



*Parent/Student
Handbook*

2018-2019

THE SCHOOL AND/OR THE PRINCIPAL RETAINS THE RIGHT TO AMEND THE HANDBOOK FOR JUST CAUSE AT ANY TIME. PARENTS WILL BE GIVEN PROMPT NOTIFICATION IF CHANGES ARE MADE.

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INTRODUCTION

MISSION STATEMENT

St. Margaret Mary School, as a mission of the parish, provides a quality education within a Catholic, Christian atmosphere through a caring, holistic approach that prepares students for spiritual growth, social responsibility, and academic success.

PHILOSOPHY OF ST. MARGARET MARY SCHOOL

St. Margaret Mary School's goal is to enable children, preschool through eighth grade, to live in today's ever-changing world and prepare them to face the challenges of society. With teachers as facilitators of learning and parents as primary educators of their children, we provide a quality Catholic education with emphasis on growth in all individual and social dimensions...spiritual, moral, intellectual, cultural, emotional and physical. In a shared, cooperative effort, the students, parents and staff strive to create the faith community of St. Margaret Mary School.

We believe that through our student-centered learning environment, students will learn to become responsible for their actions, treat others with respect and dignity, attain their academic potential and accept themselves as children of God.

St. Margaret Mary School students appreciate and celebrate their cultural diversity and recognize the dignity of all members of our school community. We recognize that everyone is created in the image and likeness of God and we strive to teach as Jesus did.

We believe that Jesus Christ is the foundation of our school. He is the unseen, though ever-present, teacher in our classes and the model and inspiration for our staff, students and parents. Through our student learning expectations, we challenge our students to be faithful Catholics, effective learners, effective communicators, responsible persons and globally aware citizens.

Non-Discrimination Statement for STUDENTS

The schools of the Diocese of San Bernardino admit students of any sex, race, color, national and ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students at the respective school. The schools do not discriminate on the basis of sex, race, color, national and ethnic origin in administration of their educational policies, admission policies, financial assistance and athletic and other school administered programs.

Non-Discrimination Statement for CATHOLIC SCHOOL PERSONNEL

In compliance with government regulations, all persons employed by the Catholic Schools in the Diocese of San Bernardino shall be employed without regard to age, race, color, sex, disability/health issues, handicap, life style choice, ethnic or national origin. As the Catholic schools in the Diocese of San Bernardino are religious organizations, they reserve the right to select employees who are Roman Catholics. (cf. #4112)

SCHOOLWIDE LEARNING EXPECTATIONS

GRADES JK-3

A ST. MARGARET MARY SCHOOL STUDENT IS:

1. A FAITHFUL CATHOLIC WHO:

- a. Helps others
- b. Is kind
- c. Goes to church and prays
- d. Understands the Commandments and Sacraments
- e. Is faithful to God and Jesus

2. AN EFFECTIVE LEARNER WHO:

- a. Uses his/her brain
- b. Pays attention, listens to the teacher, and follows directions
- c. Does his/her best
- d. Obeys the rules
- e. Asks questions about the subject

3. AN EFFECTIVE COMMUNICATOR WHO:

- a. Listens to others
- b. Says nice things
- c. Shares and writes thoughts

4. A RESPONSIBLE PERSON WHO:

- a. Thinks before acting
- b. Does homework and turns it in
- c. Takes care of borrowed things and belongings
- d. Takes care of others
- e. Can be counted on
- f. Respects authority

5. A GLOBALLY AWARE CITIZEN WHO:

- a. Recycles and does not waste
- b. Respects the earth
- c. Takes care of God's creatures
- d. Gives to the Missions

SCHOOLWIDE LEARNING EXPECTATIONS

GRADES 4-8

A ST. MARGARET MARY SCHOOL STUDENT IS:

- 1. A FAITHFUL CATHOLIC WHO:**
 - a. Participates regularly in the sacraments and religious activities
 - b. Is nice to others and helps the poor
 - c. Continues to learn about Catholic history and scripture
 - d. Wants to be a life-long follower of Christ

- 2. AN EFFECTIVE LEARNER WHO:**
 - a. Follows directions and never gives up
 - b. Uses technology wisely
 - c. Is happy and energetic about learning
 - d. Can break down information and solve problems

- 3. AN EFFECTIVE COMMUNICATOR WHO:**
 - a. Listens to and respects others' ideas
 - b. Shares thoughts and ideas at the right moment
 - c. Expresses verbal and written thoughts clearly

- 4. A RESPONSIBLE PERSON WHO:**
 - a. Takes full responsibility for actions
 - b. Knows right from wrong
 - c. Knows how every decision affects his/her life
 - d. Stands up for what is right even if it is difficult

- 5. A GLOBALLY AWARE CITIZEN WHO:**
 - a. Respects all cultures and lifestyles
 - b. Is aware of current events and how it affects self and others
 - c. Cares about injustice around the world

CURRICULUM

The school curriculum encompasses all the learning experiences planned and directed under the leadership of the Principal to be compatible with Diocesan policy and the school philosophy. It also fulfills all the requirements of the State of California.

The school curriculum:

1. Gives witness to the message of Christ as revealed in His Person, His Sacraments, Scripture, community, doctrine, and traditional heritage of the Church.
2. Develops within students the life-learning tools of communication, problem solving, and decision making.
3. Encourages each student to develop their potential through responsibility and accountability of self, parents, peers, and faculty.
4. Provides an informational framework that will prepare the student to live in the twenty-first century.
5. Affirms ethnic pride, appreciates cultural values and allows diversity when applying the principles of peace and justice.
6. Integrates parents and community talent into the school program through specifically defined roles for which they will be prepared, made responsible and held accountable.

A. **COURSES OF STUDY**

The following courses will be taught to all students in grades kindergarten through eight:

Religion/Family Life	Mathematics	Fine Arts	Spanish
Language Arts	Science	Reading/Lit.	Music
Social Studies	Physical Education	Computer Education	

B. **RELIGION PROGRAMS**

The educational mission of the Church and the reasonable expectations of parents require that the Catholic school be distinguished by an atmosphere and a formal program which relates religious belief and practice with the normal development and education of children. The religious character and goals of the school should be clearly reflected in the statement of school philosophy.

1. Regular religious instruction shall be an integral part of the educational program for all students at all grade levels. Time is allotted for formal instruction each day.
2. Student progress in acquiring an intellectual grasp of the religion course materials is to be tested, evaluated, graded, and reported according to the same procedures established by the school for other subjects in the curriculum.
3. Our religion is the basis of our teaching at St. Margaret Mary School. If your child maintains an average below "C" in religion, please schedule a conference with your child's teacher.
4. The paramount rights and obligations of parents should be clearly reflected in the school's Religion Program, which should make some formal provision for each of the following elements:
 - a. orientation of the parents to the philosophy, objectives, and methods of the school's adopted program.
 - b. direct involvement of the parents in the instruction of their children, especially in liturgical, sacramental and family life.
5. All teachers in the school, even those not responsible for classroom instruction in religion have a common responsibility:
 - a. to be fully informed on the rationale and provisions of the religion education program.
 - b. to support the program by word and action, especially in interpreting it to parents.
 - c. to show sensitivity and competence where religious values and issues cross into other subjects.
 - d. to cooperate actively in correlating Religion and other subjects in appropriate ways.
 - e. to take advantage of in-service and adult religious education opportunities offered by the parish, the diocese, or other competent agencies. Some in-service in religious education may be required by the school or the Office of Catholic Schools as a condition for hiring or contract renewal.
6. Students may also profit from opportunities for individual service (e.g., tutoring, visiting the sick, etc.). However, care must be taken to limit service demands during school hours and to see that students are properly supervised if such activities occur outside the classroom.

C. EDUCATIONAL PROGRAMS FOR FAMILY AND SEXUALITY

General Principles, rights and responsibilities, are the concern of:

The Universal Church

The Catholic Church recognizes and has repeatedly affirmed its right and its “urgent mission to proclaim to all people the Christian vision of marriage and family.” <1> Essential to this right and responsibility is the “irreplaceable mission of presenting sexuality as a value and task of the whole person” <2> by providing “a positive and prudent sex education to young people <3> Because the mission of the Church is to bring the whole person to maturity in Jesus Christ, “education in sexuality includes all the dimensions of the topic: moral, spiritual, psychological, emotional, and physical.”

The Local Church

As part of the universal church, the Catholic Diocese of San Bernardino recognizes and accepts its right and duty to assist and guide parents by providing comprehensive, age-appropriate, values-oriented, Catholic instruction in family life and sexuality for both parents and their children. This education in human sexuality is an important diocesan approved family life education in Catholic schools.”

The Parents

Parents have the primary right and duty to teach their children regarding family life and sexuality. This includes the right and duty to: (a) create a home environment of love wherein children can learn from experiences the purpose and meaning of family life, (b) become well informed both about the Church’s teaching regarding family life and sexuality and about their own children’s developmental needs for instruction in those areas, and (c) make and implement informed, prudent, and positive choices about when and how to proceed with instruction in those areas. While primary, parental rights are neither absolute nor exclusive, parental rights are circumscribed by the rights of their children to age appropriate, values-oriented Catholic instruction, by the rights of the church to preach the whole gospel to all people and by rights of society as a whole to have its citizens appropriately prepared for responsible and mature living.

The Child

The child has correlative rights and duties to receive and cooperate with the efforts of his/her parents and of the church to provide him/her with age-appropriate, value-oriented Catholic instruction in family life and sexuality.

Therefore, in order to respond to the obligations of educators set forth in Church documents, each school in the Diocese of San Bernardino shall provide a course of instruction in family life which includes positive and prudent education in sexuality. This course of instruction will be implemented and carried out in accordance with official diocesan guidelines formulated in the Ministry of Education and the Office of Catholic Schools.

APPLICATION OF FAMILY LIFE EDUCATION

The Department of Catholic Schools shall:

- a. provide instructional diocesan guideline for all grade levels;
- b. provide an official list of approved instructional materials, resources materials, and multimedia material for student and/or teacher use;
- c. provide teacher training opportunities for those responsible for classroom instruction in family life and sexuality.
- d. provide guidelines for implementing instructional alternatives for genitally explicit segments of the program;
- e. monitor overall program implementation.
- f. respect the rights of students, parents, and school in this area.

The School shall:

- a. apprise parents of the general character of the school's family life programs and materials to be used via distribution of parent handbooks;
- b. engage, assign, train, and supervise instructors;
- c. provide an age-appropriate, values-oriented Catholic program which follows the diocesan curriculum guidelines.
- d. exercise its exclusive right to select instructional and supplementary materials and teaching resources from those officially approved by the ministry of Education Services;
- e. implement the family life and sexuality program as outlined in the diocesan curriculum guidelines.
- f. respect the rights of students, parents, and the church in this area.

INSTRUCTIONAL ALTERNATIVES FOR PARTICIPATION IN FAMILY LIFE PROGRAM

All students are required to participate in all aspects of the school's family life program with the exception of those segments which deal with genitally explicit topics.

Regarding these segments, parents may choose one of the following instructional alternatives for their child:

- a. full participation by the child in the school's entire family life program;
- b. transfer of the child to a study room during genitally explicit segments of the program, with understanding that the parents will provide alternative instruction at home using the standard materials provided by the school;
- c. transfer of the child to a study room during genitally explicit segments of the program, with the understanding that the parents will provide alternative instruction at home using materials of their own.

Parents should inform the school in writing of their desire to avail themselves of any of the above alternatives. If option "C" is chosen, the materials being used should be listed.

Without written parental authorization to the contrary, the school will be presumed to have the authorization of the individual parents to include their students in all aspects of the school's family life and sexuality program.

D. LITURGY AND PRAYER

Regular planned liturgical and para-liturgical experiences shall be carefully integrated into the school program. A crucifix shall be displayed in every classroom and time shall be given each day to formal and spontaneous prayer. Students shall learn the formula of prayers commonly used by Catholics.

E. CHRISTIAN VOCATION PROGRAM

Every school shall make careful provisions for developing in students an understanding of the appreciation for the various vocations of Christian services. This shall include participation in the programs sponsored by the Diocesan Vocations Office.

F. CHRISTIAN SERVICE PROGRAM

It is a requirement for graduation that all eighth grade students participate in a twenty hours of Christian service in their community or school. All grades, JK-8, participate in three Christian Service projects per year.

G. PHYSICAL EDUCATION PROGRAM

All children in Grades JK-8 participate in the physical education program. Primary emphasis shall be placed on the development of life skills and positive attitudes.

All children JK-8 must be dressed in regulation uniform for all P.E. classes beginning the first week of school. This uniform includes for Girls and Boys:

- Black mesh shorts, red T-shirt from Dennis Uniform only must be worn.
- ALL CHILDREN MUST WEAR APPROPRIATE ATHLETIC SHOES FOR P.E.
- Optional: Solid black or gray sweat pants from Dennis Uniform (on cold days only)

Physical Education provides opportunities for all children to learn activities that are developmentally, socially, mentally, and emotionally stimulating. The program is designed to develop each individual to his/her highest potential. The primary goal of the physical education program is to develop neuromuscular, perceptual motor, and social-emotional developmental skills. The physical education program also strives to teach the student constructive use of leisure time.

Children should be encouraged to participate wholeheartedly in the program. Excuses should only be written to excuse a child from participation if he/she is recuperating from an illness or injury. A written note from the child's parent to the P.E. teacher will suffice to have the child excused from activity during the P.E. period. However, the child must attend the P.E. class. This excuse will also include recess and lunch play time.

H. FIELD TRIPS

Field trips are privileges afforded to students; no student has an absolute right to a field trip. Students can be denied participation if they fail to meet academic or behavioral requirements, or all financial obligations are not completely current. All purely recreational trips shall be held outside regular school hours. 8th grade graduation trip is the only exception.

Every field trip must have specific goals clearly related to the curriculum and must be planned to provide:

- a. adequate transportation and supervision
- b. preparation, follow-up, and specific goals for students.
- c. parental approval obtained in writing
- d. prior approval of the principal for the activity
- e. restrictions placed upon a student's participation by administrators, teacher or parents due to child's lack of maturity or responsibility to cope with the activity.
- f. first aid kit and emergency information for each child attending.

