

St. Jane Frances de Chantal School

Welcome

PARENT-STUDENT HANBOOK



St. Jane Frances de Chantal Catholic School
12950 Hamlin St.
North Hollywood CA 91606
www.stjanefrancersschool.org

School phone (818) 766-1714
School fax (818) 766-5372
Church phone (818) 985-8600

Welcome to the Parent Student Handbook. It provides essential information about the policies and procedures that the 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.

A PRAYER FOR PARENTS

Dear God,
I thank you for the gift of my child to raise, this life to share,
this mind to help mold,
this body to nurture, and this spirit to enrich.

Let me teach my child to be respectful to you and your workers, show kindness to others and all of your creation, and accept responsibility for choices made.

Help me to guide my child in the model of Saint Jane Frances, By her prayers
help us to be faithful in our vocation
and always to be the light of the world for our children.

Amen

Chapter-1

INTRODUCTION TO THE HANDBOOK

Chapter-2

GENERAL INFORMATION

Section-2-01

Mission Statement and Philosophy

Mission Statement

Section-2-02

Integral Student Outcomes (ISO) / Learning Expectations

SCHOOLWIDE LEARNING EXPECTATIONS

A St. Jane Frances de Chantal Student will:

Solve Problems by Thinking Critically and Collaboratively (Academic)

Students will:

- think critically and utilize technology to improve their research skills and problem solving abilities.

Justify the Means to Success as We Strive for Uniqueness (Social)

Students will:

- Implement their Catholic Identity
- Develop independence, responsibility, and resiliency (tenacity)

Foster The Faith (Faith)

Students will:

- Accept diversity through an understanding that we are all created in the likeness and image of God

A student will become a faith filled individual who has learned to:

- Love God
- Love others (neighbors)
- Love learning
- Love Self

Section-2-03

History of the School

HISTORY OF ST. JANE FRANCES DE CHANTAL SCHOOL

On September 15, 1951, four Sisters of St. Joseph of Carondelet arrived tasked to open St. Jane Frances de Chantal Catholic School. In April 1952, the school officially opened with two hundred twenty four students in grades 1-4. The Sisters staffed the school which included four classrooms, a basement hall, and convent. In 1953, new classrooms were built which included grades 5 and 6. The first eighth grade class graduated in 1955. Sixteen classrooms were completed in 1958. The school currently has a Preschool, Transitional Kindergarten, Kindergarten, and grades 1-8.

Fundraisers and volunteer labor helped develop the school. Registration at the school grew and more classrooms were added.

A Kindergarten was established in 1971. In 1986 two additional rooms were combined to accommodate a Pre-Kindergarten. In 2008, the former garage was converted to a Pre-School. Both the Pre-School and Pre-Kindergarten are licensed by the state of California separate from the elementary school.

After serving the school for many years, the Sisters of Saint Joseph withdrew in 1978. A lay principal was named and St. Jane Frances de Chantal Catholic School continues to be staffed by lay people. The school has had six lay principals since that time.

St. Jane Frances de Chantal Catholic School has participated in the Core Instructional Process (CIP) professional development series provided by the Department of Catholic Schools. The school has implemented the process across all areas of the curriculum.

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Maintenance	

Section-2-07

School Schedule and Calendar

Section-2-08

School Map

St. Jane Frances de Chantal School is located at:

12950 Hamlin St, North Hollywood, CA 91606

Section-2-09

School website and social media

The school must own and control all internet presence including all social media. Individuals or groups may not personally launch anything that can be regarded as owned, sponsored, endorsed, or supported by the parish, school, or any related or affiliated ministry. Individuals or groups may not host any school website on their own domain or with a web hosting service that does not have a contract with the school itself. Those who violate this section will be asked to shut down their site or turn it over to the school. Failure to comply may result in removal of student from school.

Our official school Instagram, Facebook & Twitter Accounts are @SJFNoHo

Section-2-14

Dress/Uniform Code

UNIFORMS

All students in grades TK-8 are required to own a COMPLETE uniform. You may visit Dennis Uniform Company to purchase uniform items. www.DennisUniform.com

Clothes must always conform to rules of modesty, good taste and appropriateness. We ask parents' cooperation to see that the school uniform is worn at all times. It is not the responsibility of school personnel to be constantly reminding students about proper uniforms. Non-uniform items may be confiscated. If a child is unable to be in full uniform, a written note of explanation must be presented to the teacher for each day the student is out of uniform.

Some excuses may not be acceptable. Long-term excuses are not acceptable. STUDENTS WHO ARE OUT OF UNIFORM WILL BE GIVEN A UNIFORM INFRACTION NOTICE TO BE TAKEN HOME AND SIGNED. Behavior

UNIFORM WILL BE GIVEN A UNIFORM INFRACTION NOTICE TO BE TAKEN HOME AND SIGNED. BEHAVIOR grades will be seriously affected by uniform violations.

SAINT JANE FRANCES De CHANTAL UNIFORM/ DRESS CODE

Uniform is required on all school days, including field trips, unless otherwise authorized by the principal.

The St. Jane Frances de Chantal School Uniform Code applies to all grades.

There are several important reasons for the uniform code:

Dress represents religious and cultural values. St. Jane Frances de Chantal, as a Catholic school, cannot allow clothing and accessories that are counter to religious values of modesty, respect for others and for oneself.

A school uniform provides for justice and equality for the student body.

Section-2-15

Relationship of School to Parish

St. Jane Frances de Chantal School and all Catholic schools exist to assist committed families and their parishes celebrate and live their faith in our communities. Our school works closely with St. Jane Frances Parish to build our community as one. We support the parish community and they support our school in return.

Topic-2-16-3

Additional School governance information

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Topic-2-16-4

School Boards

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Topic-2-16-5

Parent or Parent-Teacher Organizations

PARENT-TEACHER ORGANIZATION

The Parent-Teacher Organization (PTO) membership includes all parents and legal guardians of children enrolled in St. Jane Frances de Chantal Catholic School. The purpose of the PTO is to promote the general welfare of the school through establishing a closer connection between home and school and promoting needed fundraising activities. The PTO will be solely consultative (advisory) in nature.

PURPOSE OF THE PARENT-TEACHER ORGANIZATION

1. Promote open communication among the parents, teachers, and administration
2. Provide support for the principal in her role as the administrator of the school
3. Promote goodwill and cooperation between and among parents, faculty, administration, and parish
4. Direct and coordinate parental support through parent education activities and social functions that build community
5. Help build and enhance the faith community of St. Jane Frances de Chantal Catholic School
6. Raise funds for the school
7. Coordinate the service and volunteer program

Lobby for legislation that has a positive impact on the school and its students

Chapter-3

CATHOLIC IDENTITY

In "[The Catholic Vision of Education](#)," Archbishop José H. Gomez describes the dynamic mission of Catholic education throughout the Archdiocese: "Catholic education is the Church's future. It is also the key to our society's future. Our Catholic vision always calls us to see deeper — and to give more of ourselves in love. Our Catholic vision always calls us to see with the loving eyes of Jesus; with the eyes of God." The Catholic school is unique because it is an academic community within a religious community. As a school it is a community of learners and teachers, administrators and parents/guardians, staff and resource people. At the same time, it is a faith community of young Christians and adults. where Christ the Teacher is present among them.. A Catholic school always has a twofold purpose: learning and believing. It is exemplary when the school blends these well.

In the [Archdiocese of Los Angeles](#), [Catholic schools serve students from preschool through high school](#). Each local school is unique in its charism, foundation, and culture. All schools promote "knowledge of the faith, liturgical education, moral formation, teaching to pray, education for community life, and missionary initiation." [General Directory for Catechesis](#). All schools are committed to providing an academic education that integrates Catholic values across the curriculum. In light of the great gift and contribution of Catholic education, Archbishop Gomez has expressed his strong commitment to "*make sure that our schools are open to every family and every child in our city. No matter who they are. No matter where they come from, or how they got here. No matter how much money they have.*" (The Catholic Vision of Education, Archbishop Gomez: August 23, 2013).

Topic-3-1-1

Introduction

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Topic-3-1-3

Additional Practices

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Section-3-2

Sacraments (First Reconciliation, First Communion, Confirmation)

Sacramental Preparation for Reconciliation and the Eucharist

Sacramental preparation for baptized children assumes that the children have begun a journey of discipleship: coming to know, believe, and become the person of Jesus in the world. This relationship is strengthened by celebrating God's mercy and forgiveness and the gift of Jesus in the Eucharist.

With a strong belief in lifelong faith formation, a minimum of two consecutive years of catechetical formation is required for the reception of the sacraments of reconciliation and the Eucharist. Although the sacraments of reconciliation and the Eucharist usually occur during elementary school faith formation, readiness, not chronological age or school grade, will determine a child's preparedness to encounter Christ in a sacramental celebration. This decision of readiness rests with the parents/guardians and the child in dialogue with the catechist, the parish priest, and the catechetical leadership of the parish. This process affirms the fact that the child celebrating the sacraments is involved communally as well as individually.

Parents/guardians have a right and duty to be intimately involved in the preparation of their children for the sacraments. It is the role of the parish and the school to help parents/guardians grow in their understanding and appreciation of the sacraments in order to be able to participate readily in catechizing their children.

The Church must affirm the role of parents/guardians as primary religious educators and include the whole parish and school community in the initiation of members into the fullness of the Catholic tradition. The Church must meet people where they are and provide opportunities for conversation and conversion and thus make connections between life and faith. All sacraments are parish-centered celebrations.

6 Preparation Specific to the Sacrament of Reconciliation

Christ's healing and reconciling ministry is carried on in the church. God's unconditional love and mercy is offered through the sacrament of reconciliation. By the sacrament of reconciliation, the faithful express the desire to be at peace with God and with their brothers and sisters. "Catechesis for the Sacrament of Reconciliation is to precede First Communion and must be kept distinct by a clear and unhurried separation" (National Directory for Catechesis, 36.B.2).

Catechesis for the first reception of the sacrament of reconciliation should help children to:

- Acknowledge God's unconditional love and mercy
- Turn to Christ and the Church for sacramental forgiveness and reconciliation at any time on their faith journey
- Recognize the presence of good and evil in the world, recognize their personal capacity for both, and develop skill for the discernment of good moral choices
- Recognize their need for forgiveness, not only from parents/guardians and others close to them, but from God
- Explore the meaning of the symbols, gestures, prayers, and scriptures of the sacrament of reconciliation
- Understand how to celebrate the sacrament of reconciliation

"Parents and the parish catechetical leader, together with the pastor, are responsible for determining when children are ready to receive First Penance and Reconciliation. Readiness for reception of this sacrament includes knowledge of the person of Jesus and the Gospel message of forgiveness, knowledge of sin and its effect, and understanding and experience of sorrow, forgiveness and conversion....Parents should be involved in the preparation of their children for this sacrament so that they can affirm and reinforce frequent participation in the

sacraments. They orient the child toward God and encourage continual growth in the understanding of God's mercy and love....Since conversion is a lifelong process, catechesis for the Sacrament of Penance and Reconciliation is ongoing. Children have a right to a fuller catechesis each year" (National Directory for Catechesis, 36.B.2).

