

# St. Mel

## Welcome

### PARENT-STUDENT HANDBOOK



Welcome to the **St. Mel School** Parent Student Handbook. It provides essential information about the policies and procedures that **St. Mel School** expects parents and students to understand and follow. By reading the Handbook and signing the Acknowledgment parents and students agree to be bound by the school's Code of Conduct and all other school policies and procedures. You can print out a copy of the Handbook if you wish, but the binding document is the one that is online. The school reserves the right to amend the Parent Student Handbook at any time. Parents/guardians will be notified of any amendments and will be asked to sign an acknowledgment of receipt.

## Chapter-1

### INTRODUCTION TO THE HANDBOOK



Sections of this Parent-Student Handbook are particular to St. Mel School (also referred to as location). Other sections are policies and procedures of the Archdiocese of Los Angeles, most of which can be found in the ADLA Administrative Handbook at <http://handbook.la-archdiocese.org/>

## Section-2-01

### Mission Statement and Philosophy

#### MISSION STATEMENT

St. Mel School is a dynamic, Catholic educational community dedicated to the development of students who embrace their faith, strive for success in all areas of life, and commit to making a difference in the world.

#### PHILOSOPHY

St. Mel School embodies the teachings, values and beliefs of the Catholic Church. We serve our mission by providing a compassionate, nurturing atmosphere in which students develop a solid moral character, realize their fullest potential and share their gifts with others. All that we do is rooted in love, the teachings of Jesus Christ

fullest potential, and share their gifts with others. All that we do is rooted in love, the teachings of Jesus Christ, prayer, and Eucharistic celebrations.

St. Mel recognizes that parents have the primary responsibility to educate their children. In partnership with them and the larger St. Mel community, the faculty and staff endeavor to develop all students' spiritual, academic, social, emotional, physical, and creative potential. Students emerge from St. Mel School well prepared for their next step as active Catholics and contributing members of their community.

## **Section-2-02**

### **Integral Student Outcomes (ISO) / Learning Expectations**

#### **St. Mel School-Wide Learning Expectations (SLEs)**

##### **Catholic Tradition and Faith Formation**

*Central to the philosophy of St. Mel School is the mission to provide an atmosphere in which students learn the teachings, values, and beliefs of the Catholic Church, develop a solid moral character...and grow in confidence, integrity, and faith. (Philosophy of St. Mel School, Archives of the Sisters of St. Louis)*

##### **St. Mel Students are active Catholics who:**

- Know and practice the Catholic faith
- Serve others with compassion
- Act with kindness and respect

##### **Academic Excellence**

*St. Mel School is dedicated to providing a holistic education with the purpose of developing all students' spiritual, academic, social, emotional, physical, and creative potential. (Philosophy of St. Mel School)*

##### **St. Mel students are creative and critical thinkers who demonstrate proficiency in:**

- Core academic subjects
- Higher-level thinking and learning skills
- Responsible use of technology for learning, research, and growth
- Communicating in both the written and spoken word

##### **Personal Growth**

*St. Mel School encourages the students to live in the world as persons of integrity and courage...as they embrace their faith, strive for success in all areas of life, and commit to making a difference in the world. (Mission Statement of St. Mel School, Mission Statement of the Sisters of St. Louis)*

##### **St. Mel students are self-aware individuals who:**

- Respect themselves and take responsibility for their words and actions
- Balance spiritual, academic, extracurricular, and social activities
- Express themselves in both the visual and performing arts
- Celebrate being an American and appreciate cultural diversity and inclusion

## **Section-2-03**

## History of the School

St. Mel Elementary School opened in February 1957 under the leadership of the Immaculate Heart Sisters. It began with first through fifth grades only. The Sisters of St. Louis took over this fledgling ministry of educating children the next year and added both sixth and seventh grades. Eighth grade immediately followed in 1959. St. Mel Elementary School continued to expand, and in 1962 it opened 12 new classrooms and offices. A half-day kindergarten was added in 1983, and a computer lab, reading lab, and faculty lounge were constructed one year later. The acquisition of two portable classrooms in 1993 facilitated the inception of the present full-day kindergarten program. The most recent expansion to the physical plant is the Monsignor O'Connor Activity Center, which was built in 1998 along with the renovation of the Church. With God's blessings and your help, St. Mel will continue its growth.

## Section-2-04

### Accreditation



St. Mel School received a six year accreditation with WASC/WCEA in June 2022. The school will participate in the accreditation process again in 2028.

## Section-2-06

### School Personnel Lists

The St. Mel Administration believes that the key to excellence in education is a highly qualified faculty and staff. We employ goal-focused, team-based individuals who actively pursue faith formation and professional development.

The pastor is the ex officio and chief administrator of the school. The pastor has administrative, personnel, financial, and spiritual responsibilities in relation to the the school. The immediate direction and supervision of the school program is, however, delegated to the principal.

Please follow the link for our amazing [School Personnel](#).

## Section-2-07

### School Schedule and Calendar

Please refer to Gradelink for updates to the School Calendar.

## **Section-2-08**

### **School Map**



[St Mel School Map.pdf](#)

## **Section-2-09**

### **School website and social media**

Please visit the [St. Mel Website](#)

## **Section-2-14**

### **Dress/Uniform Code**

#### GENERAL UNIFORM POLICIES

Students are expected to wear clean, complete uniforms every day beginning the first day of school. The uniform must be worn to and from school except when students are participating in school-sponsored activities, or are enrolled in the After School Care Program. Consequences may be given for students who do not comply with the school uniform policies.

#### **Boys Uniform:**

K – 8th pants:

- Navy pants or shorts, all of which must be purchased at Dennis Uniform, may be worn.
- Pants and shorts must be worn at waist and fit student appropriately.
- Baggy or loose fitting pants are not permitted.

K – 5th shirt:

- White or navy polo uniform shirts with or without the St. Mel logo must be worn. The only acceptable logo on the shirt is the St. Mel logo.

6th – 8th shirt:

- White, navy, light blue, hunter green, or red polo uniform shirts may be worn.
- The only acceptable logo on the polo shirt is the “St. Mel” logo.

#### **Girls Uniform:**

K – 3rd:

- Plaid uniform jumper, plaid/navy culottes/skorts, navy walking-length shorts, or navy pants, all of which should be purchased at Dennis Uniform, may be worn.
- Jumpers, culottes, skorts and shorts must be of a modest length, and the skirt must be no shorter than the top of the knee cap.
- Additionally, girls in K-3 must wear navy blue bike shorts under their jumpers.
- Girls may wear a white or navy polo shirt with or without the St. Mel logo or a uniform blouse with a rounded or pointed collar without lace, logo or trim.