PERMISSION SLIPS

The Diocesan Educational Field Trip Permission Slip must be signed and returned to the school. No student shall go on a field trip unless a SIGNED parent permission slip, which releases the school from liability, has been returned to the school. A separate permission slip must be obtained for every field trip. NO permission can be taken over the phone. Requests for parental permission shall be accompanied by full details about the field trip. Field trip permission forms shall include the following information:

- | | |
|----------------------------|---|
| a. destination and purpose | d. child's full name |
| b. the date and hours | e. parent signature, address, and daytime telephone |
| c. cost | |

If the budget allows, funds will be provided to cover the expense of the bus trip. Admission fees (if any) are the responsibility of the parents. Parents may be asked to drive on some field trips.

All persons driving for a field trip must be 21 years of age.

DRIVING FOR FIELD TRIPS

All parent drivers must provide the teacher with the following items one week prior to driving for a field trip:

1. Drivers license
2. Vehicle registration
3. Insurance card--must be updated each insurance term
4. Insurance declaration page--showing minimal, acceptance liability; limit for privately owned vehicles (\$100,000/\$300,000)
5. Certificate for online Safe Environment class
6. Background check—cleared through the Diocese
7. Be Smart-Drive Safe online class certificate.

Be advised, driver’s license, vehicle registration, and insurance information must be provided each time you attend a field trip. We will not retain this information. It is your responsibility to resubmit the information for each event.

STUDENT ROSTER AND EMERGENCY INFORMATION

The principal shall establish school procedure for verification of attendance and clearance of students prior to departure on a field trip. A roster of participating students shall be given to the principal or designated school official.

The supervising teacher shall carry a roster of participants including names, addresses, and emergency telephone numbers of all students. Prohibition of, or clearance for, special activities shall be indicated on this list.

On field trips involving an overnight stay or great distance from home, the school authorities shall obtain from the parents of each student a special written authorization to obtain emergency medical care for the student in the event of an emergency. These authorizations shall be in the possession of the supervising teacher.

I. HOMEWORK

Homework planned to meet the needs of students has an essential place in the educational program. Homework should be assigned to:

- a. reinforce concepts and skills that have been presented in class.
- b. foster the student’s creativity and discipline through enrichment projects or research.
- c. train the student to work independently and to accept responsibility for completing a task.

Homework is assigned Monday through Thursday and may be extended through the weekend as appropriate.

Approximate time allocations per day:

Kindergarten	15 to 20 minutes
Grades 1 and 2	30 to 45 minutes
Grades 3 and 4	45 to 60 minutes
Grades 5 and 6	50 to 90 minutes
Grades 7 and 8	approximately 2 (two) hours

If a child is absent, parents may email the teacher to request homework for that day. Requests must be received prior to 12:00pm. Please indicate it is a homework request in the subject line. Homework may be picked up in the school office BETWEEN 3:00-3:30

Homework due to Vacations/Planned Absences

The school calendar provides for extended weekends throughout the school year. Parents are encouraged to schedule trips or family outings during these times to eliminate the need to interrupt a child’s learning process. Missed assignments are the student’s responsibility and are due the day your child returns from any vacation outside the normal school allocated vacation time.

In most cases, teachers will not give assignments or make-up tests for absences due to vacations.

PARENTS ROLE IN HOME STUDY ACTIVITIES

Since this work is finished at home, parents do have a responsibility for the success of their child in this regard and for the profit to be derived from serious study. The child's attitude toward home study is likely to reflect that of his/her parent. Parents should only give guidance, not do or correct their child's homework. It is important for the teacher to know if a child is having difficulty. Homework is one of the assessments for this.

Some suggestions for a profitable period of home study are:

- a. a definite time to work.
- b. a quiet, well-lighted place to work that insures freedom from distraction.
- c. parental encouragement and approval for work well done.
- d. build in the child positive attitude for the necessity of consistent home study.
- e. encourages recreational reading
- f. limit amount of time spent watching T.V.
- g. establish regular bedtime.

J. LIBRARY

St. Margaret Mary School has a well-equipped library. Students are encouraged to check out books on a weekly basis. They are expected to follow the same policies you would find in any library. Failure to return a book on time will result in a fine in the amount of .25 per day (including weekends and holidays) until book is returned.

K. PATRIOTIC SYMBOLS AND EXERCISES

The United States flag shall be displayed in every classroom. It is strongly encouraged that students share in the flag salute ceremony daily. The historical significance of national holidays should be presented to students and suitable recognition should be given to their observances.

L. STUDENT RETREAT

All eighth grade students participate in a one day spiritual retreat as part of their eighth grade activities.

M. STUDENT SERVICE PROGRAMS

All classes participate in service activities throughout the year. Each class has a different project per trimester. The project will be decided by the teacher.

N. TECHNOLOGY AND INTERNET

Students and parents are required to sign the "Internet Use Agreement" each year. The Internet Use Agreement regulates student use of the Internet and outlines appropriate behavior. Students are responsible for accessing only appropriate web sites and reporting any accidental "hits" of inappropriate sites. Forbidden behaviors are: sending, displaying, or downloading offensive messages or pictures; using obscene language; harassing, insulting, or threatening others; damaging computer systems or computer networks; violating copyright laws; submitting documents from the Internet as a student's personal work; using another person's sign-in and/or password; trespassing in someone else's folder, work, or files; intentionally wasting limited resources; using the network for commercial purposes; revealing a personal phone number, name, or address of one's self or another. Violation of the terms of the Internet Use Agreement or participation in any of the forbidden behaviors will result in disciplinary action which may include denial of access privileges, school disciplinary action up to and including expulsion, and/or appropriate legal action.

These requirements are in effect whether the internet is used at home or at school. Engagement in online blogs such as, but not limited to, Twitter, Instagram®, Facebook®, etc. may result in disciplinary actions if the content of the student's blog includes defamatory comments regarding the school, the faculty, other students, or the parish. Private use of social media without reference or identification to the school, school employees, students, and families cannot be governed by school policy.

Virtual Reality Sites pose a developmental and moral risk to the life of a student. Parents are cautioned to be aware of the online sites visited by their children, knowing that often predators are not living in a neighborhood, but within the home via a computer.

ADMISSION REQUIREMENTS

Religious formation is the chief reason for a Catholic school and it should be the chief reason for sending your child to St. Margaret Mary School. Religious formation can only be effective with parental example, which means that the parents take their religion seriously and practice faithfully. All parents enrolling children in St. Margaret Mary School must support the value that the school strives to teach as well as give respect and loyalty to all members of the school community.

A. **ADMISSION**

The schools of the Diocese are established as religious schools; therefore, preference in admissions shall be given to contributing members of the immediate Diocesan Catholic community. This includes St. Margaret Mary, St. Paul the Apostle, Our Lady of Guadalupe, and St. Elizabeth Ann Seton parishes. In the case of parish elementary schools, preference shall be given to the admission of children of parents actively engaged in the parish.

No one shall be admitted as a student in any Catholic school unless that person and/or his/her parent/guardian subscribe to the school's philosophy and agree to abide by the educational policies and regulations of the school and the diocese.

Schools should give consideration to Catholic student residents in the Diocese whose parents are unable to pay the full cost of tuition. In such instances, schools are encouraged to engage in some form of negotiated tuition.

Ordinarily, admission to a school carries with it the understanding that the student will be retained in the school until he/she finishes the course unless he/she withdraws voluntarily, gives, has given, or is given cause for dismissal.

No student shall be admitted unconditionally to any Catholic school unless he/she has a reasonable well-founded hope of successfully completing that school's program. In doubtful cases, students may be admitted on a probationary basis with criteria for evaluation and reporting clearly established in writing. In the case of Catholic students, preference will be given to the admission of siblings of students already enrolled in the school. Any student seeking admission will be tested.

Each Catholic school retains the right to set local admissions standards and policies in addition to those specified by the Handbook of Policies.

B. **ADMISSION OF TRANSFERS FROM OTHER SCHOOLS**

Principals shall take care to ascertain that students seeking admission to their schools are capable of taking full advantage of the school's program and that their reasons for wishing to transfer are worthy of consideration. No Catholic school shall cooperate with those who wish to frustrate the efforts of the Federal government to comply with court-ordered desegregation.

C. **ADMISSIONS STANDARDS**

Admission and continued enrollment to St. Margaret Mary School will be determined by the following school policy:

1. Preference given to registered and regularly practicing Catholic families.
2. Must financially support parish where you are registered members. An identifiable and consistent offering (check or Church envelope) made to the Church.
3. In keeping with the sentiments of our Parent Commitment Form (in registration packet), we expect that parents take their Catholic religion seriously and practice faithfully.
4. The policy will apply also to parents who have children in school already and who wish to register other children in St. Margaret Mary School.
5. The admission policy will be implemented by the Principal (in consultation with the Pastor, when necessary).
6. All new students will be accepted on a probationary status. Continual admission will be based on First Trimester Report Card.

ACTUAL ADMISSION TO ST. MARGARET MARY SCHOOL MAY BE GRANTED ACCORDING TO THE FOLLOWING POLICIES:

1. Practicing Catholic
 - a. Regular attendance at Mass (tracked envelopes).
 - b. Active participation in parish ministries.
 - c. Financial support through use of envelopes
2. Non-practicing Catholics.

Note: Special consideration will be given to families with siblings currently enrolled in St. Margaret Mary School in each category. This does not mean an automatic acceptance.

For the admission of a JK, kindergarten or first grade child, parents are required to present (a) the child's birth certificate, (b) evidence of compliance with immunization requirements (c) the mandated health/dental assessment/form (d) Pastor's letter of recommendation, and (e) recent photo.

For the admission of students beyond grade one, parents are required to present (a) the birth certificate (b) verification of compliance with immunization and health requirements, (c) the proper transfer or some appropriate notification from the school previously attended and a copy of the last report card, (d) copies of standardized test scores (e) Pastor's letter or recommendation, and (f) recent photo.

RE-ADMISSION POLICY

On approval of administration, the student will be invited back for the next school year based on:

1. Academic performance
2. Spiritual participation
3. Completion of PIP points and tuition and fees up-to-date.
4. Appropriate behavior/conduct.

D. AGES OF ADMISSION

A CHILD MUST BE FOUR YEARS OLD ON OR BEFORE SEPTEMBER 1 OF THE YEAR ENTERING JUNIOR KINDERGARTEN, FIVE YEARS OLD ON OR BEFORE SEPTEMBER 1 OF THE YEAR ENTERING KINDERGARTEN AND SIX YEARS OLD ON OR BEFORE SEPTEMBER 1 OF THE YEAR ENTERING FIRST GRADE.

E. NON-DISCRIMINATION

All Catholic schools within the Diocese shall adhere strictly to a policy of sexual and racial non-discrimination which states:

"The schools of the Diocese of San Bernardino admit students of any sex, race, color, national, and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the respective schools. These schools do not discriminate on the basis of sex, race, color, national, or ethnic origin in administration of their educational policies, admission policies, scholarships and loan programs, and athletic and other school administered program."

The Office of Catholic Schools shall publish annually a general policy statement of racial non-discrimination in the diocesan newspaper. Each Catholic school shall publish annually in the school handbook and/or in the parish bulletin its admission policy of racial non-discrimination. Copies shall be filed with the Diocesan office of Catholic Schools.

Co-educational schools shall in no way discriminate against any student because of his /her sex.

F. PARENTS

Follow through with Tuition Policy Agreement and complete all PIP points and Mandatory Fundraisers and Mandatory Meetings.

1. Live Out Philosophy
 - a. Participate in Sacramental Life of Church, i.e., Mass attendance.
 - b. Support and cooperate with Administration, faculty, and educational program.
2. Involvement in school activities and fundraisers.
3. Attendance at (required) meetings.
4. Financial
 - a. Pay tuition on time as stated in Tuition Policy Agreement
 - b. Complete 30 PIP hours or pay the equivalent

G. REFUNDS

All registration fees, Bishop's Raffle Tickets, and Pledge are non-refundable. Prepaid tuition will be refunded for the months not begun.

All other fees assessed during the year are not refundable.

- Families choosing to spread the remainder of the registration fee over the course of the year are responsible for the remaining balance if they choose to leave the school or are asked to leave for any reason.

H. SPECIAL NEEDS

A Catholic school will accept a child for whom an appropriate program can be designed and implemented following its prescribed enrollment procedures. Each child's admission and continued enrollment in a diocesan school should be based upon the emotional, academic, and physical needs of the child, and the resources available to the school in meeting those needs. The final decision in this matter is made by the local school site. Enrollment is on a one year probationary period to be reviewed after every 6-8 week period or at the discretion of the administration.

Upon enrollment, parents are responsible for reporting and providing documents of special education needs. Lack of divulging this information could jeopardize this probationary status.

I. STUDENTS

1. Grades
 - a. maintain at least C- average in core subjects for the school year.
 - b. Failure to maintain at least a C- average will result in academic probationary measures with the possibility of dismissal.
2. Consistent Effort
3. Behavior
 - a. Following policies in handbook.
4. Attendance
 - a. Absences - 40 days per school year could result in retention.
 - b. Tardies - 3 tardies are equal to one absence.
5. Attitude
 - a. Desire to continue and participate in St. Margaret Mary School.
 - b. Displays pride and ownership in the school.

ATTENDANCE POLICY

Rationale: To stress the importance of daily school attendance and to discourage unnecessary absences. Students are expected to be in attendance whenever school is in session. Any student absent 40 or more days (13 per trimester) during the school year is subject to retention. Students with serious health problems will be considered on an individual basis following consultation with parents and doctor.

A. ATTENDANCE

Absent and tardy students are required to make-up work missed. Teachers will inform students of due dates for make-up work to be turned in. (One day allowed for each day out, excused or unexcused.) Students are required to bring from home a written excuse if they are absent and present it to their teacher. No child may leave the school premises without written authorization of parent or guardian. Such permission will be filed in St. Margaret Mary School office.