7 Preparation Specific to the Sacrament of Eucharist

"Since the Eucharist is the source and summit of Christian life, catechesis for the Eucharist recognizes it as the heart of Christian life for the whole church" (National Directory for Catechesis, 36).

Catechesis in preparation for the first reception of the Eucharist should:

- Teach that the Eucharist is the living memorial of Christ's sacrifice for the salvation of all and the commemoration of his last meal with his disciples
- Teach not only the truths of faith regarding the Eucharist but also how from first Communion on, they as full members of Christ's body can take part actively with the people of God in the Eucharist, sharing in the Lord's table and the community of their brothers and sisters
- Ensure that the baptized have been prepared, according to their capacity for the sacrament of penance prior to their first Communion
- Develop in children an understanding of the Father's love, their participation in the sacrifice of Christ, and the gift of the Holy Spirit
- Teach that essential signs of the eucharistic sacrament are bread and wine, on which the power of the Holy Spirit is invoked and over which the priest pronounces the words of consecration spoken first by Jesus during the Last Supper
- Teach that the Holy Eucharist is the real body and blood of Christ and that what appear to be bread and wine are actually his living body
- Teach the difference between the Eucharist and ordinary bread
- Teach the meaning of reception of the Holy Eucharist under both species of bread and wine
- Help children to participate actively and consciously in the Mass
- Help children to receive Christ's body and blood in an informed and reverent manner

As with the sacrament of reconciliation, parents/guardians and the parish catechetical leader, together with the pastor, are responsible for determining when children have attained the age of reason and are ready to receive first Communion. "Parents have the right and duty to be involved in preparing their children for first Communion. The catechesis offered should help parents grow in their own understanding and appreciation of the Eucharist and enable them to catechize their children more effectively" (National Directory for Catechesis, 36).

Children need to be prepared for first Communion with an understanding that they will eat and drink the body and blood of Christ under the forms of bread and wine.

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 [elementary school religion coordinator](#), [high school campus minister](#), and high school campus ministry team, appointed and supported by the principal, help 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.

Every elementary school is to have a religion coordinator. Every high school is to have a campus ministry program and a campus minister.

Liturgy Band

The Liturgy Band is an opportunity for students in the 6th-8th grades who play musical instruments to contribute to the spiritual and communal life of the school and parish. Their involvement includes several key responsibilities:

- 1. Supporting the SJF Choir: Members of the Liturgy Band work alongside the choir to enhance the musical accompaniment during Masses and other liturgical celebrations. Their instrumental music adds depth and richness to the worship experience.**
- 2. Participation in Events: The band is also responsible for providing musical support during various events, particularly retreats and spiritual encounters. Their music helps create a reflective and spiritually uplifting atmosphere, enhancing the overall experience for participants.**
- 3. Practice Sessions: Students in the Liturgy Band are required to attend regular practice sessions. These rehearsals are essential for learning new pieces, coordinating with choir members, and refining their musical skills to ensure high-quality performances.**
- 4. Commitment and Punctuality: Band members must be committed to their role and arrive on time**

for scheduled Masses, retreats, and other events. Punctuality is crucial for ensuring that they are prepared and ready to contribute effectively to the liturgical celebrations.

5. **Community and Collaboration:** Being part of the Liturgy Band fosters a sense of community and collaboration among students. It provides an opportunity for them to use their musical talents in a meaningful way, contributing to the spiritual life of the school and parish.

By participating in the Liturgy Band, students not only develop their musical abilities but also play a significant role in enhancing the worship experience and supporting the spiritual growth of their community.

Section-3-5

Christian Service Program

Schoolwide Spiritual Plan

Objectives:

1. Deepen the understanding and practice of Catholic faith among students, staff, and families.
2. Integrate Catholic teachings and values into all aspects of school life.
3. Promote a culture of service and social justice.
4. Foster a supportive and inclusive community where every member feels valued and respected.
5. Encourage personal spiritual growth and development.

Key Components:

1. Faith Formation and Education

- o **Religious Education Curriculum:** Implement a comprehensive curriculum that covers Catholic doctrine, scripture, sacraments, and moral teachings.
- o **Daily Prayer:** Incorporate prayer into the daily routine, including morning prayers, grace before meals, and end-of-day reflections.
- o **Sacramental Preparation:** Provide programs for the preparation of sacraments such as First Communion, Reconciliation, and Confirmation.
- o **Retreats and Spiritual Days:** Organize annual retreats and spiritual days for students, staff, and families to deepen their faith.

2. Liturgical Life

- o **School Masses:** Celebrate regular school-wide Masses, including special liturgical celebrations for major feast days and Holy Days of Obligation.
- o **Prayer Services:** Conduct prayer services and liturgies for significant events, such as the beginning and end of the school year, Advent, Lent, and other special occasions.
- o **Adoration and Rosary:** Offer opportunities for Eucharistic Adoration and praying the Rosary, fostering a deeper connection with Christ.

3. Service and Social Justice

- o **Service Projects:** Organize regular service projects and outreach programs to support local, national, and global communities in need.
- o **Social Justice Education:** Integrate Catholic social teaching into the curriculum and extracurricular activities, highlighting issues such as poverty, human rights, and environmental stewardship.
- o **Mission Trips:** Provide opportunities for mission trips and immersion experiences to broaden

- o **Mission Trips:** Provide opportunities for mission trips and immersion experiences to broaden students' understanding of global solidarity and service.

4. **Community Building**

- o **Family Involvement:** Encourage family participation in school events, liturgies, and service activities to strengthen the home-school-parish connection.
- o **Student Leadership:** Develop student leadership programs that emphasize faith-based leadership and service to others.
- o **Faculty and Staff Development:** Provide ongoing spiritual and professional development for faculty and staff to enhance their ability to integrate faith into their teaching and interactions with students.

5. **Personal Spiritual Growth**

- o **Spiritual Direction:** Offer opportunities for spiritual direction and counseling for students and staff.
- o **Faith Sharing Groups:** Establish small faith-sharing groups for students, staff, and parents to discuss and reflect on their faith journeys.
- o **Reflection and Meditation:** Create spaces and times for quiet reflection and meditation within the school day.

Implementation Plan:

1. **Formation of a Spiritual Committee**

- o Establish a committee composed of administrators, teachers, parents, and students to oversee the implementation and ongoing development of the spiritual plan.

2. **Annual Calendar of Spiritual Activities**

- o Develop and distribute an annual calendar that includes all liturgical events, retreats, service projects, and other spiritual activities.

3. **Professional Development**

- o Provide training and resources for faculty and staff to effectively implement and support the spiritual plan.

4. **Communication and Engagement**

- o Utilize newsletters, social media, and the school website to communicate upcoming events and spiritual reflections to the school community.
- o Engage parents and the wider community through regular updates and invitations to participate in spiritual activities.

5. **Evaluation and Feedback**

- o Conduct regular surveys and feedback sessions with students, parents, and staff to assess the effectiveness of the spiritual plan and identify areas for improvement.
- o Review and adjust the plan annually based on feedback and changing needs of the school community.

By implementing this Schoolwide Spiritual Plan, we aim to create an environment where faith is lived, celebrated, and integrated into every aspect of school life, fostering the spiritual growth and development of the entire school community.

Trimester Focused Service Projects

In the trimester-focused service projects, each grade level group is assigned a specific global outreach project to support during a particular trimester. This structure allows students to engage in meaningful service activities that contribute to various charitable causes throughout the school year. The projects are as follows:

- **Trimester 1: Operation Gratitude (Grades PS-2):**
 - o **Project Focus:** Students in grades preschool through 2nd grade will support Operation Gratitude, a charity that sends care packages to deployed troops, veterans, first responders, and military families.
 - o **Activities:** These young students might create letters, drawings, or small handmade items to include in the care packages, helping to spread joy and appreciation to those who serve.
- **Trimester 2: American Heart Association (Grades 3-5):**
 - o **Project Focus:** Students in grades 3 through 5 will focus on supporting the American Heart Association, an organization dedicated to fighting heart disease and stroke.
 - o **Activities:** Students might participate in educational activities, fundraising events, and awareness campaigns to promote heart health and raise funds for research and prevention programs.
- **Trimester 3: Room to Read (Grades 6-8):**
 - o **Project Focus:** Students in grades 6 through 8 will support Room to Read, a global organization that focuses on literacy and gender equality in education.
 - o **Activities:** These older students might organize book drives, host fundraising events, or conduct awareness campaigns to support the creation of educational opportunities for children in underserved communities around the world.

Collaboration and Community Involvement:

- **Faculty, Staff, and Students:** The entire school community, including faculty, staff, and students, will collaborate on these projects. Teachers will guide students in understanding the importance of each cause and assist in organizing activities and events.
- **Family Involvement:** Families are encouraged to participate by supporting fundraising efforts, attending events, and helping to spread awareness about the projects and the charities being supported.

By engaging in these trimester-focused service projects, students not only learn about important global issues but also experience the value of teamwork and community involvement. They develop empathy, social responsibility, and a sense of accomplishment as they contribute to meaningful causes and make a positive impact on the world.

Christian Service Project

In addition to trimester-focused service projects, students will also be engaging in a Christian Service Project that emphasizes aspects of morality. Through this project, they will explore the connections between the signs of a joyful disciple and their grade-specific religion standards in morality. This holistic approach helps students integrate their faith into everyday actions and decisions.

Signs of a Joyful Disciple:

1. I know that God loves me.
2. I see God working in my life.
3. I read the Bible.
4. I follow God's laws and seek forgiveness when I sin.
5. I worship God at church.
6. I talk to God in prayer.
7. I use my gifts to serve God and others.
8. I share the Good News of Jesus with others.
9. People know I love Jesus by the way I talk and act.
10. I look to Mary and the saints as examples of joyful disciples.

Service Project Themes by Grade (Religion Standards - Morality):

- PS/TK: Charity and Share
- Grade K: Charity and Choice
- Grade 1: All Life is Sacred
- Grade 2: Conscience
- Grade 3: Jesus' Greatest Commandment
- Grade 4: Beatitudes & Virtues
- Grade 5: 5 Precepts of the Church
- Grade 6: Corporal & Spiritual Works of Mercy
- Grade 7: 10 Commandments
- Grade 8: Catholic Social Teachings

Monthly Character Pillars and Social Catholic Teaching Focus

- September: Responsibility-Rights and Responsibilities
- October: Respect- Life and Dignity of the Human Person
- November: Kindness- Option for the Poor and Vulnerable
- December: Cooperation- Call to Family, Community, and Participation
- January: Self Control- Call to Family, Community, and Participation
- February: Trustworthiness- Solidarity
- March: Integrity- The Dignity of Work and the Rights of Workers
- April: Tolerance- Care for Creation
- May: Citizenship

Project Implementation:

- **Collaboration with 8th Grade Leaders:** Each student will work closely with an 8th-grade leader and teachers who will help guide them in connecting their monthly character pillars and morality themes with the principles outlined in the book *Saints and Social Justice: A Guide to Changing the World* by Brandon Vogt.
- **Integration with Assigned Saint:** Students will draw inspiration from their assigned saint, using their lives as examples of joyful discipleship.