4th – 5th: □

- Plaid uniform skirt, navy/plaid culottes/skorts, navy walking-length shorts, or navy pants, all of which should be purchased at Dennis Uniform, may be worn.
- Culottes, skorts, shorts, and skirts must be of a modest length and must be no shorter than the top of the kneecap. Rolling of skirts is not allowed.
- Girls may wear a white or navy polo shirt with or without the St. Mel logo or a uniform blouse with a rounded or pointed collar without lace, logo, or trim.

6th – 8th: □

- Plaid uniform skirt, navy culottes/skorts, navy walking-length shorts, or navy pants, all of which should be purchased at Dennis Uniform, may be worn
- Skorts, shorts, and skirts must be of a modest length, and must be no shorter than the top of the kneecap. Rolling of skirts is not allowed
- Girls may wear a white or navy polo shirt with or without the St. Mel logo or a uniform blouse with a rounded or pointed collar without lace, logo, or trim.

Shoes:

- Any color leather, suede, or canvas athletic style tennis shoes may be worn.
- Athletic type leather, suede or canvas shoe with laces or Velcro closures may be worn. No slip-on tennis shoes or Mary Jane style shoes are allowed. Boots, UGG Boots, sandals, slip-on style, patent leather, platform soles, shoes with zippers or wheels, shoes with any lights, or backless mule style shoes are NOT permitted either.

Socks:

- White, navy or black solid color socks. Socks with logos are permitted. The logo should be in white, black, navy blue, or red only.
- White, black, or navy tights or long leggings are acceptable for girls. The socks must cover the bottom of the leggings.

Hair:

- Girls: Hair must be neat and clean and cut in an appropriate style. Hair may not interfere with vision by covering the eyes. Tinted, highlighted, streaked, bleached or dyed hair is not allowed. Students in violation will have one week to correct the infraction.

Boys: Hair must be neat, clean and cut in an appropriate style that is above the ears and eyebrows and is one inch above the collar. No "fad" hairstyles are permitted. Tinted, highlighted, streaked, bleached or dyed hair is not allowed. Boys must be clean-shaven at all times.

#### Make-up/Nails:

- Girls: Make-up or its residue and false, long, or chipped nails are not permitted. Students may wear clear chapstick. No body art (tattoos) whether permanent or temporary is allowed.

#### Jewelry:

- No Student is allowed to wear digital/Smart watches.
- Girls: One small stud earring per ear is allowed. Excessive amounts of jewelry and inappropriate jewelry such as, hoops and dangling style earrings, oversized necklaces or bracelets are not allowed.
- Boys: Earrings may not be worn to school. Oversized, inappropriate, or excessive amounts of neck chains or bracelets are not allowed.

#### Accessories:

- Girls: Only moderate hair accessories are acceptable. Head coverings such as hats or scarves are not allowed. Headbands with ears are not allowed.
- Boys: Head coverings of any sort are not allowed.

#### Outerwear:

- Girls/Boys: The red St. Mel uniform sweater, sweatshirt or blue St. Mel jacket may be worn by all students to school. The 8th graders may wear their class sweatshirt. Only sweatshirts or sweaters may be worn in the classroom. Sweaters, sweatshirts, jackets must be purchased at Dennis Uniform. Oversized sweatshirts or school jackets are not acceptable. On very cold days, a white or navy turtleneck shirt may only be worn underneath the uniform blouse or shirt. It may not be worn alone. Students may wear a raincoat or bring an umbrella in rainy weather.

#### P.E. Uniform:

- St. Mel red P.E. shorts and grey P.E. shirt must be worn by students in 1st through 8th grades for P.E. class. The shirt and shorts may be worn under their uniform. P.E. shorts must not hang below the skirt, jumper, or shorts. Students may also wear St. Mel Sweatpants for P.E. between November 1st and March 31st. P.E. shorts, sweatpants, and shirts are available only at Dennis Uniforms.

## Wednesday Mass Uniform

- Students attend Mass on Wednesdays and must wear the Mass Uniform this day. All students must wear either a white or navy polo and may wear the red St. Mel sweater or sweatshirt. Girls should wear the assigned jumper, skirt, skort, short, or pants and boys should wear the navy shorts or pants.

## **Section-2-15**

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

The administration believes that the key to excellence in education and faith formation is a highly qualified faculty and staff and a solid and open relationship with the pastor and parish. The pastor is the ex officio, chief administrative officer of the parish school. The pastor has administrative, personnel, financial, and spiritual responsibilities in relation to the school. The immediate direction and supervision of the school program is delegated to the principal.

## **Topic-2-16-4**

### **School Boards**

#### **Consultative School Council**

If the school has a parent-teacher organization and/or a consultative school council, those involved are advised that these bodies exist to support the school and are important for the school's viability, but they have very different functions. Parent, parent-teacher organizations, consultative school councils and their members do not have any authority to act independently on behalf of the school or parish. They are not "agents" of the school or parish and any actions taken must receive the official written approval of the pastor and/or the principal as the case may be.

The general responsibilities of the consultative school council are in the following areas: strategic planning; policy development; resource development; institutional advancement; advice and counsel with regard to financial planning, management and reporting; marketing of the school and evaluation of the council's goals and activities. The membership of the consultative school council should include the pastor, principal, parents (no more than one-third of the total membership), alumni parents, parishioners, members of the civic and local business community, and area educators. Under Canon Law and Archdiocesan guidelines, the members advise the administrative team (pastor and principal) and cannot make decisions binding for the parish education program without the approval of the administrative team (A Primer on Educational Governance in the Catholic Church, the CACE/NABE Governance Task Force, NCEA, 1998).

The regional supervisor at the Department of Catholic Schools is available to assist and guide schools in the implementation of a consultative school council.

## Topic-2-16-5

### Parent or Parent-Teacher Organizations

#### Parent-Teacher Organization

The main functions of a parent or parent-teacher organization are to raise funds for the school's current operational expenses, to promote parental support for the school program, and to increase mutual understanding between school and parents. The membership of the parent teacher organization shall include the pastor, the principal, the parents or legal guardians, and the faculty of the school, where applicable. Financial operation of a parent or parent-teacher organization shall be governed by the regulations for financial operations as found in the parent or parent-teacher organization bylaws.

#### PTO/PTO COMMITTEE POSITIONS/DUTIES

##### The President shall:

- Serve as a liaison between the PTO, the pastor and the principal.
- Meet on a monthly basis with the principal to discuss upcoming events, school/parish news and items for the monthly PTO meeting.
- Preside at all regular and special meetings of the PTO Executive Committee, PTO meetings and when available, VSC meetings. Create agenda and lead the PTO meeting.
- Appoint all committee chairpersons and PTO board members with the approval of the principal and pastor. Organize ways to recognize and thank volunteers (PTO, event chairs, etc.) and graduating 8<sup>th</sup> grade parents with the assistance of the Volunteer Services Committee.
- Provide necessary support to all event and committee chairs. Preside at planning meetings as needed or appoint board members to be the "point person" for the event.
- Coordinate or delegate coordination of New Parent Meeting and Open House per principal's approval.