B. ABSENTEES

Parents are asked to call the school office by 8:00 a.m. if their child will be absent that day. All homework requests are to be made via email directly to the student's teacher(s) prior to 12:00pm. If the office is not notified by 8:00 a.m., the secretary will call the parent's home to make sure that the child is safe and not missing. On the day following the absence, the child is to bring to the teacher a written excuse explaining the reason for the absence and naming the days of absence. The teachers keep these excuses on file. **If your child is absent more than three (3) days, a note from a doctor is required.**

Full day absence—child does not attend school or leaves before the morning recess.

Half day absence—arrives before morning recess; leave between recess and lunch; or leave at lunch.

On minimum days, a child must be present at least two hours to be considered for a full day present.

The school calendar provides for extended weekends throughout the school year. Parents are encouraged to schedule trips or family outings during these times to eliminate the need to interrupt a child's learning process. Missed assignments are the student's responsibility and are due the day your child returns from any vacation outside the normal school allocated vacation time.

In most cases, teachers will not give assignments or make-up tests for absences due to vacations.

C. TARDINESS

To be considered on time for school a child must enter the classroom no later than 7:50 a.m. The parent may call the office to explain why the child will be tardy and the secretary will inform the child's teacher. Children who are tardy must report, with an adult, directly to the school office for an admittance slip. **Students not accompanied by an adult will remain in the office until a parent or parent designee returns to the school to sign them in.** Three tardies will result in one absence.

D. AGES OF COMPULSORY ATTENDANCE

Catholic schools shall comply with the California Law which provides for compulsory school attendance of all children between the ages of six and sixteen years.

E. ATTENDANCE: RECORDS AND EXCUSES

All teachers shall keep daily attendance records which must be kept on file in the school. Each student's attendance record must be duly reported on the permanent record. Each school shall have a system for validating student absences and tardies and for reporting such to parents.

F. CUSTODY OF MINORS

No unauthorized organization, agency, or person may be allowed to assume custody of any student on school premises before, during, or after school hours unless explicitly authorized by parent or guardian. In cases where custody is court ordered, the school must request, and the parents must provide, a copy of the court order for the student's file to verify the conditions of custody. The school shall comply with court ordered custody conditions that are on file. The school will not act on verbal information and will only respond to a subpoena from the court for records, letters, or faculty/staff court appearances.

G. RELEASE FROM SCHOOL

A dated written request or an authorization signed by the parent or guardian is required for a student to leave the school before the time of dismissal. Emergency dismissals may be made at any time by the principal or his/her representative when a serious condition or emergency warrants it. No student may be dismissed to return home during the school day unless school officials have contacted the parent and are certain that a parent or other adult will be home to receive him/her. Students may be released to persons other than parents only under the conditions specified below:

- a) Persons must be listed on the Emergency Form completed by parents/guardians annually
- b) Schools must verify the identity of the persons not listed but authorized by parent via a signed note.

A complete and current emergency information card for each student must be on file and readily available. School regulations require parents to keep the requested information current. Students will not be allowed to leave campus during the school day without the responsible adult signing student out in the school office. This adult must be listed on the emergency card, release form, or have a note from parent granting us permission to release their child to specific person. **Anyone picking up a child before the regular dismissal time must have a signed note from the child's parent. The note must give the reason for pick up, the date, and the person to whom the child is being released. Students will be released only to parent, guardian, or another person who is listed on authorized pick-up sheet. The names of authorized persons to pick up your child must be given to the school office each year.**

H. TRUANCY

The principal shall take appropriate action when a student is absent or tardy without validation or if the school has reason to suspect the validity of the excuse. Any student who is absent from school without a valid excuse more than three (3) days or who is without a valid excuse for tardiness in excess of thirty minutes on each of four (4) days or more in one school year is a truant and can be reported to the attendance officer of the local public school district.

I. VISITATION OF STUDENTS DURING SCHOOL HOURS

Persons, agencies, or organizations desiring to contact individual students during the school day are to receive permission from the principal. The principal shall use discretion in determining whether or not the student should be accompanied by a bona-fide school employee. The school may not be used by a non-legal guardian for the exercise of visitation rights.

Visitors must check in at the office (this includes parents). **At no time are parents to interrupt a class.** All communication must go through the office.

ACADEMIC PROGRESS

A. ACADEMIC PROBATION

A child will be placed on academic probation if his/her Grade Point Average falls below a C- or receives a "D" or "F" in any subject. Students on academic probation will not be eligible to participate in extra-curricular activities. This will be evaluated as of the six-week progress report and end of each trimester. If a child's overall yearly average is below a C-, a contract will be drawn up by the classroom teacher and the principal. The contract must be agreed upon by parents and student, or student will not be asked back for the following year.

B. CONFERENCE POLICY

Conferences are scheduled at least once each year for parents of all JK-5 children enrolled in the school. Students in grades 6-8 will only be required to attend a conference if GPA is below 3.0. Parents may arrange for an individual conference as the need arises or the teacher may initiate such conference. To schedule a conference, the parents should email, write a note to the teacher, or call the school office and they will arrange the conference.

C. DEFICIENCY SLIP POLICY (PROGRESS)

In the middle of each trimester, parents will be required to log into Gradelink to view any grade below a "C-".

D. EVALUATION AND GRADING

The school is responsible for evaluation of each student's progress through a continuum of skills or the sequence adopted by the school in each area of curriculum. A variety of techniques and means should be utilized for student placement as well as for demonstration of mastery of material or level of achievement. Teacher evaluation of each student's progress must be summarized and reported according to the system adopted by the school. Any decision concerning placement, acceleration, retention, or academic referral of a student must be based on data collected through evaluation and grading instructions.

The grading scale is as follows:

Grades kindergarten -3: O—Outstanding (95-100); VG—Very Good (90-94); G—Good (80-89); S—Satisfactory (70-79); NI—Needs Improvement
Grades 4-8: A (97-100); A- (93-96); B+ (90-92); B (87-89); B- (84-86); C+ (81-83); C (78-80); C- (75-77); D (69-74); F (68 & below).

St. Margaret Mary School uses the *Gradelink* system which is an on-line grading system. Parents and students have access to grades with the use of a personal password.

Questions regarding grades are to be directed to the teacher via email correspondence within three days of receipt of the grade. It is at the teacher's discretion based on evidence provided by the student/parent to make any changes to grades.

Honor Roll—a student must have a 3.0 G.P.A. or higher with no D's or F's in any subject. Behavior must be satisfactory in all classes. Pastor's List--student must have an A in every subject. [Exception-- accelerated math, A- is acceptable.]

Pastor's List: Student must have an A in each subject; **Principal List:** 3.83-4.09; **Asst. Principal List:** 3.50-3.82; **B+:** 3.30-3.49; **B:** 3.00-3.29

E. PROMOTION EXERCISES

Promotion ceremonies will be held not more than one week prior to closing day of school. Promotion ceremonies and activities are to be kept simple and dignified. They will give recognition to the unique value of the Christian education just completed.

- a. Attire: The attire worn for the promotion ceremony will be gowns but no caps.
- b. Activities: During promotion week, the school will sponsor various promotion activities. In order to participate, each student should be in good standing both academically and behaviorally. Promotion activities can be denied to a student if his/her discipline and/or academic record warrants it. All fees owed must be paid.
- c. Promotion Warning: Any eighth grader with an overall yearly average below C-, will be issued a certificate of completion rather than the traditional St. Margaret Mary School promotion certificate of good standing.

F. PLACEMENT

If a student's academic performance is below grade level and he/she is unable to be promoted, the student may be "placed" in the next grade. Placement in the next grade is for students who have not met the academic criteria for promotion to the next grade, but for whom retention is not a feasible option. Feasibility for placement and retention depends upon: previous retention/placements, physical size, chronological age, siblings in same/next grade, academic ability, learning disability, attitude of student, and social considerations. If the school recommends retention for a student but the parents request promotion, the student will be "placed" in the next grade and seek success elsewhere. In all such cases, when promotion is not an option due to lack of academic proficiency, parents must sign the appropriate form stating that although the school recommended retention, as parents they have elected to have their child "placed". Any student who is "placed" into the next grade must show academic growth in that grade. If the student does not achieve academic standards for the grade, he/she will be retained in that grade for the following year.

Some students may be placed into the next grade on a contract stating that he/she must achieve academic standards for the grade within a reasonable time period (i.e., quarter grading period) or they will be asked to leave the school.

G. PROMOTION

Elementary school students are promoted when they have attained the minimum knowledge specified in the school curriculum for a particular grade or when they have satisfactorily achieved the objectives of an adapted program agreed upon by school and parents. Credit for courses shall not be given solely on the basis of attendance.

H. REFERRAL FOR OUTSIDE EVALUATION

If it is suspected that a child has a physical, mental, educational, or emotional handicap negatively affecting school performance, the parent (after consultation with the principal) shall arrange for an evaluation by the public school district or an approved private service.

I. REPORT CARD POLICY

Report cards will be issued three (3) times during the school year in grades JK through 8. Report cards will be available via Gradelink. The report cards are important sources of information to parents concerning their children's progress in school. Parents should read the card carefully and discuss the contents with their children and with the teacher. If there is not a steady pattern of growth, the parents should become aware of the reasons why the child is

not progressing. If a child has failing averages, the child may be either retained in the same grade or promoted and placed on academic probation.

J. REPORTING TO PARENTS

Schools have the obligation to report student progress to parents through a regular and established procedure. Report cards and parent conferences provide parents with tangible evidence of student growth and development. All schools are strongly encouraged to conduct parent-teacher conferences with all parents. A grade in all subjects carried must be recorded annually on the permanent record card of each individual student registered in the school. A duplicate copy of each report card shall be retained on file at least until the next school year. If a student is absent twenty or more days during a trimester, report card grades may be withheld until work is made up. The decision is left to the discretion of the local administrator. When semester failure in a particular subject seems likely, parents shall be notified in advance of the probable failure.

K. RETENTION

Any decision concerning non-promotion of an elementary school student shall be made after considering the student's emotional, physical, social, intellectual, and academic development.

Minimum procedures for academic retention must include:

1. Consultation between teachers and principal as early as possible;
2. A conference with the parents to advise them of the possibility of retention and to discuss possible remedial action;
3. Follow-up conferences with the parents to evaluate the academic progress of the student;
4. Evaluation and reports to parents indicating failure to achieve minimum objectives in at least two basic subjects.

No elementary school student shall be retained more than one year at any given grade or level. Ordinarily, a student should not be retained more than once while in elementary school. Excessive absence may necessitate retention (See Absences)

L. TESTING PROGRAM POLICY

As adopted by the Diocesan Office of Catholic Schools, St. Margaret Mary School will administer standardized testing four times per year. Test dates will be published in the parent memo and on the school calendar. Unnecessary absences should be avoided during the testing time. Make-up test are not available due to time and money constraints. Standardized test results will be entered on the permanent record cards.

RECORDS

A. ACCESS TO STUDENT RECORDS

Teachers, because of their "legitimate educational interest," are granted access to student's records. Designated clerical staff may have access to student records for purposes of making entries or maintaining records. Parents have a right of access to all student records which the schools are required to keep related to their children. Schools shall fully inform parents of this right and must make known to parents the local procedures concerning access to their child's records. If you would like access to your child's records, please notify the school, in writing, at least 24 hours in advance.

B. EMERGENCY CARE INFORMATION

Each year an emergency updating form must be completed by the parents for each child attending St. Margaret Mary School. It is important for the well-being of the child that this information be submitted to the school office before school opens for the new school year. The school must have this information on file in case there should arise an emergency concerning a student. Parents should also make known at the school office any change in phone number and/or address which occurs during the school year.

C. NON-CUSTODIAL PARENT

This school abides by the provisions of the Buckley Amendment with respect to the rights of non-custodial parents. In the absence of a court order to the contrary, this school will provide the non-custodial parent with access to all academic and other school-related records regarding the child. If access is not to be provided, the custodial parent must provide the school with an official copy of the court order.

D. PERMANENT CUMULATIVE RECORDS

The official cumulative record forms shall be used in all Catholic schools. Each student's permanent cumulative record must include the minimum permanent personal data necessary for operation of the educational system:

1. Student Information
 - a. legal name of student;
 - b. date of birth;
 - c. sex of student;
 - d. place of birth;
 - e. name and address of parent (or guardian) of minors;
 - f. permanent health record
2. Academic Information
 - a. academic work completed
 - b. grade or level placement
 - c. standardized test results
 - d. enrollment and attendance date

The permanent cumulative record may include other information of clear importance. However, nothing shall be included in the record that is inaccurate, an unsubstantiated personal conclusion or inference, or a conclusion or inference outside the observer's area of competence.

E. PROCEDURES FOR CHALLENGING THE CONTENT OF RECORDS

Challenges to content of records may deal only with correction of data and not with substantive decisions on academic grades. Grading challenges are settled through proceedings at the local level. The parent of a student may file a written request to the principal to correct or amend any information in their child's permanent records alleged to be inaccurate, unsubstantiated, or a conclusion drawn outside the observer's area of competence. If the decision is not amended according to parental request, the parents shall be informed of their right to place in their child's records a statement commenting upon the information in the records and parental reasons for disagreeing with the decision. If the contested portion of the record is released, the parental comment must also be released.

F. RELEASE OF STUDENT INFORMATION

Complete directory data should be updated for accuracy at the beginning of each school year. Directory information may be released in response to legitimate requests and for purposes approved by the school administrator provided notice is given to parents of the categories of information which the school plans to release. Parents must be given the opportunity to request that some information shall not be released without their prior consent. Schools may never permit a list of student or parent name and addresses to be used for commercial purposes.

G. RELEASE OF STUDENT ACADEMIC INFORMATION

A record must be maintained in each student's cumulative folder which lists all organizations or individuals who personally review or receive written information from the record. Each entry should indicate the name, date, and legitimate interest of the eligible party seeking the information.

A school shall permit record access to diocesan officials and teachers within the school who have a legitimate educational interest. These persons are not required to make such notation as indicated above.

A school must comply with a court order to release information concerning a student. However, the student's parents should be notified in advance of compliance if it is possible within the requirements of the judicial order. The school may permit access to student records to the following without written authorization of the parents. Such access must be recorded as indicated above.

