beautician would classify as make-up).

**Fingernails**

All students are expected to have clean and neatly cut nails. Artificial, acrylic or sculptured nails and colored nail polish are not appropriate for school and may not be worn. No permission is given for a student to wear polish or artificial nails during school time. (If families allow this for a weekend event, application must happen after school dismisses and removal must occur before returning to school). Only clear polish may be worn for nail protection.

**Hair**

All students are expected to have clean and neatly cut hair. Hair should be of natural color with a **limited amount** of styling products (i.e. gel, mousse, hair spray, etc.). Haircuts, lengths or styles should not interfere with the student's learning or the learning of other students. Hair may not hang in

students' eyes, restricting vision. Boy's hair may not hang below their ears or collar nor can it be shaved. Contemporary, faddish or extreme hairstyles will result in a request for a change of style. This shall include, but is not limited to, spikes, shaved/short sides with noticeably longer tops, "tails", shaved designs on parts of the scalp or hair, tinted or dyed hair or lengths of hair. Sideburns are to be kept even with the top of the ear. No facial hair is permitted. Individual consequences will be determined for non-cooperation. All decisions about hair are left to the discretion of the Principal.

### **Gang Related Clothing or Colors**

Any article of clothing (including hats, jackets, shoes and socks), which is associated with gangs or gang involvement, is not allowed. This includes the choice of clothing for free dress days as well as jackets or coats for cold weather. Parents are encouraged to be socially aware of the impact children's clothing can have on their safety.

### **Principal's Right to Amend**

The school or Principal has the right to amend the handbook for just cause, and parents will be given prompt notification of any change.