##### The Vice President shall:

- Preside in the absence of the president.
- Chair ad hoc committees as requested by the president.
- Perform the duties of the president when the president is unable to do so.
- Assist with New Parent Meeting and Open House per Principal's approval.
- Assist the Treasurer with all fund collections (Christmas, end of year, Shutterfly book, etc.

##### The Secretary shall:

- Records the minutes of the PTO Executive Committee and general meetings.
- Provide copies of minutes for all meetings after consultation with the president and principal.
- Maintain a permanent record of all minutes and resolutions. Collect agendas and minutes in a binder to present to any new committee members at the end of the year.
- Forward a copy of all minutes to the PTO president and principal.
- Keep a record of all incoming and outgoing mail.
- Respond to all social and business correspondence.
- Report the previous month's activity to the PTO Executive Committee.
- Assist with New Parent Meeting and Open House per principal's approval.

##### The Treasurer shall:

- Handles the solicitation, collection, request for checks and dispersion of the General Fund collection for non-classroom affiliated teachers, administration and school staff



non-classroom activities, teachers, administration and school staff.

- Meet with the principal to discuss the breakdown of the General Fund collection that has been collected.
- Answer any questions regarding General Fund Collection.
- Keep a record of all PTO expenses for the school year, available upon request
- Assist with Open House per principal's approval.

## **STANDING COMMITTEES OF PTO**

- Parish Service Committee
- Volunteer Services Committee

### Parish Services Committee shall:

- Serve as a liaison between the church and the school and the PTO.
- Spreads school news to the parish community through the bulletin.
- Informs the school about all parish related events such as church functions, parish ministries and opportunities to serve.

### Volunteer Services Committee shall:

- Serve as liaison between the room coordinators and the PTO, principal, committee chairs and pastor. Serves as the direct contact for all room coordinators.
- Prepare agenda for and hold regular monthly room coordinator/room parent meetings.
- Communicate any necessary information via email to all coordinators per the principal, president, teachers or front office.
- Administer nomination process for PTO, room coordinators, room parents and event chairs.
- Select room coordinators, room parents, and event chairs per the principal and president approval.
- Spearhead needed conflict resolution between room coordinators, room parents, teachers and parents with assistance of the president and principal.
- Assist president and principal with the Room Coordinator/ Teacher Workshop.

## **Section-3-2**

### **Sacraments (First Reconciliation, First Communion, Confirmation)**

#### **First Reconciliation**

**PREPARATION:** Before going to confession, the penitent compares his or her life with the Ten Commandments, the Beatitudes, and the example of Christ and then prays to God for forgiveness.

**GOING TO CONFESSION:** After the priest welcomes you, both of you make the sign of the cross. Then you may wish to indicate facts about your life, the time of the last confession, difficulties in leading the Christian life, and anything else that may help the priest.

**THE WORD OF GOD:** You or the priest may read one of the suggested scriptural passages.

**CONFESSION OF SINS AND THE ACT OF PENANCE:** Confess your sins. The priest then offers suitable advice and imposes an act of penance or satisfaction, which may include prayer, self-denial, or works of mercy.

**PRAYER OF THE PENITENT:** Pray a prayer expressing sorrow for your sins and resolving not to sin again.

## **First Communion**

**Preparation for the reception of these sacraments is a two year process of formal instruction in the Archdiocese of Los Angeles, typically beginning at age six, or first grade. In the first year of instruction, children are introduced to the general precepts, practices, and prayers of their Catholic faith.**

**The second year of instruction is specifically focused on the child's individual understanding of the sacrament of Reconciliation, which is received prior to First Communion, and their understanding and regular participation in Sunday Mass, which is essential for their reception of First Holy Communion.**

## **Confirmation**

**This process is grounded in a vision of youth ministry in which the parish community responds to the needs of the youth and encourages them to return to share their unique gifts and talents.**

**During this two-year process, teens, sponsors, parents and families will journey together in identifying and understanding how God is working in their lives. Candidates will be given many opportunities to embrace their personal relationship with Christ as well as their commitment to the Church. This includes formation, fellowship, worship and youth ministry inspired by Life Teen.**

## **Section-3-4**

### **Campus Ministry**

**"Community is at the heart of Christian Education not simply as a concept to be taught but as a reality to be lived" (To Teach as Jesus Did: A Pastoral Message on Catholic Education, 23). Although the responsibility for spiritual and moral leadership rests with the principal, the principal must be able to rely on a unity of conviction and purpose in the entire faculty if a genuine community of faith is to be achieved. Religious activities at the elementary school level and campus ministry at the high school level are paramount in fostering this community climate in schools, in the gospel spirit of freedom and love.**

**The Liturgy Coordinator, appointed and supported by the principal, helps create, promote, and oversee multiple opportunities for prayer, liturgy, celebration of sacraments, retreats, peer ministry, and Christian service programs. The active involvement and cooperation of faculty and students support these endeavors.**

## **Section-3-5**

### **Christian Service Program**

**"The experience of Christian community leads naturally to service" (To Teach as Jesus Did: A Pastoral Message on Catholic Education, 28).**

Through the Christian service program, students at all class levels give service beyond the school setting in ways that further their faith, engender hope, and witness love. Christian service programs should foster an understanding of the essential connection between the Eucharist and Christian service.

Catholic educators work to form young people who will lead happy and meaningful Christian lives of faith and service. Catholic schools provide students with the tools—intellectual growth, doctrine, piety, an understanding of the roots of societal problems, and the practice of the virtues—to become productive and transformative members of society.

A eucharistic spirituality that propels students into Christian service will help them not only to meet any crisis of values and meaning in their lives but also to be transformative agents in the world. The Eucharist is lived daily as the faithful take Christ to others.

Religious formation and Christian service programs should inspire young people to have a vision of their mission in society and the Church. These programs should inspire young people to aspire to be leaders in government, education, the service professions, and the arts. It is not good enough for them to think that they will just try to be good. Christ asks them to be the salt and light of the earth. Religious formation and Christian service programs should transmit this vision to them.

### **Section-3-6**

#### **Retreats**

The retreat experience is intended as an effective means of evangelization and spiritual development of both faculty and students. The principal, elementary school religion coordinator, or high school campus ministry team, as applicable, determines the type and number of retreat experiences that best meet the needs of the particular school community.