1. An official or employee of a public, private, or Catholic school where the student intends to enroll;
2. Federal education officials, the U.S. Office of Civil Rights, the Superintendent of Public Instruction or county superintendents of schools where such information is necessary pursuant to federally funded programs or federal or state laws;
3. Other state and local officials or authorities to the extent that information is specifically required to be reported pursuant to state law adopted prior to November 19, 1974:
 - a. a state or local law enforcement officer seeking information in the course of duty;
 - b. the person responsible for protective services to children;

- c. the employee of any adoption agency licensed by the DSW if the minor is under supervision of that agency.

A school may release pertinent information from education records to the following without the authorization or notification of parents:

- 4. Official listed in two (2) and three (3) above;
- 5. Appropriate persons in connection with an emergency if the knowledge of such information is necessary to protect the health or safety of a student or other persons;
- 6. Agencies or organizations in connection with a student's application for, or receipt of, financial aide;
- 7. Accrediting associations;
- 8. Bona-fide researchers who present an assurance in writing and satisfy the chief school administrator that the records will be used under strict conditions of anonymity and confidentiality.

H. RELEASE OF STUDENT RECORD INFORMATION TO SCHOOLS

A transcript of student records ordinarily includes only the scholastic record, directory information, the student's attendance record, and the student's permanent health record. When a student transfers to another school, a copy of the student's permanent cumulative record shall be transferred upon written request. Records are mailed to the receiving school or delivered by a school official. They should never be given to parents or students for delivery to the school. The original or a copy must be retained permanently by the sending school.

Transcripts may not be withheld because of tuition delinquency unless the parents have signed a tuition agreement by which they have explicitly waived their rights.

I. STUDENT RECORDS

Permanent cumulative records are mandatory and must be preserved in perpetuity by all schools. The principal of the school is responsible for the collection, maintenance, and dissemination of student records and for the education of parents and staff about student record policies. Care must be taken to preserve both the integrity and the privacy of the required school records.

ACTIVITIES AND SPECIAL REGULATIONS

A. DANCE POLICY

St. Margaret Mary School will sponsor one dance a year in conjunction with graduation. Any other dances may be held for Sixth, Seventh and Eighth grade at the discretion of the principal. It is the joint responsibility of the school and parents to see that proper supervision is provided.

B. GIFTS

Students should avoid the exchanging of individual gifts at school. This gesture may create hurt feelings among other students and cause a disruption in the class.

Invitations for slumber parties or birthday parties should be sent to the homes of students via the U.S. Mail unless an invitation is being given to every student in the entire grade.

Valentines, Christmas cards, or other such cards distributed at classroom parties should include a card for each student in the class.

C. ORGANIZATIONS

Student organizations are recommended which promote student government, religious and apostolic activities, service and scholastic activities, and athletic activities.

D. SOCIAL EVENTS

Social events shall be adequately supervised, adjusted to the level of maturity of the students, and reflect the Christian values of the Catholic school. The school will monitor the behavior of students at any social event sponsored or sanctioned by the school. Parents will be fully informed as to the time and place of events, the rules governing them, and the limits of the school's supervision.

E. UNIFORM POLICY

Students in grades JK through eight are to wear uniforms every day to school unless special permission is granted. **Uniforms must be clean and in good condition, fit properly, and clearly marked with the child's name. All uniforms must be purchased from the Dennis Uniform Co. Please refer to Dennis Uniform link on our website for exact style codes. SMMS school code is AN00BH. If you make any in-store purchases, be sure to advise the store representative that you are purchasing items for SMMS and give them the above referenced code. Approved styles are the only Dennis Uniform items that are acceptable.**

Be advised if uniform policy is violated, a Uniform Violation Notice will be issued, in some instances, in addition to this notice, a parent will be required to bring a change of clothing. If a student receives more than 3 uniform violation notices a detention will be issued. These do not necessarily need to be for the same violation. A total of 3 for various violations will result in a detention. Each subsequent violation will result in further detentions.

Girls Uniform

Full Dress Uniform (JK-4th Grade)

- Jumper - Fairmont plaid jumper. Black Compression style **shorts must be worn under the jumper. Shorts may not fall below the hemline of the jumper. Jumper must be appropriate length (no more than 3 inches above the knee)**
- Blouse - White, short sleeve, rounded collar, banded blouse worn tucked in. Blouse is only worn with full dress jumper.
- Tights- Black, red or gray tights may be worn with full dress uniform. (No footless tights allowed)
- Leggings - Girls may wear black ankle length leggings with skirts, skorts, or jumpers. They **MAY NOT** be worn with shorts or PE shorts.

Full Dress Uniform (5th-8th Grade)

- Skirts - Fairmont plaid for grade five through eight. Black Compression style **shorts must be worn under the skirt. Shorts may not fall below the hemline of the jumper. Jumper must be appropriate length (no more than 3 inches above the knee)**
- Blouse - White, short sleeve, rounded collar, and banded blouse is worn. This blouse is only to be worn with skirt.
- Tights- Black, red, gray or white tights may be worn. No footless tights.

Leggings - Girls may wear solid black ankle length leggings with skirts or skorts. They **MAY NOT** be worn with shorts or PE shorts.

Girls Uniforms for non-full dress days (JK-8th)

- Skorts - Fairmont plaid skort must be worn with polo shirt.
- Skirts (Girls 5th-8th) - Fairmont plaid skirts must be worn with a polo shirt
- Shorts - Black or gray twill shorts may be worn. Shorts must be appropriate length (must be no more than 3 inches above the knee) All shorts must be worn at the waist. Some styles require a belt.
- Pants - Black or gray twill pants. Some styles require a belt. All pants must be worn at the waist.
- Polo shirt- Long or short sleeve red or white may be worn (tucked in) with shorts, skorts or pants only. Girls **MAY NOT** wear polo shirt with jumper or skirt.
- Sweaters - Black V-neck sweater, black sweater vest or Red Cardigan sweater.
- Sweat pants- Black or gray sweat pants may only be worn for P.E.
- Jackets/Sweatshirts- All jackets/sweatshirts must be purchased from Dennis Uniform or SMMS school store. Science camp sweatshirts may be worn after students have attended Camp.
- Belt- Girls (1st -8th) must wear a **belt (black, red, gray, white, or combination of these colors)** with all uniform items that are made with belt loops. Belt loops may not be removed from uniforms to avoid wearing a belt.
- Undergarments- Long sleeve undershirts of any kind **MAY NOT** be worn! Girls must wear a camisole or sports bra underneath blouses. Undergarments **MUST** be white or off-white to match the blouse.
- Socks - Gray, red, black, white, or a combination of these colors. Ankle and knee socks are permitted. Socks must be clearly visible above the shoe and may not go above the knee.
- Tights- Black, red or gray tights may be worn with skort. They may **NOT** be worn with shorts. (No footless tights allowed)
- Leggings - Solid black ankle length leggings may be worn with skirt and jumper. **THEY MAY NOT BE WORN WITH UNIFORM SHORTS OR PE SHORTS.**
- Shoes - Black, red (**not maroon or rust**), gray (**not silver or silver glitter style**) or white close-toed shoes with a back or athletic shoes may be worn. Shoes must be appropriately fastened. **NO BOOTS ALLOWED.** This includes Doc Martins, UGGs, booties, ankle boots, etc. Chuck Taylor style or athletic high tops are acceptable. Any high top style must fall below the shin. P.E.—athletic shoes, with shoelaces tied or Velcro, **MUST** be worn for P.E. class.
- Shoelaces- Shoelaces must be black, gray, red, white or any combination of these colors.

Boys Full Dress Uniform (JK-8th)

- Shirt - White oxford button down (full dress)
- Pants - Black or gray twill pants. Pants must be worn at the waist, with a **solid black belt**.
- Undershirts- **Only** plain white short sleeve t-shirts or A-frame tanks may be worn underneath.

Uniforms for non-full dress days (JK-8th)

- Shorts - Black or Gray twill shorts may be worn. Shorts must be an appropriate length. Shorts must be no more than 3 inches above the knee, and cannot extend below the knee. They must be worn at the waist. These shorts must be purchased through Dennis Uniform Co.
- Polo shirt- Long or short sleeve red or white may be worn (tucked in) with shorts or pants. Polo shirts are to be purchased from Dennis Uniform Co.
- Sweaters - Black V-neck sweater, black sweater vest or Red Cardigan sweater.
- Sweat pants- Black or gray sweat pants may only be worn for P.E.
- Jackets/Sweatshirts- All jackets/sweatshirts must be purchased from Dennis Uniform or SMMS school store. Science camp sweatshirts may be worn after students have attended Camp.
- Belt- Boys (1st -8th) must wear a **belt (black, red, gray, white, or combination of these colors)** with all uniform items that are made with belt loops. Belt loops may not be removed from uniforms to avoid wearing a belt.
- Undergarments- Long sleeve undershirts of any kind **MAY NOT BE WORN**. Only short sleeve t-shirts or A-frame tanks may be worn underneath polos or full dress shirts.
- Socks - Gray, red, black, white, or a combination of these colors. Ankle and knee socks are permitted. Socks must be clearly visible above the shoe and may not go above the knee.
- Shoes - Black, red (**not maroon or rust**), gray (**not silver or silver glitter style**) or white close-toed shoes with a back or athletic shoes may be worn. Shoes must be appropriately fastened. **NO BOOTS ALLOWED**. This includes Doc Martins, UGGs, booties, ankle boots, etc. Chuck Taylor style or athletic high tops are acceptable. Any high top style must fall below the shin. P.E.—athletic shoes, with shoelaces tied or Velcro, **MUST** be worn for P.E. class.

Shoelaces- Shoelaces must be black, gray, red, white or any combination of these colors.

F. FREE DRESS

Free dress will be allowed on certain occasions. For free dress, students are not allowed to wear leggings as standalone pants, but may be worn under a skirt or dress. Grossly oversized clothes, "muscle shirts," spaghetti strap dresses or tops, hats, ripped or torn clothing, T-shirts with messages pertaining to drugs, gangs, sex, or anything deemed inappropriate by staff members. **Shorts must be worn under a skirt or dress. Compression style is recommended. Shorts may not fall below the hemline of the skirt.** Shorts must be of appropriate length (no more than 3 inches above the knee). Tight pants, or pants such as Jeggings, may not be worn. Jewelry and make up restrictions still apply.

If free dress policy is violated, a Uniform Violation Notice will be issued, in some instances, in addition to this notice, a parent will be required to bring a change of clothing. If a student receives more than 3 uniform violation notices a detention will be issued. These do not necessarily need to be for the same violation. A total of 4 for various violations will result in a detention. Each subsequent violation will result in further detentions.

G. HAIR

Hair should be neat, clean, moderately styled, and its natural color. In general hair style must NOT be a distraction to the overall learning environment. No exaggerated styles (tails, spikes, Mohawks, "faux"-hawks, shave, etched designs, or unnatural colors) will be allowed. No use of gels or hair sprays will be allowed on campus. Boy's hair should not hang over the ears or collar. No streaked hair or hair coloring will be allowed. Boys must be clean shaven, no facial hair is allowed.

- i. Accessories- hair accessories must be red, white, gray, black, or a combination of these colors

H. JEWELRY

Girls may only wear small post earrings, one earring per ear. Due to safety reasons, dangling or looped earrings may not be worn at any time, including after school sports. No plugs are allowed. The only jewelry permissible is an identification bracelet or identification necklace, watch, religious medals on thin metal chains. **JEWELRY RESTRICTIONS INCLUDE ALL AFTER-SCHOOL SPORTS GAMES AND PRACTICES.** Only buttons sponsored by the school are to be worn. It is unacceptable for boys to wear any type of earrings.

I. LOST CLOTHING

All clothing is to be marked with child's name. Lost items will be returned to owner if name is readable. Unclaimed clothing will be taken to a charitable organization.

J. MAKE-UP

Any make-up, eye liners, mascara, lipstick, blush, fingernail polish, etc., is unacceptable. Permission may be granted to eighth grade girls for special occasions. Girls may wear clear lip-gloss and clear nail-polish. No acrylic or fake finger nails will be allowed at any time. All make-up will be confiscated and returned to the parent on the last day of school.

K. NON-COMPLIANCE

A student who fails to comply with the uniform policy will be given a Uniform Violation Notice. These notices will be issued every time a student violates ANY dress code policy. These notices are to be signed by parent and returned to the office. After the 3rd violation (for any combination of violations) a detention will be given. From that point on, each time the student is out of uniform detentions will be given.

L. TATTOOS

Tattoos or markings on the skin, of any kind, will not be allowed.

HEALTH

A. **CHILDREN'S SERVICES**

Individual and/or group support counseling is available for children when there is a need. Students may request this time on their own. If a child needs help as requested by a teacher or the Principal then parents will be notified. If parents DO NOT wish for their child to speak with a counselor, a signed and dated letter must be on file in the office.

B. **HEALTH APPRAISAL**

In the absence of a school nurse, teachers should consult health records at the beginning of each school year. Teachers will be informed concerning any chronic disease or special health difficulties of students in their classes.

C. **HEALTH ROOM POLICY**

St. Margaret Mary School provides a health room that is staffed by school personnel during the school day. Records are kept on each child who visits the health room and phone calls made when it is necessary to send a child home. If a child becomes ill, school office personnel will call the parent or authorized person. The child will be released from school only after the parent or authorized person signs the child out at the school office.

- a. Communicable Diseases - Parents will be notified in letter form or email when a communicable disease is present in a child's classroom.
- b. Lice
 1. Parents of child found with head lice will be notified immediately and asked to take child home.
 2. Child is to be treated for head lice.
 3. Upon discretion of school personnel a head check of all students in child's class will be conducted.
 4. Upon discretion of school personnel a notice will be sent home informing parents of lice outbreak.
 5. St. Margaret Mary School requires REMOVAL of all nits before child may return to school.
 6. Child must be accompanied by an adult and must check-in at school office to be cleared for return.