Activities and Outcomes:

- **Monthly Activities and Retreats:** Students will participate in various activities and retreats designed to help them live out and internalize the concepts they are studying.
- **8th Grade Outcomes:**
 - **Digital Portfolio:** A comprehensive collection of their work and reflections throughout the year.
 - **Research Paper:** An in-depth exploration of a specific aspect of morality and its application.
 - **Digital Submission:** A creative project such as a movie, documentary, or other digital format that showcases their understanding and mastery of the concepts studied.

PS-7th Grade Outcomes:

- **Reflections:** Regular written reflections on their learning and experiences.
- **Creative Project:** A tangible expression of their understanding, which could include artwork, presentations, or other creative formats.

By engaging in these activities, students will deepen their understanding of morality and joyful discipleship.

by engaging in these activities, students will deepen their understanding of morality and joyful discipleship, learning to see and respond to God's presence in their lives and the world around them. This integrated approach helps them grow as individuals and as members of their faith community.

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 and all high school students are also to be calendared. Elementary schools may provide a variety of retreat experiences for all students.

Explanation of Main Retreats

The yearly spiritual plan and Christian Service Project include three main retreats: Advent, Lent, and the 8th Grade Retreat. These retreats are essential components of the program, designed to provide students with opportunities for reflection, spiritual growth, and preparation for significant liturgical seasons.

Advent Retreat

- **Purpose:** The Advent retreat helps students prepare for the season of Advent, a time of anticipation and preparation for the celebration of Christmas.
- **Leadership:** This retreat can be led by the pastor/priests, an invited guest, faculty and staff, or a combination of these.
- **Activities:** During the retreat, students will engage in reflective activities, prayer, and discussions to deepen their understanding of Advent and its significance in the Christian faith.
- **Environment:** The retreat offers students a chance to "escape" from their regular routines, creating a peaceful and contemplative environment to focus on spiritual preparation.

Lent Retreat

- **Purpose:** The Lent retreat focuses on preparing students for Lent, a season of penance, reflection, and fasting leading up to Easter.
- **Leadership:** Similar to the Advent retreat, this retreat can be led by the pastor/priests, an invited guest, faculty and staff, or a combination.
- **Activities:** Students participate in various activities that encourage introspection, prayer, and commitment to personal growth and repentance during Lent.
- **Environment:** This retreat also provides an opportunity to step away from daily activities to reflect on the meaning of Lent and how it applies to their lives.

8th Grade Retreat

- **Purpose:** The 8th Grade Retreat is a pivotal event for graduating students, aimed at helping them recognize the presence and guidance of the Holy Spirit in their lives as they prepare for graduation and the next phase of their journey.
- **Requirement:** Participation in this retreat is mandatory for 8th graders to take part in graduation week activities and the graduation ceremony.
- **Duration and Setting:** This half-day retreat can be held on campus or at an offsite location such as a park, beach, or spiritual center, providing a serene setting for reflection and spiritual

engagement.

- **Activities:** The retreat includes activities that help students reflect on their experiences, recognize the Holy Spirit's work in their lives, and understand how they can continue to rely on this guidance in the future.

General Retreat Features:

- **Leadership:** All retreats are facilitated by a combination of the pastor/priests, invited guests, faculty, and staff, ensuring a diverse and enriching experience.
- **Reflection and Escape:** Each retreat is designed to provide students with a break from their everyday routines, allowing them to focus on spiritual growth and preparation for the specific liturgical season.
- **Integration with Spiritual Plan:** These retreats are integral to the students' yearly spiritual plan and Christian Service Project, reinforcing the values and teachings they are learning throughout the year.

By participating in these retreats, students will have meaningful opportunities to deepen their faith, prepare for significant liturgical seasons, and understand the role of the Holy Spirit in their lives.

Topic-4-03-4

Inoculation requirements of the CA Department of Health

St. Jane Frances de Chantal School follows inoculation requirements of the CA Department of Health detailed here: <http://www.shotsforschool.org/>

Topic-4-04-1

Absence

ABSENCES

For the safety of your child/children and the convenience of the teacher please call the office before 9:00 a.m. the first day your child is absent. State Law requires that when a student is absent from school s/he may not legally be readmitted without a written note explaining the absence. It must be presented to the homeroom teacher when the student returns to school or the parents/guardians may be called to bring a note for readmission. While a phone call regarding the student's absence is mandatory the day of the absence, it does not replace the written note.

If a child has been diagnosed with a communicable disease, please call the office so that precautions may be taken and notification sent home. A student who has been absent from school because of a reportable communicable disease must have a permit issued by the Public Health Department, a physician, or a nurse, before s/he is readmitted to school.

If you are going to be out of town, please notify the school office regarding the custodial care of your child. Emergency information should be included.

When a student is absent for an extended time e.g. fifteen (15) days during a trimester, official grades may be withheld. This decision is left to the judgment of the principal in consultation with the teacher.

Topic-4-04-2

Absences with Acceptable Excuse

Excused and Unexcused Absences

When a student is absent, the student must submit a written or emailed excuse signed by a parent/guardian and the school must keep excuses on file for one year.

Excused absences include illness, [medical](#) or dental appointments, funeral services for family members, quarantine directed by city or county officials, or emergencies or special circumstances as determined by the school.

Schools may establish a policy for determining what constitutes excused and unexcused absences. Excessive absences may result in the loss of academic credit.

If parents/guardians wish to temporarily take their child out of school for family reasons, the principal and teacher should discuss with the parents/guardians the possible effects of such an absence. It is advisable that the school keep on file a record of the recommendation made to the parents/guardians.

Topic-4-04-3

Extended Absences

Extended Absences

When a student is absent for an extended time, the school may withhold official grades.

If you are going to be out of town, please notify the school office regarding the custodial care of your child. Emergency information should be included.

When a student is absent for an extended time e.g. fifteen (15) days during a trimester, official grades may be withheld. This decision is left to the judgment of the principal in consultation with the teacher.

Topic-4-04-4

Leaving School Early

Leaving School Early

A student may not leave the school before the regular dismissal time without a request from a parent/guardian; the student must be signed out in accordance with the school's standard procedures. The student's reason for leaving school early must be recorded in writing.

Topic-4-04-5

Tardiness

TARDINESS

School officially begins at 7:45 AM. A student is considered tardy if he/she is not in line for morning assembly by 7:45 AM. Students who arrive after 7:45 AM MUST go directly to the office as parking lot gates will be shut. The student will receive a "tardy slip" to allow entrance into the classroom. Habitual tardiness is very disruptive to the teacher and the class and does not teach the student responsibility. It is a serious matter, and without an acceptable reason, may result in attendance probation and eventual dismissal from the school.

Our policy is the following:

- Tardies per trimester:
 - o 3 times = warning letter to parents
 - o 6 times = result in a detention
 - o 9 times = a formal meeting with administration and parent to discuss suspension
 - o From the 9th tardy onward, for every 3 tardies, the sequence of detention, detention, and suspension will be issued.

Additionally, 8th-grade students with 15 or more tardies and/or absences will not be participating in graduation week activities, including the graduation ceremony.

PLEASE NOTE, ANY WORK ASSIGNED ON A DAY OF SUSPENSION WILL NOT RECEIVE CREDIT. IT WILL NOT BE LEFT AS MISSING, BUT RATHER, RECEIVE AN AUTOMATIC ZERO WITH NO POSSIBILITY OF A MAKE UP. THIS INCLUDES TESTS, QUIZZES, CLASSWORK, AND HOMEWORK.

Topic-4-04-6

Truancy

Truancy

A student is considered [truant](#) when he or she is absent from school without a valid excuse for three full days in one school year or is tardy or absent for more than any 30-minute period during the school day on three occasions in one school year, or any combination thereof. The school shall report the student to the local public school district's attendance office or the public school district's superintendent.

In the event that a school suspects that a student is truant (absent from school without a valid excuse), the school administration should first contact the parents/guardians. If the school suspects that the student is a habitual truant (absent three times in a school year without a valid excuse) and all resources at the school level have been exhausted, the school principal should notify the local [Child Welfare and Attendance](#) authorities.

If a student has been reported once as a truant and then is absent again for one or more days without a valid excuse or tardy on one or more days without a valid excuse, the school should again report the student as truant to the local public school district's attendance office or the public school district's superintendent. A student who

to the local public school district's attendance office or the public school district's superintendent. 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 parents/guardians or designated emergency contacts within 4 hours and after repeated attempts, the school should notify the attendance office of the local public school district, the local police department, [Child Protective Services](#), or all of those agencies.

Section-4-05

Communications Procedures

COMMUNICATION

Students are responsible for bringing home all communication from the school to his/her parents. We ask parents to make certain that all communications are read carefully. Parents are responsible for keeping their email and contact information up to date on file in the office and on Schoolspeak and checking regularly for updates. Parents are responsible for logging into their SchoolSpeak account on a weekly basis to check student progress and as well as classroom and school-wide updates.

Anyone wishing to send home or posting a flyer for any activity must have it approved and initialed by the principal before distribution. **ENVELOPES ADDRESSED TO PARENTS/GUARDIANS ARE CONSIDERED CONFIDENTIAL AND SHOULD NOT BE OPENED BY STUDENTS.** Please teach your child to be respectful of this practice.

Topic-4-05-1

Parent Teacher Conferences

PARENT-TEACHER/PARENT-PRINCIPAL CONFERENCES

Parent-teacher conferences are a means of establishing a cooperative relationship, which is vital for the steady growth of the child. Parent-teacher conferences are held for all parents of students in grades PS-8 in November. Parents must attend the conference in order to receive the 1st trimester report card (K-8) and STAR Test Results for K – 8.

If a parent wishes to attend a conference regarding academic progress at any other time, they may contact the teacher in writing. Parents may also be contacted by teachers or the principal to discuss academic or behavioral situations. Teachers may meet with parents a reasonable number of times throughout the school year.

In keeping with the church's principle of subsidiarity and working out difficulties mutually within the demands of the Gospel, problems should be solved at the lowest level whenever possible. Thus, if parents have concerns regarding any teacher or other school employee, they will need to call the office for an appointment or contact the person directly. **TEACHERS WILL NOT BE ASKED TO LEAVE THE CLASSROOM TO TAKE PHONE CALLS OR TO MEET WITH PARENTS UNLESS REQUESTED BY THE PRINCIPAL. PLEASE DO NOT DISTURB THE FACULTY**

OR STAFF MEMBERS DURING SCHOOL SUPERVISION AS IT MAY DISTRACT THEM FROM THEIR DUTIES.