At least one full-day retreat for the faculty is to be calendared each year in a location conducive to prayer and reflection. Annual retreats for eighth graders are also to be calendared. Elementary schools may provide a variety of retreat experiences for all students.

### **Topic-4-03-4**

#### **Inoculation requirements of the CA Department of Health**

St. Mel School follows the inoculation requirements for the CA Department of Health detailed here: <https://www.shotsforschool.org/>.

### **EXAMINATIONS AND INOCULATIONS**

A student, with the permission of the parent or guardian, may be subject to routine tests in school, including auditory, visual, and dental inspection and, upon referral by the principal, to a complete physical examination and/or other professional help. A tuberculosis patch test and/or X-rays, immunization for prevention of diphtheria and smallpox vaccination may be given only with the explicit written permission of the parents.

### **IMMUNIZATION**

All directives regarding immunization, issued annually by the State of California, shall be implemented. No student may be unconditionally admitted to school unless he or she has been immunized against poliomyelitis, measles, rubella, diphtheria, tetanus, pertussis, and varicella for first admission to schools in California. In addition, Hepatitis B immunization is required for students entering preschool and kindergarten. All students entering grade seven are required to present documentation showing the dates when three doses of Hepatitis B and two doses of measles-containing vaccine have been received. All students entering a California school for the first time must have a Mantoux tuberculosis test. Immunization is not required for admission if a parent or guardian presents a written statement from a physician to the effect that immunization is not considered safe or reasonably beneficial.

written statement from a physician to the effect that immunization is not considered safe or reasonable beneficial to the individual student.

#### **Topic-4-04-1**

##### **Absence**

##### **Absences**

Principals and teachers are responsible for checking the regular attendance of all students. Every absence must be recorded on the attendance register and record. Elementary schools record absences according to the instruction on the Student Attendance Register. When a student is absent from school for any reason, a parent or legal guardian must call the Health Office (340-1924) between 8:15 a.m. and 8:45 a.m. to give the reason for the absence each day the student is away from school.

In addition to calling the school health office to report an absence, the State of California requires a written excuse signed by the parent or legal guardian. This note, which is required for re-admission to class, must state the reason for the absence, as well as the date(s) when the student was not in school. If a student is absent three or more days, a doctor's note is required.

#### **Topic-4-04-2**

##### **Absences with Acceptable Excuse**

##### **Absences with Acceptable Excuse**

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

#### **Topic-4-04-3**

##### **Extended Absences**

##### **Extended Absences**

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

#### **Topic-4-04-4**

##### **Leaving School Early**

##### **Leaving School Early**

A student may not leave the school before the regular dismissal time without a written request from a parent or guardian. The request must state the reason for early dismissal. Requests for early withdrawal of a student during

school hours must be requested in writing on the day of the withdrawal. It must have the parent's signature.

The student is to be picked up in the office. No student will be dismissed directly from the classroom. Doctor and dental appointments during school hours should be kept to a minimum. If a student comes after 8:30 a.m. he/she is marked absent for a half a day. A pupil absent from school because of television or movie contracts is considered as an ordinary absentee and is marked as such in the Pupil Attendance Register.

#### **Topic-4-04-5**

##### **Tardiness**

##### **Tardiness**

Students must be in their classrooms by 7:50 a.m. Students will be marked tardy if they are not in their classroom at 8:00 a.m. When a student is tardy for the fifth time within a trimester, the student's teacher will contact parents. When a student is tardy for the 10<sup>th</sup> time within a trimester a meeting will be scheduled with the Vice Principal. A student is tardy if he or she arrives after the time fixed by the school for the beginning of the morning or afternoon session. If the student comes after the designated time, he or she is marked absent half a day. A record of all tardiness is kept in the attendance register and records.

#### **Topic-4-04-6**

##### **Truancy**

##### **Truancy**

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

In the event that the school suspects that a student is truant (absent from school, without an acceptable excuse), the school administration will contact the parent or guardian. If the school suspects that the student is a habitual truant (absent three times in a school year, without an acceptable excuse) and all resources at the school level have been exhausted, the school principal will notify the local public Child Welfare and Attendance authorities.

A student who has been reported once as a truant and who is absent again from school one or more days, or is tardy on one or more days, without an acceptable excuse, will be reported again as a truant to the attendance office of the local public school district. A student who has been reported as truant three or more times is considered a habitual truant and is subject to dismissal. If a student has been absent without excuse, and it is impossible to contact the parent or guardian within 24 hours after repeated attempts, the attendance office of the local public school district, the local police department, Child Protective Services or all of those agencies will be notified.

#### **Topic-4-05-1**

## **Parent Teacher Conferences**

### **PARENT-TEACHER CONFERENCES**

Annual Parent/Teacher Conferences for all students in grades K-5 are held near the end of the 1<sup>st</sup> Trimester. Parent/Teacher Conferences for grades 6-8 will be held at the request of either the parents or teachers at anytime throughout the school year. Parents and teachers should communicate with each other as often as it is necessary to eliminate difficulties or to explain and clarify matters. Children are best helped when the school and home work together. Additional Parent/Teacher Conferences, requests for recommendations, release to speak to professionals, etc. are scheduled through the school office.

Appointments or telephone calls with teachers are to be arranged by phone call to the office or by sending a note to the teacher that states the purpose for the meeting. Notes should be in a sealed envelope. It is the policy of St. Mel Parish Elementary School that all notes and phone calls from parents to faculty should be responded to within a 24-hour period.

No teacher is available for a conference without a prior appointment and teachers are not available for conferences during recess, lunch, or during before and after schoolyard duty. During these times, the teacher's primary responsibility is to monitor the safety of the children. Therefore, parents are asked to refrain from engaging teachers in conversation when a teacher is on duty in or outside of the classroom. At no time should a parent speak with a teacher if he/she is on schoolyard duty or teaching in the classroom.

The principal is available for appointments by calling the school office.

### **Topic-4-05-2**

#### **Parent Messages and Phone Calls**

#### **Parent Messages and Phone Calls**

Parents should call the front office or email the teacher to leave a message for a teacher or student. Parents should not call or text students on their cell phones, as these phones must be turned off and placed in the students' lockers or back packs.

When calling to speak with a teacher, the parent should expect a call back within 24 hours.

### **Topic-4-05-3**

#### **Parent to School Communication**

### **CODE OF CHRISTIAN CONDUCT COVERING STUDENTS AND PARENTS/GUARDIANS AND OTHER RESPONSIBLE ADULTS**

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

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

Our Christian principles provide that:

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

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

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

## **Section-4-07**

### **Safety and Security Procedures**

#### **EARTHQUAKE/DISASTER PROCEDURES**

The Administration contracted with Lifeline, a company that specializes in emergency disaster procedures, to establish a plan for the school, in conjunction with Diocesan directives. This plan was established in the belief that the safest place for children during an emergency is the school site. In order to work cooperatively with us in an effort to have an effective and safe "Emergency Disaster Plan", we need your utmost cooperation in the time of an emergency. Students and school staff are drilled monthly for fire, earthquake, and major disaster situations.