D. **HEALTH SCREENING EXAMINATION, IMMUNIZATION**

California law requires specific health screening procedures for all students entering school for the first time. No child may be admitted as a student in a school unless she/he has been immunized against diphtheria, pertussis, tetanus, polio, mumps, and measles (both Rubella and Rubeola). All students entering Kindergarten must be immunized for Hepatitis B and Chicken pox (Varicella). All seventh grade students (new or existing) must have received the T-dap immunization (whooping cough), be immunized for Hepatitis B and have had their second MMR immunizations before starting school. The Diocese of San Bernardino requires health examinations for all students entering grades K, 4, and 7, as well as, all new students. Evidence of this examination is kept on file in the school office.

Students in grades K, 2, 5, 7, and 8 are given a screening test each year for scoliosis, vision, and hearing. The screenings are different for each grade. Notification will be sent home if a problem is detected.

E. **HEALTH SERVICES**

School personnel are responsible for supervising the health and well-being of the students. Essential first aid supplies and someone able to render basic first aid and assistance is available at all times for emergencies occurring at school or during school sponsored activities. Standardized diocesan or state health forms shall be used in all schools.

F. **ILLNESS AND INJURY**

Should a student be injured or become ill, the parents shall be contacted. No student shall be permitted to go home before this contact is made. If a parent cannot be reached, such designated persons named on the student's

emergency information card shall be contacted. In cases of extreme emergency, the school may need to contact paramedics or other such professional medical personnel.

Children who are ill should be kept at home. If a child has a fever of 101.5 and one of the following symptoms, they must stay home until they are symptom free: cough, sore throat, headache, muscle ache. Sick children put the teacher and the rest of the class at risk for illness. Parents must call the school to report an absence and send a note to the teacher upon child's return. If absent for more than three days a doctor's note is required before returning to school.

G. MEDICATION

Medication of any kind shall not be furnished to students by the school. This includes aspirin, Ibuprofen or Acetaminophen products. If it is necessary for your child to take over the counter medication at school, you must write a letter to the Principal asking the school to administer it for you giving time, date, amount and how long. It must state explicit directions and be signed by you. All prescription or over-the-counter medications must have a doctor's note with dosage directions.

Guidelines for the Administration of Medications at School—

1. Schools may not furnish medications. Parent or guardian must bring medication to the office.
2. ALL medications require physician and parent/guardian authorization.
3. Diocesan authorization form must be used
4. Medications must be in original containers and labeled with the name of the medication, dosage, name of child, and frequency of administration. Over the counter medications must be in original sealed packages with directions for administration.
5. All medications must be secured in the school office or other designated location. (Exception: back-up inhalers and epi-pens may be secured in the classroom as well as the office). Use of epi-pens necessitates a 911 call. Because of the risk of students sharing medication, no student may carry their own medications. In the event that a student is seriously at risk without the epi-pen or inhaler on their person, consideration may be given to a variance if the physician and parent document, in writing, the following:
 - Risk of not carrying the medication
 - The student has been instructed in indications, administration, side effects, responsibility not to share, and the responsibility to notify the teacher immediately after use.
6. Authorization forms should be maintained in the binder with the medication log. Authorization forms will be added to the student file when no longer in use.
7. Medication will be administered by adult office personnel as approved by the principal.
8. The medication log is to be maintained until three years after the student would turn twenty one years of age. The form will be incorporated into the student's permanent file upon transfer or graduation.
9. Each school should develop a list of students requiring medication everyday, all year long.
10. Medications should be brought on field trips when necessary.
11. Insulin administration is a parental responsibility
12. All medications are to be returned at the end of the school year.
13. Parents are responsible for picking up medication from the office at the end of the school year, and for assuring that medications have not expired.

H. SCHOOL ENVIRONMENT

School personnel have the responsibility of safeguarding the health of students by providing wholesome physical conditions. Administrators and teachers must be familiar with the civil laws, diocesan directives, and recommended practices designed to promote the health and well-being of students. It is the responsibility of each principal to develop local procedures in compliance with all laws and directives concerning student health, health services, emergency care, and to supervise their implementation.

WELFARE AND SAFETY

A. CARE OF BOOKS AND SCHOOL PROPERTY

All textbooks and library books are the property of St. Margaret Mary School. Each student is expected to take care of the books and supplies given to him/her. If through carelessness, these books are marked or damaged in any way he/she will be charged a fine. Any books that are lost or severely damaged must be replaced at cost to the student.

All hard covered books must be covered with durable covers and KEPT COVERED ALL YEAR (jk-5). Students are expected to respect and accept responsibility for all school property. Failure to do so will result in an appropriate consequence.

B. CHILD ABUSE REPORTING

Any school employee who suspects that a student's physical, mental, or sexual health or welfare may be adversely affected by abuse shall report to the principal who, in turn, shall contact Child Protective Services. It is not the responsibility of the school employee to prove that the student has been abused or neglected. Neither shall the school employee contact the student's family to determine the cause of the suspected abuse or neglect. Failure to report to the proper authorities may result in a misdemeanor charge punishable by fine or imprisonment (CA Penal Code). Such report is made without incurring civil or criminal liability unless the person making the report "knew the report was false."

St. Margaret Mary School personnel are BOUND BY LAW to report all cases of suspected child abuse.

C. CRISIS PLAN

The Crisis Management Plan is intended to provide the school administration and staff an opportunity to prepare responses to a wide variety of emergencies. The plan addresses specific situations such as: Issues of violence; threats upon persons or property; natural disasters; civil unrest; intruders; environmental disasters; contraband; utilities failure; and death within the school community.

D. COUNSELING OPPORTUNITIES

Students and/or parents are referred to Caritas Counseling of Catholic Charities.

E. CUBBIES AND DESKS

Cubbies and desks are school property and should be maintained by school authorities to protect the safety of all. This school reserves the right of inspection and reserves the right to search any cubby or desk on suspicion of a threat to the health, welfare, and safety of other students or school personnel.

F. DRUGS, WEAPONS, CONTRABAND MATERIALS

School principals or designated officials have the right and duty to protect the health, welfare, and safety of students against all forms of tobacco, drugs, hazardous substances, weapons, and other contraband materials. The use, misuse, and/or abuse of alcohol, drugs, and hazardous substances causes grave problems in the areas of student health and stability. In view of this, the school must provide materials and whatever assistance is possible for preventive action.

A weapon is any object that is classified as a weapon, or any object that is used as a weapon, with the intent to inflict bodily harm. Any student caught with the above materials will be subject to severe disciplinary action including expulsion.

G. EARTHQUAKE DRILLS

Earthquake drills are to be conducted once/trimester. All students are to walk quickly and quietly to designated area and return quietly once alarm is turned off. Student Supply Kit: The kit has a shelf life of 5 years. All kits will be stored for use in case of an emergency.

Emergency Radio Stations: The primary radio station for the San Bernardino County Emergency Alert System is KFRG (95.1 FM).

H. FIRE DRILLS

Periodically throughout the year and at various times throughout the school day a practice fire drill will be held. Teachers must take time to orient students to proper procedure not only in classrooms but in various places on campus (example: bathroom, library, and playground). Every school shall have a dependable and operative fire warning system to meet the California uniform fire code signal and specifications. The principal or person in charge shall be responsible for testing the system monthly but all school personnel must be clearly instructed on the alarm

system and how to activate it. The Chino Fire Department makes an annual check-up with recommendations for improved safety devices. The purpose of a fire drill is to instruct the children in proper conduct in case of a fire.

I. HARASSMENT/BULLYING

Harassment is unacceptable conduct that is severe, pervasive, and deliberate. Included in harassment is making reprisals, threats of reprisals, or implied threats of reprisals. Teachers should be vigilant and guard against all demeaning treatment of students, parents, and other teachers.

Harassment may include, but is not limited to bullying. Bullying is aggressive behavior that is intentional and involves an imbalance of power or strength. Bullying can take many forms including physical, verbal, emotional, and cyberbullying.

This policy is grounded in the belief that all students have a right to be treated with dignity and respect. All demeaning behavior is prohibited. Instances of bullying should be reported to appropriate authorities. Behaviors will be investigated and brought to the attention of the student's parents/guardians. Depending on the severity of the instance, consequences could include notification of local law enforcement, mandatory counseling with follow-up, and removal from school during the investigation, suspension, and/or expulsion.

J. PERSONAL ITEMS POLICY

The administration and staff of St. Margaret Mary School will not assume responsibility for personal belongings or material items a student chooses to bring to school. These would include but are not limited to: money, toys, clothing, baseball cards, electronic games or devices, bicycles, skateboards, and etc. Electronic games and devices (see below for electronic readers) are not allowed on school premises.

SKATEBOARDS- are not allowed on school premises.

ELECTRONIC DEVICES- Privately owned CD players, PDA's, iPods, and cameras are not allowed on the school premises without the permission of the student's classroom teacher. Cell phones are never allowed. All items will be confiscated and a parent must come to the school office to pick up the item.

CELL PHONES—students are not allowed to use cell phones during the school day or at Extended Care. If a cell phone is found, it will be confiscated and a parent must pick it up in the office. The second violation will result in confiscation and the phone will be returned at the end of the school year.

ELECTRONIC READERS-- Electronic readers will be allowed on campus, for students in grades 3-8, under the following provisions:

- Only electronic readers including iPad or any other tablet devices without internet access may be used for reading.
- St. Margaret Mary School is indemnified from any liability or responsibility due to loss, damage, or theft.
- The e-reader may be used for supplemental reading only. Not to be used for required reading in class. Not to be taken to the playground.
- The e-reader may be used during independent reading time in the classroom only.
- The e-reader MAY NOT be connected to Wi-Fi. No earphones will be allowed.
- Students may not use them for games, music, connecting to the Internet, or movies.
- The e-reader must be fully charged, at home, by the student.
- The e-reader must be taken home every evening.
- For extended care, the e-reader may be used only in the extended care room for reading.

L. SEARCH AND SEIZURE

This school reserves the right to search any student or student's belongings when there is a reasonable suspicion of a threat to the health, welfare, and safety of other students or school personnel. Personal property, such as cell phones, will be confiscated from students.

M. SMOG PROCEDURES

St. Margaret Mary School will follow the Chino Valley Unified School District's System plan to fulfill state requirements with respect to smog procedures. At present, the district's plan is as follows:

a. Stage I Episode

Strenuous or excessive physical activity will be avoided. Limited exercise and activities will be permitted, which includes softball, four-square, and volleyball. Strenuous exercises and activities to be avoided include basketball, long distance running, and football. The intent of the procedure is to allow a modified physical education and recreation program during a first stage episode. Any student with respiratory or heart problems or whose parents have so re-quested will be exempt from any physical activity during a first state episode and should be kept indoors, according to the policy statement. (Request must be put in writing by parents).

b. Stage 2 Episode

A Stage 2 episode may close the school if notification is received one day in advance of a predicted Stage 2 provided this is ordered by the Board of Supervisors through the Air Pollution Control Officer. When ozone reaches the Stage 2 level and the School has not been closed in advance, all unnecessary physical activities will be avoided.

N. SMOKING

All facilities and grounds of Saint Margaret Mary School and Church are smoke free. Students, staff, parents and visitors are required to refrain from smoking and the use of other forms of smokeless tobacco products, and electronic and or vapor cigarettes while on these grounds. Any student caught smoking during the school day or at any school sponsored activity may be subject to automatic expulsion.

O. STUDENT INSURANCE

All students attending Catholic schools must participate in the school insurance program. Claims must be filed by the parent or guardian. The school's responsibility is to see the student is covered and to give the claim form to a student in the event of an injury taking place at school or any school sanctioned event. The school, of course, must complete its section of the form.

P. SUPERVISION OF STUDENTS

The principal is responsible for adequate supervision of students during the entire time they are on school premises during the regularly scheduled school day. All faculty members and staff share this responsibility with the principal. No student is to be sent on errands outside the school campus. A student may be released from school only at the written request of the parent or guardian. Any student who arrives before 7:30 a.m. or remains on campus for 15 minutes after dismissal. (12:15 p.m. minimum days) will be placed in Extended Care and charged the necessary fees. Between 7:40 a.m. and dismissal time, St. Margaret Mary School children are supervised during all activities within and outside the classrooms. Children are not supervised before 7:40 a.m. except those registered in Extended Care. The Safety Patrol directs incoming traffic and guides the children in the parking lot; therefore, parents are urged not to have their children at school before 7:40 a.m. Parents should be prompt to pick up their children at dismissal time. There is no supervision of children except for those registered in our Extended Care Program at St. Margaret Mary School after 3:00 p.m. or after 12:15 p.m. on minimum days. Any student who is not picked up within 15 minutes of dismissal will be taken to Extended Care. Arrivals prior to 7:30am will also be sent to Extended Care and be charged a fee.

Q. TRAFFIC SAFETY

Cell phone use while driving in the parking lot is prohibited.

1. ST. MARGARET MARY SCHOOL PARKING LOT POLICY

a. Morning Procedures:

- SCHOOL STARTS AT 7:50 A.M. Students may be dropped off in the drop off zone beginning at 7:30 a.m.
- Vehicle enters via Telephone Ave. 5 MPH
- Vehicle exits via Telephone Ave. **(Right Turn Only!)**

* Drivers wishing to remain in vehicle are to use the right hand lane, closest to the school building, and pull all the way forward before dropping off student. All students are to exit via the passenger side of the vehicle. Students are to proceed straight to the school entrance and never return to a vehicle. Drivers choosing to walk the student to class are to use left lane and park vehicle in designated parking area and use designated crosswalk to enter classroom area.

b. Afternoon Procedure:

- **Dismissal: JK and K at 2:30; Grades 1-4 at 2:40; Grades 5-8 at 2:55 p.m.**
- Vehicle enters via Telephone Ave. 5 MPH
- Exits via Telephone Ave. (**Right Turn Only!**)

* Those drivers who are HANDICAPPED or have infants or small children age 2 and under in the car may qualify for S.P.O. Assistance. To qualify for this service, you must request prior approval from the office and you will be issued an S.P.O. pass. NO EXCEPTIONS.

Once you have obtained this pass, please pull forward along the white line adjacent to the north side of the school. An S.P.O. officer will come to give you assistance.