Appointments regarding student academic or behavioral problems may be made with the principal only after an appointment has been made to attempt to solve the problem with the teacher(s) or staff member involved. Most situations can, and have been, worked out before the need to see the principal. Calls to the pastor or regional supervisor should be made only after the above measures have been taken.

Topic-4-05-2

Parent Messages and Phone Calls

The most effective form of communication with teachers is email. Parents MAY leave messages in the school office for a teacher to call them but teachers will NOT be asked to leave the classroom to take phone calls or to meet with parents during the school day. Please do not disturb the faculty during supervision as it may distract from their duties and the safety of our students.

Purpose: To ensure effective and timely communication between the school and parents, fostering a collaborative environment that supports student success and well-being.

Responsibilities:

1.
Weekly Logins:
 - o Parents are responsible for logging into their SchoolSpeak account on a weekly basis to check student progress, classroom updates, and school-wide announcements.
2. **Regular Monitoring:**
 - o Parents should regularly monitor their emails and SchoolSpeak messages to stay informed about important information from teachers and the school administration.
3. **Timely Responses from Parents:**
 - o Parents are expected to return messages and phone calls from the school within a reasonable time frame. This includes replying to emails, SchoolSpeak messages, and returning phone calls.
4. **Timely Responses from Teachers:**
 - o Teachers will return parent messages and phone calls within 24 hours during the school week. This ensures that any concerns or questions are addressed promptly.
5. **Emergency Contacts:**
 - o Parents must ensure that the school has up-to-date contact information, including phone numbers and email addresses, to facilitate prompt communication in case of emergencies or urgent matters.
6. **Scheduled Meetings:**
 - o Parents should be available for scheduled phone calls or meetings with teachers and school staff to discuss their child's progress, behavior, and any concerns.
7. **Respectful Communication:**
 - o All communications between parents and school staff should be respectful and focused on the best interests of the student.

Procedures:

1.
Initial Setup:
 - o Upon enrollment, parents will receive instructions on how to access and use their SchoolSpeak account.
2. **Weekly Checks:**
 - o Parents are encouraged to set a regular schedule to log into SchoolSpeak each week.
3. **Contact Updates:**

3. Contact Updates:

- o Parents should promptly notify the school of any changes to their contact information to ensure continued effective communication.

4. 24-Hour Response Time for Teachers:

- o Teachers will aim to respond to parent communications within 24 hours during the school week, ensuring timely and effective communication.

Support:

- The school will provide technical support for parents experiencing difficulties with accessing or using SchoolSpeak.
- Workshops or informational sessions may be offered to help parents understand how to effectively use the communication tools provided by the school.

By adhering to this policy, parents and the school can work together to create a supportive and informed community that benefits student learning and development.

Topic-4-05-3

Parent to School Communication

The most effective form of communication with teachers is email. Parents MAY leave messages in the school office for a teacher to call them but teachers will NOT be asked to leave the classroom to take phone calls or to meet with parents during the school day. Please do not disturb the faculty during supervision as it may distract from their duties and the safety of our students.

Please refer to our Christian Code of Conduct as to the content and tone expected of all communication.

Purpose: To ensure clear, efficient, and effective communication between parents and the school, fostering a collaborative environment that supports student success and well-being.

Responsibilities:

1. **Weekly Logins:**
 - o Parents are responsible for logging into their SchoolSpeak account on a weekly basis to check student progress, classroom updates, and school-wide announcements.
2. **Regular Monitoring:**
 - o Parents should regularly monitor their emails and SchoolSpeak messages to stay informed about important information from teachers and the school administration.
3. **Timely Responses from Parents:**
 - o Parents are expected to respond to messages from the school within a reasonable timeframe, ensuring open lines of communication.

4. **Timely Responses from Teachers:**
 - o Teachers will return parent messages and phone calls within 24 hours during the school week, ensuring any concerns or questions are addressed promptly.
5. **Emergency Contacts:**
 - o Parents must ensure that the school has up-to-date contact information, including phone numbers and email addresses, to facilitate prompt communication in case of emergencies or urgent matters.
6. **Scheduled Meetings:**
 - o Parents should be available for scheduled phone calls or meetings with teachers and school staff to discuss their child's progress, behavior, and any concerns.
7. **Respectful Communication:**
 - o All communications between parents and school staff should be respectful and focused on the best interests of the student.

Procedures:

1.
 - Initial Setup:**
 - o Upon enrollment, parents will receive instructions on how to access and use their SchoolSpeak account.
2. **Weekly Checks:**
 - o Parents are encouraged to set a regular schedule to log into SchoolSpeak each week.
3. **Contact Updates:**
 - o Parents should promptly notify the school of any changes to their contact information to ensure continued effective communication.
4. **24-Hour Response Time for Teachers:**
 - o Teachers will aim to respond to parent communications within 24 hours during the school week, ensuring timely and effective communication.
5. **Preferred Communication Channels:**
 - o Parents should use designated communication channels such as SchoolSpeak, email, or phone calls to contact teachers and school staff.
 - o Urgent matters should be communicated directly through phone calls to the school office.
6. **Documentation:**
 - o Parents are encouraged to document important communications for future reference, especially when addressing significant concerns or issues.

Support:

- The school will provide technical support for parents experiencing difficulties with accessing or using SchoolSpeak.
- Workshops or informational sessions may be offered to help parents understand how to effectively use the communication tools provided by the school.

Expectations: By adhering to this policy, parents and the school can work together to create a supportive and informed community that benefits student learning and development. Effective communication is a shared responsibility and is essential for building strong partnerships between parents and the school.

Safety and Security Procedures

Section-4-08

Arrival/Dismissal Procedures

Arrival and Dismissal Procedure

To ensure the safety and efficient flow of traffic during arrival and dismissal times, please adhere to the following procedures:

Arrival Procedure:

1.
Drop-off Time:
 - o Drop-off begins at 7:30 AM daily.
 - o **Parent/Guardian Responsibility:** Parents and guardians are responsible for the supervision and care of their children until 7:30 am each school day.
 - o **Teacher and Staff Responsibility:** Teachers and school staff are not responsible for the supervision of students prior to 7:30 am. Any student arriving on school grounds before this time must remain under the supervision of their parent or guardian.
 - o **Compliance:** All parents, guardians, and students are expected to comply with this policy to ensure a safe and orderly environment.
2. **Supervision:**
 - o The school is not liable for any student until they have arrived on school grounds. Do not leave

children unsupervised at any time.

3. Safety Regulations for Drivers:

- o Please be respectful and cautious drivers in our school parking lot and neighboring streets.
- o Do not park or stop across driveways as your vehicle may be towed.
- o **AT NO TIME MAY DRIVERS DOUBLE PARK OR PULL INTO THE SCHOOL OR PARISH DRIVEWAYS.** This poses an extreme safety hazard for the children and disrupts the flow of traffic.

4. Safety for Students:

- o Do not ask or allow your children to run across Hamlin Street. It is extremely dangerous.
- o Students may not ride bicycles on school grounds for safety reasons. Skateboards and skates are prohibited at all times.

Dismissal Procedure:

1.

Pickup Time:

- o Pickup time is at 2:45 PM from Monday to Thursday and at 12:30 PM on Fridays.
- o Parents are asked to pick up children promptly between 2:45 PM and 3:00 PM. On Fridays and minimum days, pickup time is between 12:30 PM and 12:50 PM.
- o The gate on Hamlin Street is locked at 3:00 PM on Monday through Thursday and at 12:50 PM on Fridays.

2. Safety Regulations for Drivers:

- o When entering the campus after the gates have been closed, use the buzzer on the gate to have it opened. During school hours, only the Hamlin Street door will be opened.
- o At no time may drivers double park or pull into the school or parish driveways. This is an extreme safety hazard for the children and the flow of traffic.

3. Late Pickup:

- o At 3:00 PM (or 12:50 PM on minimum days), a bell will ring. Any child not participating in an adult-supervised activity will be sent to the office and charged a \$25 fee.

4. Safety for Students:

- o Students may not ride bicycles on school grounds as other students' safety is important. Any student who rides his/her bike on the school yard may lose the privilege of bringing his/her bike to school. Skateboards and skates are prohibited at all times.

By following these procedures, we can ensure a safe and efficient arrival and dismissal process for all students. Thank you for your cooperation and attention to these important safety measures.

Section-4-09

Automobiles/Parking Lot

To ensure the safety and security of all students, the following automobiles and parking lot policy is in effect:

1.

Student Dismissal:

- o Students will not be allowed to leave the campus without a parent or guardian present.
- o If you would like to give permission for your student in grades 5 or above to walk home, please visit the school office to complete the necessary permission forms.

2. Parking Lot Conduct:

- o Please exercise caution and respect in our school parking lot. Drive slowly and be alert for children and pedestrians.
- o Do not park or stop in unauthorized areas, including across driveways or in spaces designated for staff and visitors.

- o Follow all posted signs and markings to ensure a smooth and safe flow of traffic.

By adhering to these guidelines, we can maintain a safe environment for our students during arrival and dismissal times. Thank you for your cooperation.

Topic-4-11-04

School Procedures for Immunization and Screenings

Medical Immunizations and Exemptions

The [California Health and Safety Code](#) requires students to provide proof of immunization for school entry and also requires schools with kindergarten or seventh grade to assess and report annually on the immunization status of students in these grades. Schools may report online at Shots for School. Issued annually by the State of California, all directives regarding immunization shall be implemented.

Up-to-date information on immunization requirements can be found at [Shots for School](#), the [County of Los Angeles Department of Public Health](#), and the [California Code of Regulations section on immunization](#).

School procedures pertaining to the health of students must be communicated in writing to parents/guardians, generally in the parent/student handbook. Students, with the permission of the parents/guardians, may be subject to routine examinations in school, including hearing, vision, dental, head lice, and scoliosis.

Topic-4-11-09

Allergies

Parents are responsible for informing the school of any allergies yearly via the emergency card & beginning of the year paperwork. While we will do whatever we can to minimize a student's exposure to allergens (including but not limited to peanut containing products, wheat, nuts, etc.) we cannot guarantee an allergen-free environment.

Topic-4-11-12

Accident Procedures

Accident Procedures

In the event of any accident on campus or during a school-sponsored event, a written report, including date, time and description, will be made and filed with the School Office. The parent/guardian will be contacted. Paramedics will be called if needed. Any allergies or special health problems must be noted on the Emergency Card.

Section-4-14

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 educational and religious 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.

For more information about international students see:

<http://handbook.la-archdiocese.org/chapter-13/section-13-1/topic-13-1-6>

Topic-5-01-1

Religion Curriculum

We respect the individual's right to practice his/her own faith expression and we do not attempt to impose our Catholic faith on others. However, all students, Catholic and non-Catholic, are expected to participate fully in all religion classes, daily prayers, Mass attendance and religious activities during school hours, as well as the monthly Family Sunday Masses.