#### Procedure for Students/Staff in case of Emergency:

- In the event of an Earthquake, teachers initiate DROP DRILL. They instruct students to get under desk away from windows and protect the back of their neck and head.
- In the event of a Fire, students will be instructed to exit the appropriate and safest door.
- In the event of a Lockdown or Shelter in Place, teachers will direct the students to gather safely in the classroom. Classroom Doors will be locked and barricaded.
- Students will evacuate to student control area, when it is deemed safe to exit the rooms.
- Assigned teachers supervise students during the entire emergency.
- Assigned school personnel perform search/rescue of the entire school campus.
- First aid station is set up by assigned school staff.
- Assigned school staff members inspect school plant and shut off all power, electricity, gas, and water as needed.
- Assigned school personnel supervise orderly pick-up of students by parent/ responsible adult. In case of emergency, all students must be signed out by parent/responsible adult.
- Principal /Assistant Principal is stationed at the Command Post communicating with all

- Principal /Assistant Principal is stationed at the Command Post communicating with all.

### Procedure for Parents in Case of Emergency:

- REMAIN CALM.
- DO NOT PHONE SCHOOL. If the phone lines are not down, they must be used for police, fire, and medical personnel.
- Listen to the radio. You will need to monitor the Emergency Broadcast System for emergency information. Additionally, KNX 1070 AM will issue special taped instructions regarding the status of our school. Any time an emergency requires school to be closed, information will be broadcast over KNX 1070.
- If you are able to get to the school, report to school personnel at the front gate. They will direct you to your child(ren). If you are unable to get to the school, your child(ren) will be released to the responsible adult that you have authorized on your emergency card.
- Sign your student(s) out.

## **Section-4-08**

### **Arrival/Dismissal Procedures**

#### **ARRIVAL AND DISMISSAL**

##### **Arrival**

Children should not be brought to school before 7:40 a.m. in the morning any day of the week because there is no supervision on the school grounds before this time. Students arriving between 7:40 a.m. and 7:50 a.m. should wait in front of their classrooms and refrain from running around.

Any student on the school grounds before 7:40 a.m. will be placed in our Before School Care Program and the parents will be assessed a fee. Students coming early for study groups/tutoring, choir, etc. should arrive at the time designated by the teacher. If students arrive prior to the set time they will be sent to Before School Care. Students and parents who walk onto the campus should always use the walk-through gates at arrival and dismissal times. Peripheral gates are locked by 8:15 a.m. on school days for security reasons.

Once a student has arrived on the school grounds, he/she must not leave the premises for any reason unless accompanied by a parent/guardian or specified adult and permission has been received from the school office. This also applies to students involved in after school sports. Please refer to section entitled "Leaving School Grounds."

The first bell rings at 7:50 a.m. All students must be in their seats in class by 8:00 a.m. Students need the time from 7:50 a.m. to 8:00 a.m. to get organized and inculcate the habit of wisely investing their instructional time. A tardy student has a poor start to his/her day that often affects the remainder of the day as well as disrupting the class. Please refer to section entitled "Tardiness."

Students may not remain in or go into a classroom and/or corridor during recess or lunch, before or after school, or at any other time without supervision for security reasons.

**Students must be present in school by 11:00 a.m. in order to participate in after-school activities (e.g. drama club, musical theatre, decathlon, sports).**



## **Dismissal**

Students must be picked up by 3:15 p.m. Monday through Thursday and by 12:45 p.m. on Friday unless the students are participating in a supervised after school activity or after school sports. Students remaining after 3:15 p.m. on Monday through Thursday or after 12:45 p.m. on Friday will be placed in our After School Care Program and the parents will be assessed a fee. Please refer to section entitled "After School Care." **NO students will be allowed on campus after school unsupervised.**

The school must be notified in writing if a student is going home with someone other than an authorized person on the Emergency Card. The school must also be notified in writing if a student is attending a game/performance on campus with a person other than his/her parent. All students without such written permission designating a supervising adult, even those with siblings in said events, will be placed in After School Care and the parents will be assessed a fee.

A special dismissal time is usually in effect during the first week of school and December Parent/Teacher Conferences. Parents will be notified of any changes in schedule through the weekly Family Bulletin or a special newsletter.

## **Section-4-09**

### **Automobiles/Parking Lot**

#### **TRAFFIC CARPOOL INSTRUCTIONS**

Please drive carefully no more than 5 mph at all times. **Do not use your cell phone while in the school carpool lines.**

#### **Morning Drop-Off**

All students are dropped off in the drive-thru line located in front of the school office.

#### **Afternoon Pick-up**

The school gate does not open before 2:30 p.m. Monday through Thursday or before 12:30 p.m. on Friday. Do not arrive too early!

#### **Picking up Kindergarten and/or 1st Grade:**

- Enter from Ventura Boulevard and stay in the LEFT lane.
- Veer LEFT to the "Grade K and 1st Grade Student Loading Area."
- Teachers will walk your child to your car.
- Follow arrows on map to the passing lane and exit at the back gate onto Serrania Avenue.

#### **Picking up Grades 2, 3, 4, and 6 only, or with younger K/1st students:**

- Enter from Ventura Boulevard and stay in the RIGHT lane.
- Stay in the RIGHT lane until you come through the school gate past the Parish Center.
- Once through the school gate, immediately turn RIGHT to the "Grades 2, 3, 4, and 6<sup>th</sup> Student Loading Area" in front of the school office.
- A teacher will walk your K-1st student to this loading area. A teacher will supervise students loading your

car.

### **Picking up Grades 5 – 8 (with a sibling or carpool member in 2<sup>nd</sup> - 4<sup>th</sup>):**

- Enter from Ventura Boulevard and stay in the LEFT lane.
- Drive straight ahead to the back of the campus toward the Activity Center to the "Upper Grade Student Loading Area."

### **Picking up Grades 5th – 8th and Grades K or 1st:**

- Pick up the K or 1st grade student first.
- Then merge to the "Upper Grade Student Loading Area."