Afternoon pickup safety is very important and the following rules apply at all times. You may only park in designated parking spaces. We have spaces that are reserved for families who purchased them via a previous fundraiser. Only these families may park in these reserved spaces. Parking along the building is prohibited as this is staff parking. If for any reason there is no designated parking, you must wait in your vehicle until a space becomes available. Please do not park in undesignated areas.

When backing out you must follow the flow of traffic. If parked along the fence, you must back out and drive through the parking lot, circle and return to Telephone Ave. Do not back out and return toward Telephone Ave. This blocks traffic in both directions and is dangerous.

If your student forgets something on campus, after you have picked them up, you must personally walk your student back to class to retrieve the forgotten item. No students are allowed to return to campus unsupervised.

Be advised, we take our drop off and pick up policy very seriously. Staff and S.P.O officer are to be respected at all times. Anyone you designate to drop off or pick up a student is subject to our parking lot guidelines. Verbal abuse, failure to comply or repeated parking lot violations are considered violations of our handbook and are grounds for disciplinary action including expulsion. We will not tolerate anyone endangering our students while on campus.

At the following times students will be taken to Extended Care and late fees will apply:

- JK and K: 2:45
- Grades 1-4: 2:55 p.m.
- Grades 5-8: 3:05 p.m.

All gates will be locked during school hours. The front gate (via Central Ave) is a staff and delivery entrance, and emergency exit ONLY. PLEASE DO NOT ATTEMPT TO ENTER THE SCHOOL USING THE FRONT GATE AT ANY TIME. IF YOU RING THE DOORBELL ACCESS WILL BE DENIED. During morning drop off, and at all times students must enter through the gate next to the convent. If you have not dropped your student off in the designated drop off area and are walking them to class, you must walk them across the crosswalk and to the gate. This gate is closed and locked at 7:50 am. Once the gate is locked, if you need to drop off your student, or visit for any reason, you will need to ring the doorbell and identify yourself to the office staff before you will be permitted to enter. All tardy students must be walked to the office by the person dropping off. If a student arrives late and is not taken to the office and checked in by the person dropping off, they will remain in the office until a parent or guardian comes to school to check them in. If you are a parent on the inside, PLEASE DO NOT OPEN THE GATE TO ALLOW ACCESS TO ANYONE. Please do not enter campus any earlier than 5 minutes prior to your students dismissal time.

2. WALKERS

- All students who walk or bike ride to and from St. Margaret Mary School are required to:

- a. Obtain a Walker Permission Form from office. Have it signed and returned. A pass will then be issued.
(Lost passes: \$1.00 to replace)
- b. Cross Central Avenue only at signals on Washington Ave. (South of St. Margaret Mary School) or Walnut Ave. (North of St. Margaret Mary School). Use crosswalk on Telephone Ave.

NOTES: Walkers are required to leave school/church premises. Walking passes are not for walking to and waiting in front of the church. FAILURE TO FOLLOW THE ABOVE REQUIREMENT MAY RESULT IN REVOKING THE WALKING PASS.

R. THREAT OF STUDENT VIOLENCE

- A. The school has no tolerance for threats of violence. Any and all threats to inflict serious harm to self or others will be taken seriously. This will include the presence or threat of using weapons or accessing internet websites dealing with weapons or destruction.
- B. Persons who hear or become aware of any threat made by a student should immediately report it to the principal or his/her delegate. In all cases, the superintendent of schools will be kept apprised of such situations and their proposed resolution.
- C. The school will immediately notify the police when the threat is made or the school becomes aware of such threat.
- D. A student who has made a threat will be kept in the school office under supervision, separated from his/her belongings, until the police arrive.
- E. The parent/guardian of any student who has made the threat will be notified immediately.
- F. Any adult or the parent/guardian of any student who has been verbally mentioned as a potential victim or listed in writing as a potential victim should be notified immediately.
- G. The student who has made the threat will be suspended and not be considered for readmission to school unless and until the following steps have been completed:
 - 1. If the parent/guardian of the student wants the child to be readmitted to the school, he/she must give the school requested permissions (as listed below) and fully cooperate with the school officials.
 - 2. A psychiatrist or psychologist must conduct a comprehensive mental health evaluation/risk assessment. If a psychiatrist performs the primary evaluation, he/she shall determine the necessity to utilize a psychologist for psychological consultation and/or testing. If a psychologist performs the primary evaluation, he/she shall determine the need for psychiatric consultation. The cost of all evaluation/risk assessments is the responsibility of the student's parent/guardian.
 - 3. The school shall provide the mental health care professional (psychiatrist or psychologist) with the written permission of parents, with all relevant facts, including but not limited to aggressive behavior details of the threat as known to the principal, copies of any drawings or writings, disciplinary history of the student, behavioral concerns, and the names' of any known victims or potential victims
 - 4. The mental health care professional, with written permission of the parents/guardians of the child, shall provide the principal a written comprehensive, detailed evaluation report and documented treatment plan stating the basis upon which he/she determined that the student is

not/does not pose a danger to self or others. The report shall also address any other concerns raised by the principal to the mental health care professional

5. This evaluation report and all subsequent reports shall be made available to the principal who shall share them with the school's pastor/pastoral coordinator, the Superintendent of Catholic Schools, and any legal and/or mental health consultants including the school counselor assisting the principal in his/her decision regarding the readmission of the student.

6. With the concurrence of the pastor and the Superintendent of Catholic Schools, the principal may notify the parent/guardian of the student when he/she may be readmitted to the school. If the student is determined to be a possible danger to self or others, the school may remove the student from the school.

7. The mental health care professional shall provide the principal a follow-up assessment within 30 days of readmission to the school. This follow-up assessment shall inform the principal if therapy, counseling and/or other treatment will be needed or provided.

H. Counseling should be available to a victim of serious threatening behavior if it is determined that such is warranted or requested.

I. Documentation from the mental health care professionals concerning any student is to be placed in a separate, confidential file and should not be part of the student's academic or disciplinary file. This documentation may be kept for a period of one year beyond the time the child leaves the school as a result of expulsion, withdrawal by parent/guardian or graduation.

J. This policy should be communicated clearly to all faculty, staff volunteers, parents/guardians and students on an annual basis. Each school will provide for a sign off process to indicate awareness of this policy by all the above mentioned individuals.

K. This policy will be reviewed periodically or as needed to accommodate changes, as the mental health care professionals are continually addressing the area of risk assessment for violent or potentially violent behavior.

S. VANDALISM

Students and their parents shall be liable for all damage to equipment or school property caused by the student.

DISCIPLINE

To guarantee a good social and educational climate, it is important that students understand that acceptable standards of behavior will be expected at all time. Discipline will be administered when any individual's actions interfere with the right of teachers to teach and students to learn. Students are reminded that any teacher, teacher aide, or other adult in charge has the right to correct individuals displaying unacceptable behavior. A parent should never discipline the child of another parent. Teachers are responsible for establishing and maintaining discipline procedures that encourage positive behavior and respect for one another. Teachers must communicate to students the appropriate behavior that is needed to maintain an effective teaching/learning environment. Students demonstrating inappropriate behavior will be choosing pre-determined consequences appropriate for grade level. A primary consideration in all disciplinary decisions is the obligation of the school to maintain a safe place for all students and an acceptable learning atmosphere. The right of the student must be a fundamental consideration in all disciplinary procedures. Parents should be involved early in any disciplinary action. Reasonable disciplinary rules and regulations should be discussed openly and in depth with the entire school community. Disciplinary action should be corrective rather than punitive. The emphasis on developing within the student responsibility for his/her own conduct. Students have the right to be told what they have done wrong, and the right to be heard. Consideration should be given to the desirability of guidance and counseling or referral for psychological evaluation of the student with recurring and serious problems.

The principal is the final recourse in all disciplinary situations and may waive any disciplinary rule for just cause at his/her discretion.

A. RESPONSIBILITIES OF THE TEACHERS

It is the responsibility of the teacher:

- a. to enforce the policies of the school in maintaining control.
- b. to practice preventive discipline through well-prepared classes.
- c. to set standards for classroom routine and behavior.
- d. to provide and maintain the best possible school environment for learning.
- e. to maintain classroom control adequate for the pursuit of the course of study by each child.
- f. to deal with all minor disciplinary problems.
- g. to work closely with parents on individual student problems.
- h. to instruct students concerning their responsibilities and privileges.
- i. to correct students whose acts or behavior are not suitable.

B. RESPONSIBILITIES OF STUDENTS

It is the responsibility of the students:

- a. to comply with the rules of the school.
- b. to pursue the prescribed course of study.
- c. to respect and respond to the authority of the school personnel.
- d. to respect the rights and property of others.

The student is a St. Margaret Mary student at all times. A student who engages in conduct, whether inside or outside the school, that is detrimental to the reputation of the school, may be disciplined by school officials.

C. RESPONSIBILITIES OF PARENTS

It is the responsibility of the parents to follow all agreements and conditions which were included in the “Condition for Admission” and the “Parent Commitment” in the registration packet.

D. APPROVED DISCIPLINARY MEASURES AND SANCTIONS (In accordance with Diocesan Policies)

- a. conference with student
- b. conference of teacher with principal/principal with teacher
- c. conference with parents
- d. assignment of special tasks
- e. denial of privileges
- f. detention
- g. probation
- h. suspension
- i. expulsion

E. DISAPPROVED DISCIPLINARY MEASURES

Disciplinary measures must not inflict bodily harm, subject the student to ridicule, or use the punishment for punishment’s sake. The following actions are explicitly forbidden:

- a. corporal punishment
- b. personal indignities or public humiliation which subjects the student to ridicule.
- c. sending a student outside the classroom where he/she will not be supervised.
- d. indiscriminate punishment of all students in a class for the disruptive conduct of one.
- e. sending the student home without the knowledge of the parents.
- f. suspension or expulsion, unless procedures outlined in this handbook of policies are followed.
- g. lowering academic grade because of conduct.

F. DETENTION

A student may be detained after the daily school session for violation of various class and school regulations according to the school's detention policy: disrespect, foul language, destruction of school property, violation of classroom rules, uniform violations, physical violence (depending on the severity--this could also result in suspension or expulsion), forgery/cheating, excessive uniform violations.

Three detentions will result in a suspension. If a violation is serious enough, a suspension and possibly expulsion could occur. A detention notice is sent home to parents.

G. SUSPENSION

A student may be placed on suspension for serious misconduct, on or off campus during school related activities, or for continued misconduct after having been placed on probation. In all cases, the principal (or acting principal) must prudently decide the most appropriate terms of suspension. The principal is the final recourse in all disciplinary situations and may waive any disciplinary rule for just cause at his or her discretion.

The following guidelines for student suspension should be followed:

- a. A suspension must be approved by the principal.
- b. The length of any suspension is left to the discretion of the principal in accord with the nature of the conduct and all circumstances.
- c. The student shall be given oral or written notice of the charges against him/her and a fair opportunity to present his/her side.
- d. Notice must be given to parents by phone or other appropriate methods within a reasonable time, followed by a written notice signed by the principal.
- e. A conference with the parents, student, and appropriate school personnel shall be arranged.
- f. The form of suspension must be written out and signed by parents and student. The exact length of the suspension and reasons for the suspension must be noted clearly. Parents and student must understand that continued or repeated misconduct could end in expulsion. Students will be responsible for all missed work. In the case of a suspension longer than one day, parent may pick up student work in the school office.
- g. The principal must maintain dated documentation of the facts, the parent conferences, and keep the signed suspension notification. (#f above)
- h. The parent will be called to pick up child immediately. Refusal to pick up child may result in Child Protective Services called in.
- i. The parent has the responsibility to supervise child during suspension period.

The following criteria will be used at St. Margaret Mary School for the possibility of suspension of a student:

- a. continued willful disobedience, profanity, vulgarity, open and persistent defiance of the authority of school personnel, assault and battery upon a student or upon school premises, or force of violence directed toward school personnel.
- b. stealing of another's property
- c. blatant cheating
- d. having within his/her possession on school grounds: tobacco, liquor or controlled substances, weapons, fireworks.
- e. continued misconduct when other means of correction fail to bring about proper behavior.
- f. any gang-related activities such as, but not limited to: signs, clothing, colors, haircuts, gang paraphernalia, or any type of graffiti writing on school property.
- g. harassment, sexual harassment, bullying toward another student or school employee.

H. EXPULSION

A student may be expelled from school for misconduct of a very serious nature calling for immediate dismissal without suspension, or for a repetition of conduct for which the student has been suspended more than once. Three (3) suspensions will result in expulsion. Expulsion is a permanent termination of a student's enrollment and is a sanction that should be invoked only as a very last resort and for clear and serious cause. The final decision to expel a student rests with the principal.

Expulsion may be considered for, but not limited to:

- a. actions gravely detrimental to the moral and spiritual welfare of others.
- b. abusive or insulting conduct toward any school personnel or open and persistent defiance of the authority of school personnel
- c. incorrigible or disruptive behavior which impedes the progress of others.
- d. assaults, battery, or any threat of force or violence directed toward other students, school personnel, or other persons on school property during school related activities.
- e. habitual or persistent violation of school regulation.
- f. use, sale, distribution or possession of narcotics, hazardous substances, alcoholic beverages, weapons, or fireworks.
- g. malicious damage or destruction of real or personal property at school, includes graffiti.
- h. theft, extortion, arson
- i. habitual truancy, absenteeism
- j. hazing
- k. smoking during the school day or after-school sponsored activities.
- l. harassment, sexual harassment, bullying

In regard to **offenses which take place off school premises** and which constitute grounds for expulsion, the school must have evidence of the offense and establish its relationship with school discipline and the welfare of students. With the exception of the most serious moral situation, the steps listed below must be followed. The school should take special care that each step is documented. The file should contain written communication between the school and the family. Without written confirmation, many misunderstandings can occur.