Those who wish their child to be baptized in the Catholic faith are encouraged to contact the parish office at (818) 985-8600 for information.

SERVICE LEARNING PROJECT

“Making a difference through actions of caring for others through personal contact, indirect service, or civic action, either in school or in the community, with preparation and reflection.”

Students in grades K-5 are required to perform Christian Service as part of their religion curriculum. Students in grades 6-8 are required to perform Christian Service as an extension of their religion curriculum. The purpose of the Service Learning Project is to encourage the student to gain a deeper understanding of themselves, work with their family, collaborate with their school, and go outside of their immediate family and friends to reach out to others in the community.

Each student will receive necessary forms and instructions to reflect on and document their service from their Religion teacher. Project requirements will differ among each class. A digital portfolio will be produced.

Service Project Themes are as follows:

Grades K-1	Self Care
Grade 2	Reconciliation and Communion
Grade 3	My Home
Grade 4	Missions
Grade 5	Kindness Club
Grade 6	Introduction to Service & Environmental Awareness
Grade 7	Hunger and Poverty Awareness
Grade 8	Anti-Bullying

SCHOOL FAMILIES

“School Families” are organized by the teachers at the beginning of the school year. A school family is comprised of students that are organized so that there are students from each grade in each family. An 8th grader is the “head” of the family.

- enable all students to experience a stronger sense of school unity and pride, a sense of “community”
- to develop in students and understanding of self, and of their relationship to individuals
- to provide opportunities for older children to learn principles of leadership, and then to practice them
- to make it possible for younger students to have the chance to know the older ones, to be able to look up to them, to feel they are an important part of the school environment
-
- by using activities created for this purpose, to bring about a sense of responsibility of students toward their school, to the end of bettering the school both morally and physically
- to enable students and the faculty to improve the faith community dimension of the total school philosophy
- to allow students to grow in appreciation of other students from varying home environments and cultures
- to have fun together. Activities are scheduled one afternoon per month as the schedule permits.

Topic-5-01-2

Honors/Advanced Placement/International Baccalaureate

Algebra 1 is designed for incoming 8th-grade students who have demonstrated significant growth in mathematics. Admission to this program is based on the following criteria:

1. **Math STAR Test Results:** Students must show strong performance and growth in their Math STAR test scores.
2. **IXL Skills Completions:** Completion of IXL skills at a high level is required, indicating a solid

2. **Work Habits:** Completion of the skills at a high level is required, indicating a solid understanding of mathematical concepts.
3. **Work Habits:** Students must exhibit excellent work habits, demonstrating independence, responsibility, and a strong work ethic.

Program Expectations:

- **Independent Work:** Students in the Algebra 1 program are expected to work more independently, managing their assignments and studies with minimal supervision.
- **Preparation for High School:** The aim of the Algebra 1 class is to prepare students for the next level of math curriculum in high school. Successful completion of this course will facilitate their placement in advanced math courses once they enter high school.
- **Acceptance into High School:** Admission to advanced math courses in high school, based on completion of Algebra 1, is at the discretion of the high school and their entrance exam policies.

Academic Records:

- **Report Card:** "Algebra 1" will be the title of the course listed on students' report cards.
- **Transcripts:** This title will also appear on transcripts sent to the respective high schools, ensuring that the students' advanced coursework is recognized.
 - o Please be advised that successfully completing Algebra 1 in our advanced program does not guarantee exemption from taking the course upon entering high school.

By offering this advanced Algebra 1 program, the school aims to provide students with a robust foundation in mathematics, equipping them with the skills and knowledge necessary for future academic success.

Topic-5-01-3

Homework

Homework is assigned at the discretion of the teacher to reinforce material and cultivate independent study habits. Written assignments are limited to school days, except for makeup work or long-term projects. Suggested homework schedules are as follows:

- - Grades K, 1, and 2: 30 minutes**
 - **Grades 3 and 4: 1 hour**
 - **Grades 5 and 6: 1 1/2 hours**
 - **Grades 7 and 8: 2 hours**

Long-term assignments should be planned to avoid last-minute rushes. If a student cannot complete homework, a note from a parent or guardian with an acceptable explanation will be accepted, provided this is done for exceptional reasons, and the homework is made up the next day. Students are responsible for noting assignments and completing them on time, as failure to do so can affect their grade.

Homework is typically assigned Monday through Thursday. Unfinished classwork may be sent home but is not included in the specified time allotments. Teachers may provide assignments for absent students at their discretion. Parents must notify the school at least two weeks in advance of an extended vacation if they expect to receive classwork and homework for the trip. Absences without a note are considered unexcused, and work will be provided only as available.

Classrooms will not be accessible for forgotten items after school hours.

Communication between parents and teachers is crucial if a child is having difficulty with homework. Parents should be willing to assist their children when needed, as education is a collaborative effort.

Topic-5-01-4

Graduation Requirements

Promotion

Promotion to next grade-level requirements: Students advance to the next grade level upon meeting the academic standards outlined in the school curriculum. The teacher will indicate the promotion status on the report card at the end of the academic year. Parents will be informed in the second trimester if their child is not meeting the criteria for promotion.

Graduation

Graduation requirements: Eighth-grade students must achieve at least grade-level proficiency to be promoted. Additionally, completion of the Christian Service Project is required for graduation. Notification will be sent to the student's high school if they do not meet the proficiency standards, potentially affecting their eligibility for promotion and attendance at their chosen high school. Final grades are sent to the high school of acceptance. Any eighth-grade student with outstanding tuition or fees by the Tuesday after Memorial Day will not be permitted to participate in graduation activities or receive a diploma. Students who do not meet behavioral expectations will also be excluded from graduation activities. Detailed information regarding graduation is provided to parents/guardians as needed.

Transferring School Records

Students applying to private or Catholic elementary or high schools will receive transcripts at no cost during the designated filing period (November to the start of winter break). A \$10.00 charge per additional transcript will apply for requests made after this period.

Topic-5-02-1

Assessments

TESTING

As directed by the Archdiocese of Los Angeles, standardized testing, the STAR Tests for grades TK – 8 is administered three times a year online. Students in grade TK – 3 take the Early Literacy test. Students in grades 2 – 8 take the STAR Math and ELA. Parents will be notified of testing dates, and are asked that medical and dental appointments NOT be scheduled during those dates. STAR test results are sent home to the parents four times a year. STAR test results are also discussed at Parent-Teacher Conferences in November. A.C.R.E. (Assessment of Religious Education), mandated by the National Catholic Education Association (NCEA) is administered to the 5th and 8th grades in December/January.

Entrance tests are given to new students before acceptance.

PROGRESSIVE GRADING/ASSESSMENT POLICY

Progressive grading is an approach to assessment that emphasizes continuous improvement and learning over time. In this system, assessments are designed to be iterative, providing students with multiple opportunities to demonstrate their understanding and skills. Rather than focusing solely on final grades, progressive grading places importance on the process of learning, allowing students to learn from their mistakes and refine their understanding through feedback and practice. Assessments in progressive grading often include a variety of formats, such as projects, presentations, portfolios, and peer evaluations, to accommodate diverse learning styles and abilities. This approach fosters a growth mindset, encouraging students to take risks, learn from failure, and ultimately develop a deeper understanding of the material.

Topic-5-02-2

Grading Scale

GRADING POLICY

ACADEMIC GRADES

The following Archdiocesan standards based grading system is used:
Academic Skills

Skills Grades 1-8

☒ = Area for Improvement

+ = Area of Strength

Topic-5-02-3

Elementary School Grade Reporting

Reporting Student Progress

The archdiocesan standards-based report card serves as the official means to communicate student academic progress, work habits, and behavior to parents/guardians. This report card is designed to effectively partner with parents/guardians and meet local reporting requirements.

Purpose of Report Cards

The primary purpose of report cards is to provide clear and comprehensive communication regarding student progress in achieving learning goals. Marks for content area subjects should accurately reflect student mastery of grade-level standards. Work habits, including homework completion and behavior, will be recorded separately in their respective sections.

Report Card Schedule

Saint Jane Frances School operates on a trimester system, with each term lasting approximately 12 weeks. This system allows teachers ample time to assess each child's accomplishments and needs, particularly in Kindergarten and 1st grade. Report cards for Grades K-8 will be issued three times a year

at Parent-Teacher Conferences in November, one week after the 2nd term ends, and on the last day of school. Specific dates can be found in the school calendar.

Absence Policy

According to Archdiocesan policy, when a student is absent for an extended period, such as fifteen (15) days during a trimester grading period, official grades may be withheld. The decision to withhold grades is made at the discretion of the principal in consultation with the teacher.

Progress Reports

Progress reports will be published on Schoolspeak in the middle of each trimester. Parents are required to digitally sign the progress report. If there are concerns about the student's progress, it is recommended to schedule an appointment with the teacher at this time.

Viewing Grades

Grades can be viewed on Schoolspeak.com at any time. It is the responsibility of parents to stay informed about their child(ren)'s progress.

- For middle school students, grades are updated weekly through Google Classroom. It is important for parents to check these updates weekly to stay informed about their child's progress.

Interim Reports

Students whose grades are deemed unacceptable between Progress Reports and Report Cards will receive an Interim Report from the teacher. Parents are asked to review this report with their child, sign it, and return it the next school day. It is recommended to schedule an appointment with the teacher at this time.

Topic-5-02-4

High School Grade Reporting

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Topic-5-02-5

Make-Up Work/Absences

Make-Up Work Policy

Upon Return to School:

1. **Note Requirement:** Students must provide a written note explaining the reason for their absence in order to be eligible for make-up work.
2. **Submission Deadline:** Make-up work must be completed and submitted within a specified timeframe, typically one day for each day of absence, unless prior arrangements have been made with the teacher.
3. **Eligibility Criteria:** Only absences due to valid reasons, such as illness or family emergencies, will be considered for make-up work. Absences without a valid note will result in all missed work being ineligible for make-up, and the student will receive a grade of zero for those assignments.
4. **Notification:** It is the responsibility of the student or parent to notify the teacher of the absence and request make-up work upon return to school.
5. **Teacher Discretion:** The teacher reserves the right to determine the nature and extent of make-up work, taking into consideration the duration of the absence and the academic integrity of the assignments.
6. **Resources:** Students are encouraged to use available resources, such as class notes, textbooks, and online materials, to complete their make-up work.

Note: This policy is subject to the discretion of the teacher and may be adjusted based on individual

circumstances or school guidelines.

Topic-5-02-6

Course Deficiency/Failure

Reporting Student Progress

The archdiocesan standards-based report card serves as the official means to communicate student academic progress, work habits, and behavior to parents/guardians. This report card is designed to effectively partner with parents/guardians and meet local reporting requirements.