## **PARKING**

We recognize that parking is at a premium and we appreciate your thoughtful consideration when parking. Parking for school parents/visitors is as follows:

- When parking adjacent to the church and parish center, use the unreserved parking only. Note that there are reserved parking spaces for priests, parish personnel, and school personnel.
- NEVER PARK PARALLEL DIRECTLY IN FRONT OF THE PARISH CENTER SINCE THIS IS A FIRE LANE AND MUST BE KEPT CLEAR OF VEHICLES AT ALL TIMES.
- The tandem parking spaces are for TWO CARS at all times. When using tandem parking, please pull all the way forward and never block both spaces.
- If you are the second car, please leave a note on your windshield giving your location and how you can be located in the event the other person needs to leave.
- When attending 8:15 Mass, walking your child(ren) to class, or tending to business in the school office, please follow the directions of traffic personnel who will direct you where to park on the basketball courts. Once you are parked on the basketball courts, you may not move your car until after the 8:00 a.m. school bell has rung. This rule is for the safety of children walking to class. Please make sure that this rule is communicated to all people who will be driving your child(ren) to school.
- You may also park on Serrania Avenue. Make sure to note times when public parking is allowed. You may also park on the side streets. Thank you in advance for being considerate and please refrain from blocking our neighbors' driveways.
- **No car will be allowed to park on campus after school until 3:15 p.m.** This is to ensure the safety of all students and will be strictly enforced.

## **Topic-4-11-04**

### **School Procedures for Immunization and Screenings**

St. Mel School follows the inoculation requirements for the CA Department of Health detailed here: <https://www.shotsforschool.org/>.

## **EXAMINATIONS AND INOCULATIONS**

A student, with the permission of the parent or guardian, may be subject to routine tests in school, including auditory, visual, and dental inspection and, upon referral by the principal, to a complete physical examination and/or other professional help. A tuberculosis patch test and/or X-rays, immunization for prevention of diphtheria and smallpox vaccination may be given only with the explicit written permission of the parents.

## **IMMUNIZATION**

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All directives regarding immunization, issued annually by the State of California, shall be implemented. No student may be unconditionally admitted to school unless he or she has been immunized against poliomyelitis, measles, rubella, diphtheria, tetanus, pertussis, and varicella for first admission to schools in California. In addition, Hepatitis B immunization is required for students entering preschool and kindergarten. All students entering grade seven are required to present documentation showing the dates when three doses of Hepatitis B and two doses of measles-containing vaccine have been received. All students entering a California school for the first time must have a Mantoux tuberculosis test. Immunization is not required for admission if a parent or guardian presents a written statement from a physician to the effect that immunization is not considered safe or reasonable beneficial to the individual student.

#### **Topic-4-11-09**

### **Allergies**

#### **ALLERGIES**

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

#### **Topic-4-11-12**

### **Accident Procedures**

#### **Safety and Accident Procedures**

School personnel attend to accidents involving students on the school grounds or in the classrooms. Any sudden illness is referred to them. An emergency card must be on file in the nurse's office with the necessary names of doctors, parent's emergency numbers and substitute parental guardians. A new card is filed each year for each family. For your child's well being, REMEMBER to update your Emergency Card immediately with any changes.

#### **Section-4-14**

### **International Students**

#### **International Students**

The Archdiocese of Los Angeles welcomes international students. Through the cultural exchange of learning, praying, playing, and growing together, the presence of these international students enriches the religious and educational experiences of everyone in the school community.

All international students who do not live with a relative must live in approved housing identified on the student's I-20 forms. The school is not involved in the selection of host families. A letter from the student's parents/guardians that identifies and approves the host family and place of residence is required.

The parents/guardians, host family, and/or Agency, if used, shall notify the school if there is any change in the student's host family or residence. Faculty, staff, coaches, and/or their spouses may not serve as host families or guardians.

Host families are required to meet with the school for orientation and periodically thereafter. Host families must attend meetings and functions required of domestic parents/guardians. Host families that are not contractually required to attend safe environment training are nevertheless encouraged to do so.

All international students are required to be enrolled in a religion course for a grade/credit each semester (see Knowledge of the Faith). The international student will be expected to participate, as appropriate, in religious functions and events.

The school is not permitted to waive all or part of international students' tuition, or grant them any type of scholarship or financial aid. The full international student tuition must be listed on the [I-20 form](#) and the school is bound by federal regulation to collect the specified amount.

## **Section-5-01**

### **Curriculum**

The curriculum at Los Angeles Archdiocesan Catholic schools integrates the mission of Christ to teach the Gospel message to all. The archbishop and archdiocese are committed to providing strong academic experiences for students in school communities that reflect two purposes: the teaching mission of the Church and the need to educate youth for life in a way that relies on academic skills and requires sound preparation.

The curriculum consists of all learning experiences that are planned and organized under the principal's leadership, implementing the school's educational goals in a manner that reflects a commitment to Catholic teachings. The curriculum must be consistent with the philosophy of the school, educational policies of the archdiocese, and requirements of the applicable sections of the California Education Code. The commitment to ongoing academic excellence, personal growth, leadership, and service as components of Catholic identity extends to all aspects of the academic program.

The curriculum in elementary schools and high schools is planned at each school to meet these overall objectives and the particular needs of the individual school community. The [Department of Catholic Schools](#)

## **Topic-5-01-1**

### **Religion Curriculum**

#### **[ADLA Religion Curriculum](#)**

### **SACRAMENTAL PREPARATION**

Parents, whose children are preparing for the reception of First Penance and First Communion, must attend evening meetings and instructions as required by the pastor, so they are better able to help their children prepare for these sacraments.

## **MASS**

Students are taught that they are expected to attend Sunday Mass. Mass is offered daily at 8:15 a.m. and students participate in the Wednesday morning liturgy. Parents are invited and encouraged to attend Mass with their child on Wednesday. The K-8 student body celebrates the Eucharistic liturgy together every Wednesday. Para-liturgies are celebrated on important feast days and in special liturgical seasons of the Church year such as Advent, Lent, and Easter. Each class (3rd Grade and above) has the opportunity to receive the Sacrament of Reconciliation at least once during Advent and Lent.

### **Topic-5-01-3**

#### **Homework**

#### **Homework**

**Homework may serve multiple purposes: to work toward mastery or extend knowledge of standards already addressed in class, to prepare for a new skill or concept, and to develop positive work habits and independent study.**

Parents are to check homework assignments daily. If a student habitually has no homework, or parents are in doubt as to whether the child understands his/her work, they should check with the teacher.

#### **Time allotments:**

- Kindergarten: Approximately 1 hour per week
- Grades 1 & 2: Approximately ½ hour daily
- Grades 3 to 5: Approximately 1 hour daily
- Grades 6 to 8: Approximately 2 hours daily

Parents are strongly encouraged to review their child's homework every evening to reinforce the concept of homework as a valuable activity. One further note seems especially appropriate regarding homework. Many students limit their understanding of homework to specific written assignments. Thus, many children tell their parents they have no homework, when in reality they may have been assigned to study for a test, read assigned pages, memorize poetry, etc.