1. The steps to be confirmed by letter to parents are:
 - a. causes and number of probations, detentions, or suspensions.
 - b. conferences with parents, student, teacher(s), principal
 - c. grounds for expulsion
2. Parents must be given a written notice of the offense and invited to a conference with the school personnel. Where applicable, the pastor should be advised of the scheduled conference should he wish to attend.
3. The principal should present all properly documented evidence and records of conferences including the final grounds for expulsion.
4. The Superintendent of Catholic Schools must be notified prior to the student's expulsion from school. All documentation of the case on file in the school must be made available to the superintendent upon request.

I. **PROBATION**

A student may be placed on probation for a relatively serious offense, for continuing serious academic deficiency, or for continued misconduct after a warning, when the misconduct does not require more serious action. The following guidelines must be followed:

- a. a formal probation must be approved by the principal.
- b. a conference must be held with parents, student, and school personnel.
- c. after the conference, when a student has been placed on probation, the parents shall be informed in writing of the reason for the probation the length of the probationary period, and the conditions under which the probation will be lifted.
- d. a written record of the student's probation shall be kept for reference should more serious action be necessary at some later time.
- e. effort should be made to assist the student to forestall further sanctions.

J. **PROCEDURE FOR APPEAL AND REVIEW OF DISCIPLINARY ACTION**

The following steps should be followed to assist in the appeal process if parents and administration are in disagreement with a decision regarding academic transfer, probation, suspension, or expulsion:

1. Consultation with the pastor.
2. The next level of appeal is the Superintendent of Catholic Schools.

K. RECOMMENDED TRANSFERS

Certain students may be given a recommended transfer on grounds other than discipline. The following procedures apply to students clearly unable to profit from school work by reason of ability or emotional unstableness.

Ordinarily, the transfer should occur only at the end of a grading period.

1. There is consultation between teacher(s) and principal as early as possible after serious difficulty is recognized.
2. Conferences are held with parents to advise them concerning the possibility of withdrawal for academic or other reasons and to discuss possible remedial actions and educational alternatives.
3. Follow-up conferences are held with parents to evaluate academic progress of the student.
4. The final decision is made by the principal.

Written documentation of compliance with the above procedures is retained on file.

L. SPECIAL CIRCUMSTANCES

In cases of special temporary health, physical, legal, or other circumstances, the school will consult with the Office of Catholic Schools, the policies of the Education and Welfare Corporation, and local school district and community resources to determine the best course of action to support the student and family, as well as the entire school population.

M. TRANSFER ON GROUNDS OF PARENTAL BEHAVIOR

Proper Catholic education and care of each child requires mutual trust and cooperation of the school and family.

Ordinarily, a child is not penalized for actions of parents or family members. However, the Principal may recommend and/or require the transfer of a student for any of the following reasons:

1. A When parent(s) have been persistently and overtly uncooperative with the school staff.
2. When parent(s) have repeatedly failed or refused to comply with school policies, regulations or programs.
3. When parent(s) have repeatedly caused school personnel undue aggravation, annoyance or distress.
4. When parent(s) have interfered in matters of school administration or discipline to the detriment of the school's ability to serve their children or others.

After reasonable effort to elicit the minimum requisite parental cooperation, and after appropriate consultation, the Principal may recommend transfer. If the parent(s) refuses the recommended transfer, the Principal will order a mandatory transfer of the student from school, following the procedure of (a.) the notification to parents; (b.) a conference with parents; and (c.) written documentation of all events related to the transfer.

N. LUNCH AREA

Behavior in the eating area should be based on courtesy and cleanliness. This means leaving lunch area clean. Students are to remain in the eating area until they have finished eating and have been dismissed by the lunch assistant on duty. At no time are students allowed to take food outside of the eating area. Students are to follow the lunch time regulations as posted in each classroom.

EXPECTATIONS

1. Walk to lunch area.
2. Sit in designated area to eat lunch (10 minutes) or until lunch assistant dismisses each table.
3. All trash is to be placed in the proper container and tables cleaned before leaving.
4. Two additional pieces of trash are to be picked up prior to dismissal.
5. Play in designated area (this is determined by teacher at grade level meetings).
6. The only equipment acceptable is that provided by the school.
7. Respect must be shown to all adults and students. All rules and regulations of the school apply during the lunch period.

O. OFF-CAMPUS CONDUCT

The administration of St. Margaret Mary School reserves the right to discipline its students for off-campus behavior that is not in line with behavior expectations of its students during the course of the school day. The student is a St. Margaret Mary student at all times. A student who engages in conduct, whether inside or outside the school, that is detrimental to the reputation of the school, may be disciplined by school officials. This off campus behavior includes, but is not limited to cyber-bullying.

PARENT/COMMUNITY INVOLVEMENT
ROLE OF PARENTS

Parents, teachers, and students are all members of the total school community. With the help of parent volunteers and parent participation in school functions, all members of the school community will benefit. All are expected to be involved in ways that meet their ability and time. St. Margaret Mary School is a cooperative endeavor in which EVERY FAMILY in the school community has a vital role to play.

A. The school’s primary expectation of the parents is an active and on-going support of the religious formation which the school seeks to develop in the children. The school believes itself to be a partner to parents in this since it subscribes to the principle that the faith and its values are caught from the parents more effectively than they are taught by the school. The school continues and reinforces what has already begun in the Catholic home. Parents can help in the religious formation of their children by:

- a. taking time to talk to their children about God and their own faith.
- b. taking time to pray together.
- c. giving example of living the faith in speech, action, and attitudes.
- d. taking time to celebrate Mass together on Sundays and special days.
- e. taking time to be informed about the religious concepts the children are learning.
- f. continually reaching out to develop their own faith life.
- g. participating in the Sacramental preparation programs.

The school has additional practical expectation of the parents.

- a. Tuition and fees do not even begin to cover the cost of education at St. Margaret Mary School. The difference between intake of tuition and fees and the expenses for running the school is considerable. Additional fundraisers help to make up this difference.
- b. We expect our parents to earn points of involvement relating to the school in some way. This is called the PIP (Parent Involvement Plan).
- c. The other responsibilities of parents are: to show willingness to volunteer your services and to help build a strong school and parish community by giving of yourself; to have an active interest in and participation in fund-raising activities; to attend parent meetings, and other meetings that have to do with your child’s educational or religious growth; to openly communicate by bringing your questions and concerns immediately to the teacher involved; to support the educational programs by fostering good study habits and the importance of study at home.

A. APPOINTMENTS

It is the goal of the administration and faculty to keep lines of communication open and to give ample time to all parents. To help implement this goal, **you must call the school or send an email to schedule an appointment.** Doing so will ensure the person you are interested in meeting with is available to meet with you.

B. DAILY SCHEDULE

- Supervision: 7:40 a.m.
- School Begins: 7:50 a.m.
- Recess: JK: 9:30-9:50am; K: 9:30-9:50; 1-2: 9:50-10:05; 3-5: 10:10-10:25;
6-8: 10:30-10:45
- Lunch Schedule: JK: 11:15-12:00; K: 11:30-12:15pm; 1-2: 11:45-12:30; 3-5: 12:00-12:45;
6-8: 12:25-1:10
- Dismissal Time: JK and K: 2:30; 1-4: 2:40; 5-8: 2:55

Supervision Until: JK: 2:30 p.m.; K: 2:45 p.m.; 1-5: 2:55 p.m.; 6-8: 3:05 p.m.
After these times students will be placed in Extended Care.

Minimum Day Schedule Policy

Rationale: To provide time for teacher growth in the area of:

- a. Professional development
- b. Curriculum development
- c. Spiritual development
- d. Staff development

Minimum Day Dismissal Schedule:

- JK-1st grade- 11:45am-12:00pm (extended care)
- 2nd – 4th grade- 11:55pm-12:10pm (extended care)
- 5th – 8th grade- 12:05pm-12:15pm (extended care)

C. CONFIDENTIALITY

All school records are kept confidential except for those persons who have legitimate access to records. All necessary information about the health, life, and safety of children will be given to parents. Teachers will keep confidential information entrusted to them so long as no one's life, health, or safety is at stake. This applies to journal writing, as well as conversations. Staff members will report such confidences to the administration and parents will be notified of teacher concerns.

D. GRIEVANCE PROCEDURES

Parents are asked to follow the proper line of communications in dealing with any problem that arises. The solution to the problem should begin at the lowest level possible. (i.e., If a parent has a problem with a teacher the solution should begin with: 1) teacher, 2) principal, 3) pastor, 4) St. Margaret Mary School Advisory Board, 5) Associate Superintendent of Catholic Schools, and 6) Superintendent of Catholic Schools.

ONLY SIGNED OR IN-PERSON COMMUNICATION WILL BE ACTED UPON. NO RESPONSE WILL BE MADE TO AN ANONYMOUS MESSAGE.

Complaints should be handled at the lowest possible level. Persons with concerns about a teacher or staff member should first attempt to address that concern with the individual.

The following procedures should be followed:

- If the matter is not thus resolved or the complainant refuses to do the above and yet demands action on the part of the principal, the principal shall request a written, signed statement of the complaint. This shall be a brief but specific summary of the nature of the complaint and the facts surrounding it.
- Complaints not resolved at the point of origin must be submitted in writing for study and possible resolution.
- The individual employee involved shall be advised by the principal of the nature of the complaint and shall be given the opportunity for explanation, comment, and presentation of the facts as the employee sees them. This shall be submitted in writing.
- The superintendent will intervene only if the complaint cannot be satisfactorily resolved at the local level and only on receipt of a written referral.
- On receipt of a written referral, the superintendent will solicit from the complainant, the principal, the employee concerned, and where appropriate, the pastor, a written summary of the issue together with supporting documentation.
- After reviewing the documentation, and when necessary, conferring with the parties to the disputed action or policy, the superintendent will only determine:
 1. Whether the local policy is in accord with applicable Diocesan policies and regulations
 2. Whether the policy is fairly and equitably applied.

AIDES ARE NEVER TO BE CONSULTED REGARDING STUDENT'S PERFORMANCE OR PROBLEMS WITHIN THE CLASSROOM.

E. HOME-SCHOOL COMMUNICATION

IRIS—Immediate Response Information System, will send a telephone message to parents providing important information about school events or emergencies. This will include the weekly newsletter.

Gradelink enables parents and students to access student grades at any time.

A digital message board, in the back parking lot, will display weekly news or information.

F. HOT LUNCH

Each day a catered lunch will be provided at a nominal fee for students in grades JK-8. Lunch is not provided on minimum days. Students may purchase ice cream daily at the school office. Ice cream is limited to one per student per day.

G. FORGOTTEN LUNCHES

We discourage the delivery of fast food lunches by parents. If you must drop off a “forgotten lunch” it should be one that preferably has been prepared at home. All lunches must be dropped off no later than 15 minutes prior to students lunch time.

JK must be dropped off no later than 11:00am

K-2 must be dropped off no later than 11:15 am

3-5 must be dropped off no later than 11:30

6-8 must be dropped off no later than 12:10

All forgotten lunches must be placed on the table outside the office. Lunches must be clearly marked with your student's name and grade. The school is not responsible for the distribution of your child's lunch. They are never to be taken to the student's classroom or placed outside the classroom. We will not disrupt class to advise students that their lunch has been delivered, they are welcome to check the drop off area during their scheduled lunch time.

H. PARENTS AS PRIME EDUCATORS

We, at St. Margaret Mary School, consider it a privilege to work with parents in the education of children because we believe parents are the primary educators of their children. Therefore, it is your right and your duty to become the primary role models for the development of your child's life---physically, mentally, spiritually, emotionally, and psychologically. Your choice of St. Margaret Mary School involves a commitment and exhibits a concern for helping your child to recognize God as the greatest good in his/her life.

Good example is the strongest teacher. Your personal relationship with God, with each other, and with the Church community will affect the way your child relates to God and others. Ideals taught in school are not well rooted in the child unless these are nurtured by the example of good Catholic/Christian morality and by an honest personal relationship with God in your family life.

I. PARENT/TEACHER/STUDENT CONFERENCE

Parents have the right to confer with teachers about the progress of their children. In order to serve the students better, teachers have the right to expect an opportunity to confer with the parent. For this reason, a formal Parent/Teacher/Student conference time is set aside after the first academic trimester. (K-5) In addition to this conference time, parents are encouraged to check with the teacher periodically during the school year. Should failure in basic subjects seem likely, parents will be notified in advance of the probable failure. Parents must realize that a child may lower a grade to failing between the time the progress report is sent home and the time the report cards are distributed. Students are to be part of each conference.

J. PARENT-TEACHER GROUPS/ SCHOOL SUPPORT GROUPS

Parent-Teacher Groups and other school support groups may be organized:

- a. to promote a broader appreciation of the ideals of Catholic education
- b. to enlist the spiritual, educational, and social resources of home and school to provide the best Catholic education possible.
- c. to provide an advisory function to the school administration and a forum of exchange for parents and teachers.
- d. to provide a solid organization to improve the school's fundraising efforts.
- e. to foster the integration of families into the life of the local parish community.

K. PASTOR

Subject to diocesan policies, the pastor is ex-officio chief administrative officer of the parish school. In consultation with the principal and the School Advisory Board, he establishes local school policies in conformity with diocesan policies or regulations. The ordinary administration and supervision of the academic program belongs to the principal. The pastor and principal are responsible for the financial administration of the parish school.

L. PRINCIPAL

The Principal's primary role is to be the educational leader in the school. In this capacity, he/she will be called upon to perform the following administrative functions:

- a. design the instructional program, formulating its rules, and regulations in line with diocesan policies.
- b. maintain a continuous program of supervision and evaluation of the instructional program.
- c. hire and fire personnel; i.e., to seek highly qualified teachers and to provide them with effective leadership.
- d. oversee the maintenance of the buildings so that the health, safety and well-being of the students and teachers are not endangered.
- e. hold and prepare the agenda for meetings with various groups.
- f. keep the pastor and the School Advisory Board informed regarding the progress of the school and its pupils.
- g. prepare the annual budget for the school with the help of the staff and submit it to the pastor for approval.
- h. exercise skills in the areas of administration and management; i.e., personnel, finance, community relations, interpersonal relations.
- i. interpret the school to the parents and community.
- j. hold as the highest priority the building of a Catholic Community of Faith.