Purpose of Report Cards

The primary purpose of report cards is to provide clear and comprehensive communication regarding student progress in achieving learning goals. Marks for content area subjects should accurately reflect student mastery of grade-level standards. Work habits, including homework completion and behavior, will be recorded separately in their respective sections.

Report Card Schedule

Saint Jane Frances School operates on a trimester system, with each term lasting approximately 12 weeks. This system allows teachers ample time to assess each child's accomplishments and needs, particularly in Kindergarten and 1st grade. Report cards for Grades K-8 will be issued three times a year at Parent-Teacher Conferences in November, one week after the 2nd term ends, and on the last day of school. Specific dates can be found in the school calendar.

Absence Policy

According to Archdiocesan policy, when a student is absent for an extended period, such as fifteen (15) days during a trimester grading period, official grades may be withheld. The decision to withhold grades is made at the discretion of the principal in consultation with the teacher.

Progress Reports

Progress reports will be published on Schoolspeak in the middle of each trimester. Parents are required to digitally sign the progress report. If there are concerns about the student's progress, it is recommended to schedule an appointment with the teacher at this time.

Viewing Grades

Grades can be viewed on Schoolspeak.com at any time. It is the responsibility of parents to stay informed about their child(ren)'s progress.

- For middle school students, grades are updated weekly through Google Classroom. It is important for parents to check these updates weekly to stay informed about their child's progress.
-

Interim Reports

Students whose grades are deemed unacceptable between Progress Reports and Report Cards will receive an Interim Report from the teacher. Parents are asked to review this report with their child, sign it, and return it the next school day. It is recommended to schedule an appointment with the teacher at this time.

Topic-5-02-7

Conduct/Citizenship Grades

BEHAVIOR AND WORK HABIT GRADES

The homeroom teacher in grades K-2nd gives the general behavior and work habit grades. Students in grades 3-8 receive a behavior and work habit grade from each teacher. A student who has been suspended will have his/her conduct grade lowered a whole grade.

Section-5-03

Standardized Testing

Testing

In accordance with the guidelines of the Archdiocese of Los Angeles, standardized testing, specifically the STAR Tests for grades TK – 8, is conducted three times a year online. Students in grades TK – 3 undertake the Early Literacy test, while students in grades 2 – 8 participate in the STAR Math and ELA tests. Parents will receive notification of testing dates and are kindly requested not to schedule medical or dental appointments during these times. STAR test results are sent home to parents four times a year and are also reviewed during Parent-Teacher Conferences in November. Additionally, the A.C.R.E. (Assessment of Catholic Religious Education), as mandated by the National Catholic Education Association (NCEA), is administered to 5th and 8th graders in December/January.

Entrance tests are administered to new students prior to acceptance.

Topic-5-03-1

College Entrance Exam Requirements

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Section-5-04

Recess and Lunch/Nutrition

Families are required to pack their own lunch and snacks. We highly encourage packing a healthy and well-balanced meal as recommended by the USDA for more information please see <https://www.myplate.gov/>

We use [Ali Catering](#) as an alternative to packing lunch.

SNACKS AND LUNCHES



Students may not bring sodas that contain caffeine (e.g., Coke, Pepsi) or caffeinated beverages (e.g., Starbucks) to school. Caffeine is a stimulant, which may cause some children to have difficulty concentrating and behaving. Juice boxes and SMALL plastic bottles of juice are acceptable.

Section-5-05

Supplies and Textbooks

Supplies are requested at the beginning of each school year. Please see your student's grade level on our website for the current supply list:

[Supply Lists](#)

Section-5-06

Honors and Awards

AWARDS



The Student of the Month awards at SJF are based on the school's character pillars, with each month highlighting a specific pillar. These awards recognize students who have demonstrated exceptional qualities related to the pillar of the month, showcasing their commitment to the school's values and mission. Here is a breakdown of the character pillars for each month:

- **October: Respect:** Recognizing students who show admiration and consideration for others, valuing diversity and differences.
- **November: Kindness:** Highlighting students who demonstrate compassion, empathy, and generosity towards others.
- **December: Cooperation:** Acknowledging students who collaborate effectively with others, promoting teamwork and harmony.
- **January: Self-Control:** Recognizing students who display restraint, discipline, and self-regulation in their behavior.
- **February: Trustworthiness:** Celebrating students who are honest, reliable, and uphold their commitments.
- **March: Integrity:** Recognizing students who demonstrate strong moral principles and honesty in all aspects of their lives.
- **April: Tolerance:** Highlighting students who show acceptance and openness towards diverse beliefs, cultures, and opinions.
- **May: Citizenship:** Acknowledging students who contribute positively to their school and community, demonstrating leadership and service.

September: Responsibility: Students who exhibit accountability and reliability in their actions, both academically and socially.

Students are nominated for these awards based on their embodiment of these qualities, whether through academic achievements, social growth, or contributions to faith formation, aligning with the mission statement of SJF. These awards not only recognize individual students but also reinforce the importance of these character traits within the school community.

TRIMESTER AWARDS & YEAR END AWARDS

In addition to the Gold, Silver, and Bronze Honors, awards for individual subject areas, citizenship, & improvement are given to students during the trimester and/or at the end of the year.

Section-5-08

Academic Probation, Retention/Transfer

PROBATION

At the conclusion of each term, if a student's performance falls below average in academic subjects, behavior, or work habits, they may be placed on probation for the following term. In such instances, parents and students will be required to sign a probationary contract outlining the specific standards and expectations. Failure to meet these standards as outlined in the contract may result in the student's discontinuation of attendance at Saint Jane Frances School.

RETENTION POLICY

A teacher may recommend that a child be retained based on a comprehensive assessment of the student's academic, emotional, and social well-being. This decision is made in consultation with the principal, and parents are regularly informed of the student's progress and the possibility of retention. If a parent disagrees with the recommendation for retention, they may be advised to seek alternative placement for the child. Students who are at risk of retention may also be required to attend summer school, receive tutoring, and take a proficiency test at the end of the summer in order to be promoted. Please note that Saint Jane Frances School does not offer a summer school program. Parents will be notified in March if their child is at risk of being required to attend summer school and by May if their child is required to attend.

Topic-5-09-2

Additional Counseling Information

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Section-5-11

Summer School

Summer Programs

The principal is responsible for the overall administration of all summer programs at the school. All archdiocesan policies are applicable to summer programs. The principal may delegate the day-to-day operations of the summer programs.

Each year the decision to have a summer program is left to the sole discretion of the principal, along with the pastor (in the case of parish schools). Considerations for implementing a summer program must include financial feasibility, purpose (e.g., enrichment and remediation), and demand for the summer programs.

Current teachers in the school are eligible to apply to teach in summer school but have no right to be selected or preferred for such employment. Teachers employed in past summer programs have no tenure rights or preferential rights to employment.

Section-6-01

Before & After School Policies and Programs

Extended School Day Programs

St. Jane Frances School offers after school care until 6pm on every school day except the last day before Christmas Break and the last day of school. The principal is responsible for the overall administration of all programs at the school. All archdiocesan policies are applicable to afterschool programs. The principal may delegate the day-to-day operations of the after school program.

Each year the decision to have an after school program is left to the sole discretion of the principal, along with the pastor (in the case of parish schools). Considerations for implementing a summer program must include financial feasibility, purpose (e.g., enrichment and remediation), and demand for the after school program.

Section-6-02

School Field Trips and Excursions

Throughout the year field trips are scheduled to offer students an opportunity to widen their experiences and to reinforce curriculum areas. Announcements of scheduled trips will appear in the parent newsletter. Field trips are a privilege. A student may be denied participation if she/he fails to meet academic or behavioral requirements. Students who fail to submit a proper form, signed by either a parent or a guardian, will not be allowed to participate in the field trip. Telephone calls WILL NOT be accepted in lieu of proper forms. There is a form at the back of this handbook that may be photocopied if the student has lost the form given by the teacher or was absent when it was passed out. Parents have a right to refuse to allow their child to participate but should notify the teacher in writing. Eighth graders may be denied participation in the Graduation Trip/s if behavioral expectations are not met and if tuition/fees are not paid in full. All field trip chaperones must be VIRTUS trained and fingerprinted.

Students on buses must follow the rules of the driver, which include keeping hands, head, etc. inside the bus.

Policies Applicable to All Field Trips, Excursions, and Activities

The policies listed below apply to all excursions, including but not limited to trips for [parish religious education](#), [youth ministry](#) and youth groups, traditional class field trips, travel for specific group events (e.g., choir, adult retreats and outings, science fairs, and academic decathlon), graduation and other celebratory trips, [athletic games and practices](#), and certain ministerial and extracurricular activities held at locations. Contracts for field trips, excursions, and activities must follow the rules on [signing authority](#).

The school may, at their option, plan trips and activities for one or more days, including overnight field trips, retreats, and other excursions. All excursions, whether day or overnight, must comply with the following requirements:

- ○ The excursion must be approved in advance by the principal.
- Traditional field trips for elementary school and high school classes must have specific educational goals

for students.

- The principal should have a detailed itinerary of any field trip or excursion that involves travel and hotel accommodations, including contact information for all transportation and lodging vendors, coordinators, and sponsors.
- On field trips, excursions, or activities with participants who are minors, the supervising adult must have in his or her possession a signed and dated Student and Youth Activity Permission Form ([English version](#) and [Spanish version](#)) for each minor.
- On field trips, excursions, or activities with participants who are minors who take medication, the supervising adult must have in his or her possession a signed and dated [Medication Authorization and Permission Form](#) for each minor who takes [medication](#). During the excursion, the supervising adult also must have any necessary medications in his or her possession.
- All participants—adults and minors—must have appropriate identification and, as necessary, travel documents.
- All chaperones and any vendors who both provide the trip and have contact with minors must follow archdiocesan safe environment policies, including [fingerprinting requirements and background checks](#). No chaperone should ever be alone with a minor who is not his or her own child.
- The supervising adult or adult group leader must have immediate access to a [first aid kit](#). First aid kits must be in all vehicles that transport participants to and from activities.
- In any area where there may be poisonous snakes, the group must have a [snake bite kit](#).
- Vehicles used to transport participants must adhere to the rules on transportation for parishes and schools set forth in [Transportation for Parishes and Schools](#).
- The supervising adult on field trips, excursions, or activities involving minors must have immediate access to [student emergency information](#).
- At least one adult chaperone for field trips, excursions, or activities involving minors shall be in possession of a cell phone.
- Chaperones driving minors should be at least 25 years old. Non-driving chaperones should be at least 21 years old.
- Both male and female chaperones must supervise coed events.
- There should be at least two chaperones on every trip and two chaperones of each sex on every coed trip, so that no chaperone is alone with a minor. The number of chaperones who must be present to supervise minors should be decided on a case-by-case basis, giving consideration to the age of the participants and the nature of the activity.
- Clergy/staff members/faculty/volunteers who supervise minors or young adults, or who are group leaders of parish- or school-sponsored activities, may not be under the influence of alcohol or any substance that can cause impairment and may not offer alcohol or any controlled substance (except [medication](#) that is prescribed for a minor or young adult) to anyone under age 21.
- Adult participants should fill out and sign the [Adult Consent and Release Form](#)

Section-6-04

Student Government

LEADERSHIP COUNCIL/SCHOOL AMBASSADORS

Leadership Council/School Ambassadors can be an effective means of developing leadership, a sense of responsibility and good citizenship among students. The leadership council/school ambassadors are persons of great example to other students. The leadership council/school ambassadors are comprised of 6th-8th graders.