### **Topic-5-02-1**

#### **Assessments**

#### **GRADING POLICY**

According to Archdiocesan Handbook, the administration and faculty of St. Mel consider the following factors in measuring and assessing pupil progress:

- Class participation
- Satisfactory completion of class work and homework assignments

- Oral and written tests
- Any matter involving a student's work or behavior must be taken up with the teacher
- Mastery of Standards

## TESTING PROGRAM

The Archdiocese Department of Education selects the testing program for our school. The STAR assessment is given to grades K-8. Grade 8 and Grade 5 are given the (ACRE) Assessment of Catholic Religious Education.

### Topic-5-02-2

#### Grading Scale

The **Grading System** adhered to at St. Mel is as follows:

##### Grades 4 through 8

A = 97 - 100% C+ = 80 - 84%

A- = 93 - 96% C = 75 - 79%

B+ = 90 - 92% C- = 70 - 74%

B = 87 - 89% D = 65 - 69%

B- = 85 - 86% E = 64% and below

##### Grade 4 through 8 Elective and Enrichment Classes

O = Outstanding S = Satisfactory

G = Good NI = Needs Improvement

##### Grades 2 and 3

O = Outstanding S = Satisfactory

G = Good NI = Needs Improvement

##### First Grade

E = Exceeds Grade Level Expectations

M = Meets Grade Level Expectations

T = Time needed to meet Grade Level Expectations

## **Kindergarten**

☑ = Demonstrates expected development

☒ = Demonstrates emerging skill

☐ = Needs more time to develop

(No mark) = Not expected at this time☐

## **Topic-5-02-3**

### **Elementary School Grade Reporting**

#### **REPORT CARDS**

Report cards are available on Gradelink at the end of each trimester. Parents/teacher conferences follow the first trimester report card. A parent-teacher conference is required for students with failing grades and strongly encouraged for all other students. If the parents of a child with a failing grade cannot make the conference prior to the distribution of report cards, the child will not be given a card until the conference.

#### **GRADELINK – ONLINE GRADING SYSTEM**

Teachers in grades 3 – 8 will post grades online using Gradelink, a web-based school portal system. Parents will be able to check their child's latest grades, receive email alerts when new grades are posted, *and review what homework has been turned in*. Teachers will upgrade their online grade books every two weeks. It is important to understand that while Gradelink accounts will accurately reflect student progress, they are not intended to be used for daily grade reports.

Gradelink accounts can only be accessed using individual usernames and passwords. Parents and students will receive activation codes for their accounts at the beginning of the school year, along with instructions and support for activation. The Gradelink account is intended to strengthen communication and partnership between home and school in order to better support the student's academic progress and help each student take greater responsibility for his or her own academic success.

## **Topic-5-02-5**

### **Make-Up Work/Absences**

Information for this topic is distributed by teachers to families during Back to School Night and to the students during the first week of school.

## **Topic-5-02-6**

### **Course Deficiency/Failure**

## **RETENTION/TRANSFER**

The decision to promote a pupil to the next grade or to retain him/her in the present grade is based upon a consideration of the overall welfare of the pupil, i.e., made by carefully weighing academic, emotional, and social factors.

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

- If a student's performance or behavior indicates the possible need for retention or transfer, the principal, parents and teacher will meet to discuss the issue and to consider remedial help, counseling, and/or psycho-educational evaluation.
- The teacher makes the principal aware of any pupil with significant learning problems by the end of the first trimester. With the approval of the principal, the teacher informs the parents regularly during the second trimester of the pupil's progress or possibility of retention.
- Retention is more successful in primary grades than in later grades; therefore, the primary grade teachers diligently observe students with weaknesses so that the problems are corrected before the pupil reaches the upper grades. Although the assessment of the teacher and parental opinion are significant factors, the final decision to retain a pupil is the responsibility of the principal.
- In the case of a pupil with a severe learning/behavior problem it may be necessary to recognize that the St. Mel School is not equipped to meet the needs of every pupil and that, therefore, a recommended transfer will be necessary.

## **Topic-5-02-7**

### **Conduct/Citizenship Grades**

#### **Conduct and Work Habits Grading Scale:**

- O = Outstanding
- G = Good
- S = Satisfactory
- NI = Needs Improvement

## **Section-5-06**

### **Honors and Awards**

#### **HONOR ROLL**

Honor Roll is calculated at the end of each trimester for grades 4-8.

- To be eligible for First Honors, students must have an average of 3.5 to 4.0, and have an "O", "G" or "S" in behavior and work habits.
- To be eligible for Second Honors the student must have an average of 3.0 to 3.4 and may have an "O", "G" or "S" in Behavior & Work Habits.
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The subjects to be counted are: Religion, English, Spelling, Reading, Mathematics, Science, and Social Studies



studies.

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Points are accumulated as follows: A= 4 Points, B = 3 Points, C = 2 Points

**Section-6-01**

**Before & After School Policies and Programs**

**Before School Care**

There is no supervision on the school grounds before 7:40 a.m. Therefore, Before School Care will be offered from 7:00 a.m. – 7:40 a.m. each school morning for the safety of all students and for the convenience of parents who need to get to work. Parents must walk their child to morning care.

The rate for this period of time or any portion thereof is:

\$3.50 per student

\$5.00 per family of two or more students

This amount must be paid each day the service is used. Occasional use coupon books are also available, payable in advance:

- \$50.00 for 20 visits for one student
- \$75.00 for 20 visits for a family of two or more students

Any child unsupervised on campus before 7:40 a.m. will be placed in Before School Care and the parent will be assessed a fee.

**After School Care**

We recognize the need that families of today have for low-cost, quality after school care for their children, and we are pleased to be able to provide this service in a secure and caring environment. Care is provided for pre-registered students from 2:45 p.m. – 6:00 p.m. on Monday through Thursday and from 12:45 p.m. – 6:00 p.m. on Friday. No After School Care is provided on the days preceding the Christmas and Easter holidays, or on the last day of school.

The After School Care fee is as follows:

Grades K-8 Early Occasional Use Visit Book (20 visits)

1 student \$2,000.00 \$360.00

2 students \$3,000.00 \$400.00

8 students \$4,000.00 \$460.00

Fees have been calculated on a flat fee basis and are payable through FACTS. We cannot give refunds for days when the student is absent from school, or for some reason does not attend After School Care. A \$15.00 late fee will be charged for pick-up of a student after 6:00 p.m., with an additional \$15.00 charged for each succeeding increment of fifteen minutes, payable when the child is picked up. Additional rules and policies may be found in the After School Care Program Handbook.