M. ROOM PARENTS

Each year a parent for each room will be asked to assist in classroom functions. The room parent coordinator will contact all room parents to determine the ways they can best assist the teachers.

Main functions are:

- a. Attend and be an active participant in Parent Teacher Group meetings each month.
- b. meet with teacher to make necessary arrangements for the year
- c. Assist teacher and TA in organizing field trip and other class activities.
- d. organize and help with, for example, monthly birthday parties, Christmas, Valentine's, and end of year parties. (parties are at the teacher's discretion)

N. SCHOOL ADVISORY BOARD

The School Advisory Board is a consultative board which operates in the policy-making process by formulating and adapting, but never enacting, policy. The general purpose of this board is to support and implement the philosophy of St. Margaret Mary School. The School Advisory Board holds monthly meetings. All parents are encouraged to attend these meetings.

O. SCHOOL PICTURES

School pictures are taken each year, usually in the fall, so pictures will be ready in time for Christmas. We use the pre-pay plan which means they are paid for when they are taken. We also offer optional pictures in the spring.

P. STUDENT INFORMATION/PICTURES

Directory information (names and addresses) may be released to appropriate persons. The school reserves the right to use student pictures in publication and on the school's website. Any parent who does not wish his/her child's picture used must notify the principal in writing prior to the beginning of the school year. A photo release form is included in registration packet.

Q. TELEPHONE

Children may not use the phone in the office unless it is an emergency. Forgetting homework, supplies, etc., is not considered an emergency. Students are not allowed to have cell phones on campus.

R. TUITION POLICY/PLEDGE POLICY

School tuition payments cover a 12 month period from June through May or a 10 month period from August through May. Tuition payments are due according to the date on your financial contract.

- a. If an ACH transaction is declined on the due date it will be considered late and a fee will be charged. The first time the fee will be \$50.00, each subsequent time the fee will be \$75.00.
- b. Eighth grade student, whose tuition was declined and has not been paid by the promotion deadline, shall not be allowed to participate in the various promotion activities.
- c. There will be a \$50.00 charge for the first and \$75.00 for subsequent checks or ACH transactions that are returned or declined.
- d. Parents will sign a tuition and policy agreement each year before child/children are officially accepted.

Pledge payments: Amount will be deducted via ACH on October 1st.

VOLUNTEERS

All volunteers must have background check clearance and have participated in the on-line Virtus Training. Volunteer aides may directly assist teachers in their work with students, or assist in extra-curricular activities, office work, and luncheon and playground management. The principal has the right to screen and select all volunteers. Each volunteer shall be under the direct supervision of a specified member of the school staff. Any volunteer working at least 15 hours shall be required initially to present verification of a negative tuberculosis test. All volunteers must report to the office and sign in before helping in the classroom. In accordance with California State law and Diocesan directives, all volunteers over the age of 18 who come in contact with children must be fingerprinted.

T. WEBSITE: Our website is located at www.smms-chino.org

GENERAL POLICIES

It is the policy of St. Margaret Mary School to offer a high quality, Catholic education to students in grades preschool through eighth grade. Our tuition is based on a cost per student approach with financial incentives for those who practice their Catholic faith by attending church on a regular basis. We encourage active parent involvement at the school and base our educational program on a partnership between the school and parent(s). We offer a multiple child discount in an effort to make Catholic education affordable to as many families as possible within our community. These incentives are made possible by participation in several ways, including an individual family scrip program and a minimum of two all school fundraisers.

The cost of enrollment includes tuition, consolidated fee, and a family pledge. The consolidated fee is collected at the time of student registration. Families may opt to pay the entire year of tuition at the time of registration or commit to one of the monthly payment plans. There are many monthly payment plans available: a ten month option and a 12 month option with automatic debit payments. .

A. Registered and Contributing Catholic

As a registered and contributing Catholic family, it is expected the family is registered in a Catholic parish, attends Mass on a regular basis, and contributes a minimum of \$300.00 to their registered parish. It is the policy of St. Margaret Mary Catholic School to have church involvement determined by attendance and support of the parish, as determined by the use of envelopes. Therefore, please know participating in a parish is not just about your stewardship to the church, but the frequency of stewardship. (For example, one donation of \$300.00 is not the same as 20 donations of \$15.00)

B. Multiple Child Discount

Once the cost per student is determined, a percentage decrease for each subsequently enrolled child is given.

C. School Fundraising

The school's fundraisers are hosted by PTG and are an important part of the school. Participation in the fundraisers is a great way to support the school. Scrip program, Popcorn Sale, Spring Gala, Car Show, and Restaurant Nights are a few fundraisers that take place throughout the year.

PARENT INVOLVEMENT PROGRAM (PIP) POLICY

Parents are the primary educators of their child/children and have freely chosen St. Margaret Mary School as their educational institution with full knowledge that tuition and fund-raising are the sole means of support. Therefore, we expect each family to become involved in their child's education by giving of their time to support the continuation of St. Margaret Mary School.

A. POLICY

All families enrolling in St. Margaret Mary School will be required to earn 30 Parent Involvement Program (P.I.P.) Single parent families are required 15 hours. Each P.I.P. point is equal to one hour of service. P.I.P. points are earned from March 1 to February 28th of the following year.

B. WHO MAY EARN PIP POINTS

Parents/guardians, grandparents, and siblings above the age of 21 are permitted to earn PIP points. Friends and other relatives may not work for the required PIP points.

C. HOW ARE PIP POINTS EARNED

- a. Room mother/father
- b. Helping classroom teacher
- c. Driving for field trips
- d. Contributed services approved by school administrator
- e. All other fund-raising activities sponsored by school or PTG
- f. School Advisory Board Member and PTG Board member
- g. Donation of scrip cards (\$25 value equals one PIP credit) not to exceed five PIP credits

Parents will not be given PIP points for going on a field trip unless they are actively involved in supervising students (other than their own). Families will not be allowed to re-register until ALL obligations have been met.

D. HOW ARE POINTS RECORDED

- a. A PIP log sheet is kept in the PIP book in the office.
- b. Parents are responsible for completing the official PIP point's sheet for various events worked.
- c. Chairperson or supervisor will verify the work accomplished by each worker and sign the PIP sheet.

- c. Parents will turn in completed PIP sheet, with all necessary signatures, to the office when they have earned their 30 hours. (15 hours for single parents)
- d. PIP sheet must be completed no later than February 28. Hours not completed will be assessed \$25 per hour.

In order to help all the volunteers who give their time to the school, the following policy has been approved by the School Advisory Board:

Any parent, who has signed up to help with an activity or function, must stay for the **WHOLE TIME PERIOD** of the activity or function. If a parent leaves early, no PIP points will be given.

E. CLASSROOM TEACHER AND TEACHER ASSISTANTS

Because of the dedication and time given by these people for the students of St. Margaret Mary School credit will be given in full for PIP requirements.

H. CONSEQUENCES

Failure to meet PIP requirements by February 28 will result in a fee of \$25 for each unserved point. Failure to pay will result in your child/children not being enrolled at St. Margaret Mary School for the next school year.

EXTENDED CARE PROGRAM

The Extended Care Program serves the students of St. Margaret Mary School. The Extended Care Program is an extension of our school day, before and after school. The philosophy and policies which govern the school day will also be followed in the Extended Care Program. Only families enrolled at St. Margaret Mary School may participate in the extended care program. Extended Care Program is staffed by school personnel and serves children in grades Junior Kindergarten through eight. Both full time and drop in care will be provided.

The purpose of our Extended Care Program is to provide quality care for our students who need care before and after school. We are open from 6:00 a.m. to 7:40 a.m., after school dismissal to 6:00 p.m. on school days. We strive to serve both the needs of our students and their parents. Arts and crafts, recreational activities and homework time are just a few of our planned activities. Since Extended Care Program is located on school grounds, your child can also participate in the after-school sports program.

A child/children will not be allowed to stay in Extended Care if the amount due is more than 90 days in arrears. Parents will be called to come and pick up their child. If a parent refuses to pick up the child, it could be reported to Child Protective Services.

A separate Extended Care Handbook, with in-depth information, is available on the school website.

EXTRA-CURRICULAR ACTIVITIES

St. Margaret Mary School sponsors a number of extra-curricular activities that provide students with wholesome ways to spend their leisure time. The primary goal of the extra-curricular programs is to promote a Community of Faith at the School. There is always the danger that over-involvement in extra-curricular activities will cause diminished performance in the academic areas. To guard against this happening at St. Margaret Mary School, each student participant and his/her parent will sign an extra-curricular activity contract.

1. Specific guidelines are outlined in the Extra-Curricular Sports Program section of the activities provided by St. Margaret Mary School.
2. Parents of the participants must actively support their child's participation by attending extra-curricular events whenever possible and provide transportation if the need arises.
3. All extra-curricular activities must support and incorporate the philosophy of St. Margaret Mary School.
4. All students must be academically eligible to participate in extra-curricular activities.

Extra-curricular activities include school sports, dances, field trips, student council activities, SPO (safety patrol), and any clubs.

EXTRA-CURRICULAR/SPORTS PROGRAM

St. Margaret Mary School has a challenging extra-curricular sports program. Its goals are not primarily to win games, tournaments, or trophies nor to make outstanding athletes out of young girls and boys, but to emphasize Catholic values and attitudes through sportsmanship, citizenship, and academic efforts through team participation. To achieve these goals, the following objectives are established:

- A. Sportsmanship, fair play, and winning/losing gracefully rather than victories in games and tournaments or the accumulation of trophies will be emphasized.
- B. Participation by the maximum number of students without undue regard to their abilities will be emphasized.
- C. Students will be taught the rules and skills/techniques of each school sport so that their ability to play will be enrichment to their present and later life leisure time.
- D. Athletic Appreciation Ceremonies will be held twice per year.
Graduation awards will be:
 1. Bill Lekkerkerker Memorial Athletic Award

The sports program as an extra-curricular activity is a privilege, not a right, for student's participation. A student may be denied participation based on previous behavior including, but not limited to, past academic probation, quitting the team during the season, being removed from a team because of poor behavior.

ATHLETIC/EXTRA-CURRICULAR PROGRAM GOALS

The athletic program must not interfere with the regular academic program of the school, nor shall it encourage any practices contrary to good sportsmanship.

Varsity and Junior Varsity

1. Strengthen student's self-image, his/her mind-body relationships, assessment of himself/herself and individual and group sportsmanship through competitive activities that provide for both success and challenge.
2. Develop interest in the value of skills for later athletic life.
3. Develop a positive self-concept.
4. Team unity - when we win the "team wins" --when we lose the "team loses".
5. Strive to achieve skill levels to compete against other schools in the league.
6. Encourage all students to participate in an after-school sport.
7. To Represent St. Margaret Mary School with pride.
8. Encourage parent support with students at games.
9. Encourage teacher and administrative support at games.
10. Positive reinforcement and attitude after competing with another school -- win or lose.
11. Repeated practice at a skill develops success.

PARTICIPATION FEE

A fee will be charged to each student participating in the after-school program. This fee is payable at the time the student is registered for the sport and is "Non-refundable" once practices begins. The participation fee for each season will be determined at the beginning of the school year.

PARENT EXPECTATIONS

Permission

Parents are required to give their child/children permission to participate in the sports program. At the time of registration, parents will sign:

1. Emergency Information Sheet
2. Parental Consent Form

Transportation

1. Parents are expected to promptly pick up student from practices. Students not picked up will be sent to Extended Care and parents will be charged.

2. Most games are played on Saturdays and/ or Sunday. It is each parent's responsibility to get students to games on time. Once per year Jr. High athletes may be invited to participate in a Friday track meet.

Team Parent

Each coach will designate a parent to be "in charge" of the first aid kit and emergency records at each game. Thus, if anything should happen and the child's parent wasn't at the game, the designated parent would call the injured child's parents and if the child is taken to the hospital that person would be asked to go along and stay with the child until his/her parent(s) or guardian arrived. Each team will also need a "back-up" team parent to assist in case of unusual circumstances.

Support

Parents are expected to be supportive of coaches and administration of the St. Margaret Mary School sports program. The general purpose of coaching is to instill skills and discipline in an athlete and to have the individual as well as the team set goals to achieve. Coaching styles vary with individual coaches and realization must be made that the coach is in charge and knows what he/she is doing. If you disagree with a coach or official, please make arrangements to meet with the coach on an individual basis to discuss your concern.

Parents are encouraged to attend as many games as possible.

STUDENT EXPECTATIONS

Each student participating in an extra curricular activity will sign an EXTRA-CURRICULAR ACTIVITY CONTRACT indicating his/her responsibility to participate.

In order for students to participate in an extra-curricular activity they must maintain a "C" (2.0) average. If at progress report time (midway through the academic trimester) a student has an overall academic average below "C" (2.0) or a "D" or "F" in any subject, he/she will be placed on probation. During this probation period (2 weeks), the student will not be allowed to participate. At the end of the two week probation period the student's progress will be reassessed to determine eligibility. If the student has not brought his/her average at or above a 2.0 with no "D"s or "F"s, he/she will remain on probation for a week to week basis.

Students must be in school in order to participate in a sport/activity on a given day. If the activity is on a Saturday, the student must have been present in school on Friday.

Eligibility

The student's parents, coach, and teachers will receive written notification of the student's probation status.

If at the end of the trimester a student has an overall academic average below "C" or has a "D" or "F" in any subject, on his/her report card, he/she will be dismissed from the extra-curricular activity for the duration of the season/term of office.

Eligibility for the after school sports program is determined each sports season.

Continued misbehavior may result in a child being denied the privilege to play in a game or may result in being removed from the team.

Practice

Students are expected to attend and participate in practice. Specifics will be given out by coaches at the beginning of each season.

Games

The schedule for games will be sent home as soon as it is made available from the Inland Catholic School League.

Removal from Game/Team

If any student athlete is involved in an incident of damaging or destroying equipment or school property -- either at a home or away sports contest --the respective coach shall immediately bench the student for the immediate game and

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report the incident to the Athletic Director. Students and their parents shall be liable for all damage incurred. All school rules also apply to after school sports.