Section-6-05

Clubs/Organizations/Honor Societies

St. Jane Frances offers a variety of clubs, sports, and after school activities. These activity selections may change during the year and may vary year to year. It is a privilege to participate in extracurricular activities at our school and proper behavior and academic achievement are required to participate. This privilege may be revoked at anytime by the principal.

Activities may change year to year based on student and parent involvement, (i.e. volunteer basis). Some co-curricular activities may incur additional fees.

Section-6-06

Dances

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Topic-6-06-1

Formal Dances (Homecoming, Winter Formal, Prom)

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Topic-6-06-2

Graduation Celebration/Grad Night

Our graduating 8th grade class has many privileges and celebrations throughout the year (including but not limited to retreats, field trips, grad night, and the graduation ceremony itself, etc.). None of these activities are guaranteed or required. A student's behavior or academic achievement may exclude them from these activities at the discretion of the principal and their teachers.

Topic-6-07-2

Additional Student Publications Information

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Section-6-08

Parent/Guardian Release for Student or Minor (Noncommercial)

This form to be completed annually https://handbook.la-archdiocese.org/Handbook%20Resources/parent_guardian_release_for_student_or_minor_noncommercial_en.pdf#s

Section-6-09

Class Rings (High Schools only)

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Section-6-10

Student Identification Cards

SJF students will receive a student identification card from our school photography company if they take a photo in the fall.

Section-6-11

Yearbook

Yearbooks may be available to purchase at the end of the school year. Be sure to sign a [media release](#) if you'd like your student included in the yearbook.

This form to be completed annually https://handbook.la-archdiocese.org/Handbook%20Resources/parent_guardian_release_for_student_or_minor_noncommercial_en.pdf#s

Section-6-12

Athletics

C.Y.O. SPORTS PROGRAM

St. Jane Frances School is a member of the Catholic Youth Organization (C.Y.O.). Students in grades 7 and 8 comprise the "A" teams, and students in grades 5 and 6 comprise the "B" teams. In some instances 4th graders may be invited to participate.

The purposes of such a program are:

- a. To teach sportsmanship;
- b. To overcome tendencies toward excessive competition;
- c. To acquire agility and physical coordination;
- d. To learn to keep rules;
- e. To practice self-control.

Students who are selected to be members of a CYO team must demonstrate acceptable performance in each subject according to mastery grading standards. Specifically, students must achieve a minimum of "AM, Approaching Mastery" in each subject, and an average of "M, Mastery" across all subject areas as well as a "☑ , Meets expectations" in behavior and work habits. The Athletic Director will post an eligibility list after each grading period. Failure to achieve and maintain these minimum requirements may result in loss of team membership until the student can be reevaluated at progress report time.

Students in CYO sports are expected to follow school rules at all times, especially demonstrating respect for other adults. Players must have a signed parent permission form on file and pay the athletic fee for each sport BEFORE attending pre-season practice. **Any team member who receives a conduct report the week of a game may not play in the game.**

Athletes must be picked up from practice within 15 minutes after practice by a parent or alternative adult listed on their emergency card or they will be charged \$25 for childcare. Siblings of athletes whose parents are not coaches and remain after school will automatically be sent to after school and charged a \$25 fee. Students must be picked up by designated adult listed in their Emergency Contacts. Students must be transported to practices and games by volunteers at least 21 years of age with a valid California driver's license and proof of insurance. Volunteers MUST be Virtus Trained and Fingerprinted prior to volunteering.

No pets other than certified Service animals are permitted on any part of the school campus.

All students and parents represent the SJF community and must adhere to all school policies both on campus and while visiting other campuses.

Topic-6-12-01

School Athletic Handbook [if applicable]

Our school does not have a separate athletic handbook. Athletes and all spectators are subject to the rules and expectations of our school handbook.

Topic-6-12-02

Sports by Season Pep Squads, Cheer

St. Jane Frances School has many sports teams that vary from year to year based on participation and volunteers. Sports are not guaranteed from year to year.

Non-CYO sports:

Swim team (fall)

Cheerleading (Yearly)

CYO Sports:

Boys & Girls basketball

Boys & Girls volleyball

Flag Football

Track

Soccer

Topic-6-12-03

Selection Process/Requirements for Participation

Students who are selected to be members of a team must demonstrate acceptable performance in each subject according to mastery grading standards. Specifically, students must achieve a minimum of "AM- Approaching Mastery" in each subject and an average of "M-Mastery", as well as a "☑ - Meets Expectations" in behavior and work habits. The Athletic Director will post an eligibility list after each grading period. Failure to achieve and maintain these minimum requirements may result in loss of team membership until the student can be reevaluated at progress report time.. Students in sports are expected to follow school rules at all times, especially respect for other adults. Players must have a signed parent permission form on file and pay the athletic fee for each sport BEFORE attending pre-season practice. Any team member who receives a conduct report the week of a game may not play in the game.

Topic-6-12-04

Athletic Medical Clearance

School must obtain signed parental consent form that acknowledges the parent's consent to allow student to play and states that the student athlete is physically fit to participate in the activity. This form will be provided by the coach or Athletic Director.

Topic-6-12-05

Injuries and accidents

Student athletes are covered by the ADLA, Department of Catholic Elementary Schools Insurance Policy. ADLA Insurance does cover student participation in CYO. Coverage for participation in any sports activity outside of CYO is subject to ADLA policies. Claims should be directed to the School that the student athlete represents. A copy of the insurance policy can be obtained by contacting the Archdiocese of Los Angeles, Department of Catholic Elementary Schools (213) 637-7300.

Topic-6-12-06

Athletic Fees, Equipment and Uniforms

Athletes must be picked up from practice within 15 minutes after practice or they will be placed in After School Care and charged \$25. Siblings of athletes whose parents are not coaches and remain after school will automatically be sent to after school and charged a \$25 fee.

Archdiocesan guidelines state that the athletic program must be self-supporting. To cover the high costs of the athletic program, (uniforms, fees, officials, equipment, etc.) athletes will be charged \$60-\$75 for each sport played. It is expected that parents of students involved in CYO sports, volunteer in some significant capacity, as well as follow rules set down

by coaches regarding meetings, practice, and pick up times. Volunteers must be at least 21 years of age with a valid California driver's license and proof of insurance are always needed to drive to practices and games. They must also be VIRTUS trained and Fingerprinted. WHICH SPORTS WILL BE PLAYED WILL BE DETERMINED BY THE AMOUNT OF INTEREST SHOWN BY PARENTS AND HOW MANY STUDENTS QUALIFY BEFORE THE SEASON BEGINS. IF THERE ARE QUALIFIED COACHES AND ENOUGH VOLUNTEER PARENTS THE SCHOOL WILL PARTICIPATE. FAILURE TO COOPERATE IN ANY PART OF THE PROGRAM MAY RESULT IN A STUDENT BEING ASKED TO LEAVE THE PROGRAM.

Topic-6-12-07

Discipline Policies and Procedures in Athletics

SPORTSMANSHIP FOR STUDENT ATHLETES

Athletes must agree to and abide by the Sportsmanship Code of Conduct for Student Athletes:

A student athlete shall always endeavor to be Christ-like in his/her actions, words or body language and shall not:

- Verbally or physically assault anyone.
- Refuse to abide by an official's decision.
- Refuse to be respectful toward an opponent, coach, official or spectator.
- Employ or use dishonest means or tactics.
- Engage in objectionable demonstration of forceful actions such as throwing ball(s) or equipment, or kicking wall(s), equipment, benches, etc...
- Use profane, obscene or vulgar language, taunt or bait anyone.
- Use tobacco or any form of tobacco products or illegal drugs.
- Attempt to focus attention upon him/her with any delayed or prolonged act.
- Publicly discuss his/her negative opinion of an official, official's decision.

Violation of the Sportsmanship Code of Conduct for Student Athletes, which shall be determined by the assigned official for the game/competition, shall result in immediate ejection from the game. If the official's decision is not obeyed, the official has the authority to declare the game/competition forfeited by the offending team. If warranted, further action may be taken by CYO.

Any student athlete ejected from an Athletic Event will automatically be suspended for a minimum of the next two conference games, play-off games or competitions. A substitute who enters the playing field or court during a fight shall be ejected and suspended for a minimum of the next two-conference, play-off games or competitions. If a student athlete is ejected during the last game of the season, the suspension will carry over to the next sport/competition he/she enters. The coach must notify its school administrator of any ejection within twenty-four hours. A suspended student athlete who competes in a game/competition will cause the game/competition to be declared a forfeit and the student athlete and coach will be subject to disciplinary action by the CYO on an individual basis. Behavior at off-campus school events may have consequences at the school level such as suspension or expulsion.

Topic-6-12-08

Varsity Jackets and Sweaters

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Topic-6-12-09

Sportsmanship Code for Spectators

SPECTATORS

A spectator shall not:

- Be on the playing field or court during the game/competition.
- Shout instructions or criticism to anyone.
- Use profane, obscene or vulgar language.
- Verbally or physically abuse or assault anyone.
- Approach an official, supervisor, coach or anyone else associated with the event.
- Appear in an intoxicated condition or have in his/her possession any alcoholic beverage or illegal substance.
- Make any noise or cause a distraction during a Free Throw or Volleyball Serve.

Game Officials have the right to award a retry should a violation occur.

Violators of the Spectators Code of Conduct, which shall be determined by the assigned game/competition official or supervisor, may result in removal from the facility. If the officials' or supervisor's decision is not obeyed, the official has the authority to declare the game/competition forfeited by the offending team. If an offending party is not affiliated with either playing team, representatives from both Schools should work together to resolve the matter. If warranted, further action will be taken by CYO Staff.

No pets other than certified Service animals are permitted on any part of the school campus.

All students and parents represent the SJF community and must adhere to all school policies both on campus and while visiting other campuses.

Topic-6-12-10

Coach/Trainer Certification [Play Like a Champion]

COACHES

The coach in the CYO plays a vital role in the student athlete's experience in team sports. CYO views each coach as a youth minister in a Catholic environment. In light thereof, each coach shall act, speak and dress in a manner consistent with the accepted code of Catholic Christian morality and professional ethics as based on the Code of Ethics as outlined by the ADLA, Department of Catholic Elementary Schools.