## **Section-6-02**

### **School Field Trips and Excursions**

#### **Field Trip Policies**

The field trip policies listed below apply to class trips, school group trips (*e.g.* choir, academic decathlon) and trips for school sport teams.

The schools may plan field trips for one or more days including overnight field trips. The school, at its option, may decide not to offer overnight field trips. All field trips, whether day or overnight must comply with the following requirements:

- Prior permission of the principal.
- Signed and dated Student and Youth Activity Permission Forms and Emergency Medical Authorizations from parents. All Permission and Authorization Forms must be in the possession of the supervising adult during the trip. A permission form will be sent home prior to the field trip.
- All participants must have appropriate identification and travel documents
- All archdiocesan policies on safe environment must be followed, including background checks for vendors providing the trips, as applicable.
- For trips outside the 100-mile radius of the school, guidelines must include consideration of the ability of parents to incur cost, the financial impact of the trip on other school fundraising activities and class work missed by students.
- State law requires that a first aid kit be immediately available to the supervising adult on all excursions and field trips. First aid kits must be carried in all vehicles transporting students to school sponsored activities. Student emergency information must be immediately available to the supervising adult. At least one adult chaperone shall be in possession of a cell phone. A snakebite kit must be included in any area where there may be poisonous snakes.

## **Section-7-1**

### **Tuition and General Fees**

**Tuition Schedule** for the 2022-23 school year is:

	**Parishioner	Non-Parishioner
1 student family	\$ 8,050	\$10,800
2 student family	\$15,200	\$21,600
3 student family	\$20,800	\$32,400
4 student family	\$25,400	\$43,200
5 student family	\$30,400	\$54,000

\*\* School families who actively and regularly support the church are offered a special Supporting parishioner tuition rate.

In order to qualify for the parishioner rate, families must:

- Be registered members of the St. Mel Parish
- Participate regularly in Mass at St. Mel Parish on Saturday/Sunday and Holy Days of Obligation
- Maintain a record of financially supporting the Parish by using the Offertory Numbered Envelopes with a weekly donation, which equals or exceeds \$15.00 per week. Each family's name and the amount of the donation must appear on the envelope in order to insure credit to your account

**Student Fees** for the 2022-23 school year are:

- Annual Fee: \$750 per student (includes student insurance, iPads, Apple Care, Chromebooks, computer lab, network and infrastructure, curriculum, textbooks, field trips, class plays, special projects, etc.)
- Graduation Fee: \$300 per student (includes cap & gown, picture, certificates, class trip, yearbook)
- Communion Fee: \$75 per student (includes supplies & DVD)
- Athletics Fee: \$100 per student, per sport

## Section-7-2

### Tuition Collection

### TUITION AND FEES

All finances are used for the benefit of students. Tuition is designed to cover salaries and benefits, while fundraising is used to cover the remaining operational costs of the school. 2023-24 Tuition and Fees must be paid in full by June 30, 2023 or they must be paid through the FACTS Management Company. Tuition status is evaluated in July and January when financial contributions to the support of the Parish shall be checked. **Failure to meet the Parish financial support obligation will result in a change to Non-Parishioner tuition status.** The Non-Parishioner surcharge will start immediately and continue until the next scheduled evaluation period.

### Section-7-3

#### Tuition Assistance

#### Tuition Assistance

One of the goals of St. Mel Parish Elementary School is to provide quality education to all students. A tuition assistance scholarship fund has been established for the sole purpose of assisting any student who meets the criteria of financial need as set up by the scholarship guidelines. Tuition assistance is awarded to families who are active participants in our parish. To be an active parishioner means to attend Sunday Mass regularly, financially support our parish, and be involved in some parish ministry. St. Mel School is not able to award full tuition assistance. St. Mel School is willing to work with families who are able to pay a portion of the tuition. Parish families who would like to apply for financial assistance must do so using the FACTS Grant and Aid Assessment application process.

### Section-7-4

#### Parent Service and Fundraising Requirements

#### PARENT VOLUNTEER PROGRAM

Volunteering is an excellent opportunity for you to get involved in the parish community, and you are strongly encouraged to invest your time in both school and church activities. Your involvement along with that of everyone else is what makes our community strong and prosperous. Each family is required to volunteer 40 hours annually or be charged \$15 per hour for every hour not fulfilled. **Each family is required to serve three (2) hours at the Carnival, either on Friday or Saturday. Unfulfilled hours will be billed at \$25.00 per hour at the beginning of November 2023.**

#### FUNDRAISING

Each family is asked to meet a mandatory Fundraising Requirement of \$300 for a one student family; or \$400 for a two or more student family annually. If we are not able to hold a Carnival or Auction, the fundraising fee will be waived for the 2023-24 school year. Fundraising credit will be given for the following:

□ Carnival – raffle tickets sales, all booth sponsors, cash donations

□ Auction – raffle ticket sales, underwriting, cash donations

### Section-7-5

#### Costs/Fees (when applicable for field trips, supplies, sports, senior fees, etc.)

All fees are listed under **Tuition and General Fees.**

### Topic-8-1-01

## **Discipline and Procedures**

### **DISCIPLINE PHILOSOPHY**

Parental cooperation is essential for the welfare of the students. If, in the opinion of the administration, parent behavior seriously interferes with the teaching/learning process (including gossip that is detrimental to the student's/teacher's reputation), the school may require parents to withdraw their children and sever the relationship with the school. Discipline in the Catholic School is an aspect of moral guidance and not a form of punishment. The purpose of discipline is to provide a school climate conducive to learning and one that promotes character development.

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

We view discipline in a positive way – to guide, to influence, to direct the child in those ways that bring out the best qualities and help him/her overcome his/her weaknesses. Discipline also fosters mutual respect between teachers and students. Should a child fail to cooperate, parents will be summoned and the matter discussed in the light of possible solutions. Much can undoubtedly, be accomplished for the child through the combined efforts of both parents and teacher.

### **SCHOOLWIDE DISCIPLINE POLICY**

St. Mel School is a positive faith and learning community based on principles that promote respect and responsibility for self and others. Our discipline policy is rooted in two main ideals to actively promote Christ-centered academics and character development.

- **Everyone at St. Mel must show respect for all people, property, rules and ideas.**
- **Any behavior that interferes with a teacher teaching or a student learning is unacceptable.**

Students who make behavior choices not in keeping with these rules will be given active consequences to assist in achieving greater academic and behavioral growth. Every teacher has a classroom discipline plan specific and appropriate to his/her grade level. Students are accountable for behavior inside or outside of the school that is detrimental to the reputation of the school as determined by Administration.

## **Chapter-11**

### **PARENT-STUDENT POLICIES AGREEMENT FORM**

[Parent Student Handbook Agreement Form](#)