The following is a list of requirements and responsibilities for individuals to coach a team with a CYO School:

- A Head Coach must be at least eighteen years of age and have completed the ADLA Coaches Certification Program (see Section 3 below).
- First Aid and CPR Certification is strongly recommended and a coach should have access to a first aid kit at all practices and games.
- Must be VIRTUS Trained and Fingerprinted
- A coach must maintain all emergency medical information for each student athlete at all practices and games.
- A coach is required to review, understand and abide by the underlying policies, procedures, rules and regulations contained in this Governing Manual.
- A coach must have a basic understanding of the rules of the sport/competition they are coaching, including the Athletic Event Competition Rules for the sport he/she is coaching, contained in the

Appendix.

- A coach must ensure that all equipment and playing fields (to include weather conditions) are safe and in accordance with this Governing Manual, including the Athletic Event Competition Rules.
- A coach is responsible for the conduct and supervision of the student athletes and the spectators for his/her team as well as supporting the officials' decisions during the game. In light of this, prior to the start of the season for any Athletic Event, CYO recommends that each coach conduct a meeting for the parents of the student athletes on his/her team to ensure that everyone thoroughly
- understands the policies, procedures, rules and regulations contained herein.
- A coach is ineligible to coach or assist more than one team in the same conference and shall not officiate a game in his/her conference unless approved by coaches of both teams.
- A coach shall not appear in an intoxicated condition or have in his/her possession any alcoholic beverage or illegal substance.
- A coach shall not verbally or physically abuse or assault anyone or threaten to physically attack anyone.
- A coach will also take seriously their role as a mandatory reporter of suspected child abuse.
- A coach ejected from an Athletic Event will automatically be suspended for a minimum of the next two conference games, play-off games or competitions. If the ejection occurs in the last game of the season, any penalty will carry over until the next game individual is coaching.
- Any individual who coaches a team without a coach's certification card and is ejected from an Athletic Event, such individual will not be allowed to coach for the remainder of the school year and will not be reinstated for the following school year until he or she obtains a Coaching Certification Card.
- If a coach is ejected during the last game/competition of the season, the suspension will carry over to the next sport/competition he/she coaches. A School Administrator must notify the CYO of any ejection within twenty-four hours. A suspended Coach who participates in a game/competition will cause that game/competition to be declared a forfeit and he/she will be subject to disciplinary action by CYO.
- Schools may utilize minors as young as 16 to act as Assistant Coaches provided they meet the following requirements verified by Administrator: (i) are actively involved with their Parish, (ii) are in good standing academically (min 2.0 GPA) and socially, (iii) have playing experience in the desired sport, (iv) attend PLC Coaches Certification Class (\$25 fee waived), (v) complete and submit ADLA Volunteering with Children or Youth Form (Appendix P), (vi) report time served for community service requirements at their high school.
- Any minor who is enlisted to coach must be supervised by an adult at all times when in contact with the student athletes.

COACHING CERTIFICATION PROGRAM

In 2006, the ADLA requested that all coaches involved with the after-school sports program of an Archdiocesan school be trained with respect to three areas: (1) Safe boundaries with the youth; (2) Health and safety concerns; and (3) Character development of all participants. At the request of the ADLA, CYO researched various programs and recommended the PLC program created by the Center for Ethical Education at the University of Notre Dame. The ADLA accepted the recommendation and in the fall of 2006, CYO introduced the PLC workshop as part of its coaching certification program. Prior to coaching or assisting in any practice, game or competition of any sort for a School, an individual must obtain either a Coaching Certification Card or a Temporary Coaching Certification Card. PLC certification is mandatory for all coaches who are actively involved at coaching with a School in ADLA. CYO will offer training and certification to any coach that is active with a School that participates in CYO and/or its' affiliated programs and partners as per Article III, Section 1. In order to obtain a Coaching Certification Card, the coach must fulfill the requirements listed under the Temporary Coaching Certification Card AND attend the Archdiocesan Coaching Certification Program, PLC workshop. The Coaching Certification Card is valid for two (2) years from the date of the workshop attended.

In order to obtain a Coaching Certification Card, the following requirements must be fulfilled:

- Sign the Coaches Conduct form (see Appendix E) and submit to CYO;
- Complete Virtus Training
- Obtain live scan fingerprinting and submit a Fingerprint Verification form signed by the principal of the School (see Appendix F): and

- Attend PLC Course
- Submit a \$30 processing fee made payable to CYO

Upon receipt of all these items, CYO will issue a Coaching Certification Card that allows the individual to coach or assist in any practice or game.

Coaches may receive a Temporary Coaching Certification Card which is valid for only four (4) weeks from the date that CYO receives the required three items listed previously.

All coaches are required to have in their possession a valid CYO Certification Card during any CYO game or competition in which they are coaching. A game official, Competition Director, CYO Staff or a certified coach from the opposing team may request to see a CYO Certification Card prior to or after a game/competition. If a card is not presented, the coach will be declared ineligible to coach. If a CYO certified coach from the School is not present, the team will be declared ineligible and the game/competition will be declared a forfeit. CYO recommends that coaches carry their CYO Certification Card or a photo image of the Card with them at all times to avoid any problems.

Letters signed by a School Administrator will not be accepted in lieu of a CYO Certification Card.

Replacement of a destroyed, lost or stolen CYO Certification Card requires a \$10.00 processing fee. CYO Certification Cards are non-transferable. Violation of this section will result in immediate expulsion from the CYO program. CYO reserves the right to revoke any CYO Certification Card at any time and to refuse to certify anyone it deems unfit.

Topic-6-12-11

CYO/CIF

St. Jane Frances School is a member of the Catholic Youth Organization (C.Y.O.).

Section-7-1

Tuition and General Fees

Refer to our website [St. Jane Frances de Chantal website](#) for this year's published tuition and fees schedule.

Section-7-2

Tuition Collection

Tuition Management and Collection

St. Jane Frances School manages all tuition accounts through Facts Tuition Management (Factsmgt.com). Parents/guardians, upon enrollment, are required to agree to a tuition contract with all of the terms and conditions outlined. Facts tuition management services allow families to pay tuition and other regular fees through automatic withdrawal from bank accounts or other cash remittance agencies. This service reduces the need for the school to handle cash or checks, which requires heightened security measures.

Regular collection of tuition is a necessary component of school management.

Unpaid Delinquent Tuition Accounts

Unpaid/Delinquent Tuition Accounts

Unpaid/delinquent tuition accounts of students may result in withholding of transcripts, report cards, diplomas, and other reporting forms from parents/guardians, exclusion from extracurricular activities, and students being asked to remain at home until tuition is paid. Severely delinquent accounts or unpaid tuition from students no longer at the school will be sent to a collection agency.

Section-7-3

Tuition Assistance

School Tuition Assistance Policy

Within the parameters of the annual budget, the archdiocese encourages schools to give tuition assistance to students whose families demonstrate financial need.

In determining eligibility, the St. Jane Frances school requires a formal application and parent/guardian financial statement.

The [Catholic Education Foundation](#) provides tuition assistance to students who attend archdiocesan schools and who qualify according to financial guidelines established by the Catholic Education Foundation. The Catholic Education Foundation annually publishes the policies and procedures governing the program.

Negotiated Tuition

The entire Catholic community is responsible for the financial support of parish and school programs for the education and formation of children and youth. However, the primary financial responsibility for the education and formation of the individual child resides with the family, through the payment of tuition and fees.

Families who are unable to pay the published tuition rate are required to negotiate a written payment plan that will enable them to pay a negotiated rate in full during the school year in which the child attends the school. This payment plan must be signed and dated by the parents/guardians, the principal, and the pastor for parish schools, and placed on file in the principal's office. The principal is required to review and enforce the plan and if the parents/guardians do not meet the terms of the agreement, they may be required to withdraw the child from the school.

For international students any negotiated tuition must conform to the tuition amount stated on the student's I-20 visa.

Section-7-4

Parent Service and Fundraising Requirements

Fundraising:

Fundraising helps our school run efficiently and helps to fund extra programs such as spanish, art and music.

Parents have 2 options to complete fundraising requirements:

Option A: There is a minimum of \$700 in mandatory fundraising over the course of the school year. This may be raised via the Jog-a-Thon, Chocolate Sale, Raffles, online scrip sales or any other fundraising opportunity provided by the principal. If not paid by June 1 the remaining balance will be charged to the family via *FACTS.com*

Option B: Cash donation to the school of \$550 (This is tax- deductible) payable by June 1. This may be added to your tuition in a monthly payment of \$55.

Service Hours:

15 Hours required per family. ***Any hours remaining after June 1 will be charged \$30 per hour via FACTS.com***

Section-7-5

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

Additional fees apply for items not included in the tuition: Example: Field trips, sports fees, supply fees, graduation/communion fees, after-school, summer camp, etc.

Parents will be notified beforehand if there is a fee that was not originally included in their tuition agreement.

Chapter-8

DISCIPLINE

Please click the link below to view the school's discipline policies:

Topic-8-1-01

Discipline and Procedures

Believing in the need for character education within the school, the faculty and staff have made a commitment to create a moral community and a moral culture by using the following models based on the book, *Beyond Discipline: From Compliance to Community* by Alfie Kohn

Faculty/student written school/classroom rules and consequences posted in the classroom, the hallways and on the playground

Class meetings

Topic-8-1-07

Academic Dishonesty Policy

Academic dishonesty, including cheating or plagiarism, will result in an automatic failure of an assignment and conference with a parent/guardian. Cheating or plagiarism is grounds for expulsion according to the ADLA handbook.

Chapter-10

ELECTRONIC USAGE POLICIES

Click the link below to see the school's electronic device policies:

Chapter-11

PARENT-STUDENT POLICIES AGREEMENT FORM

ACCEPTANCE OF PARENT/STUDENT HANDBOOK

Our family has received or accessed online and read the St. Jne Frances School Parent/Student Handbook. We are aware of, understand, and agree to follow the policies and procedures stated in the Handbook. We acknowledge that the school has the right to amend the Handbook during the school year as needed and notify us of any amendments, and we agree to follow the policies and procedures as may be added or amended. We understand that we may be asked to withdraw our child(ren) from the school or our child(ren) may not be invited to return the following year, if we fail to fulfill our responsibilities and obligations under the Handbook and any additions and amendments that may be made.

Our signatures below indicate our commitment to fulfill our responsibilities and obligations according to the

Our signatures below indicate our commitment to fulfill our responsibilities and obligations according to the requirements of the Handbook.

Father's or Guardian's Signature _____ Date _____

Mother's or Guardian's Signature _____ Date _____

Print student names and grades:

Student's First Name _____ Grade _____

Student's First Name _____ Grade _____

Student's First Name _____ Grade _____

Student's First Name _____ Grade _____

Please return this signed form promptly to the School Office. This form will be placed in the students' permanent files.

