

Our Lady of the Rosary of Talpa Elementary School

Welcome

PARENT-STUDENT HANDBOOK

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.

Chapter-1

INTRODUCTION TO THE HANDBOOK

Dear Our Lady of Talpa School Family,

Here you will have continuous access to the handbook. Enclosed you will find information about the daily aspects of school life, policies, and procedures. This is a living document and the school retains the right to adjust the handbook as needed.

Sections of this Parent-Student Handbook are particular to Our Lady of the Rosary of Talpa School. Other sections are policies and procedures of the Archdiocese of Los Angeles, most of which can be found in the ADLA Administrative Handbook at <http://handbook.la-archdiocese.org/>

Chapter-2

GENERAL INFORMATION

Section-2-01

Mission Statement and Philosophy

Mission Statement

Our Lady of Talpa School's mission is to provide a transformative Catholic education to God's children rooted in the Gospel teachings of Christ and in the lives of our Vincentian founders: St. Vincent de Paul, St. Louise de Marillac, and St. Elizabeth Ann Seton.

Mission and Philosophy

MISSION and Philosophy

The school is staffed in part by the Daughters of Charity of St. Vincent the Paul, whose community's spirit and charism play an important part in the school's philosophy: "The charity of Jesus urges us to hasten to the relief of every type of human misery" (Constitutions, Daughters of Charity of St. Vincent de Paul, p.1). It is the spirit of Christian love and service that the Daughters of Charity and faculty strive to make evident in their daily lives and to foster in the lives of the children they serve.

Our Lady of Talpa School provides a Catholic education to the children in the Boyle Heights community of Los Angeles. Our education aims at the formation of Christian values and the acquisition of knowledge and skills to prepare the students to be lifelong learners and to be contributing, caring members of a global community. One of our chief objectives is to develop positive self-esteem, Catholic values, and self-discipline skills that promote good citizenship and both personal and social responsibility.

Striving for academic excellence, the faculty and staff facilitate learning by providing a variety of opportunities for the young to develop their God-given talents, take ownership of their educational success, and develop the necessary skills for life and continued learning. We appreciate the cultural and physical diversity of each person as well as encourage and promote recognition and self-expression through the fine arts and athletics. In these areas, we work in partnership with the parents who are the primary educators of their children. We seek to empower them in this role.

The students are nourished by a strong sacramental and liturgical life in a faith-filled environment. We nurture the development of the whole child and strive to foster a deep awareness of the importance of respect and service to others.

Section-2-02

Integral Student Outcomes (ISO) / Learning Expectations

Talpa's Student Learning Expectations (SLEs)

Student Learning Expectations (SLEs) are skills, values, and competencies Our Lady of Talpa School students will have mastered by the time they graduate.

True Self-Disciplined Individual

Strives to balance social, emotional, and physical well-being

Demonstrates responsibility to the rules of school and society

Section-2-03

History of the School

Our Lady of Talpa School History

In the state of Jalisco in Mexico, a village known as Talpa de Allende has been a center of Marian devotion since Our Lady appeared to the people there during the seventeenth century [[read about the legend of Our Lady](#)]. Between the years of 1926 and 1928, religious persecutions in Mexico closed the churches and drove the priests into exile. The Catholics followed them – forfeiting their homeland for the opportunity to practice their faith.

Hundreds of families crossed the border into California and settled in Los Angeles. Many parishes opened to provide for the spiritual needs of the Mexican people who chose to leave their country rather than give up their faith. One such parish was Our Lady of the Rosary of Talpa, named after the apparitions of Our Blessed Mother to the peasants of the village of Talpa de Allende. The first Mass was celebrated on Ash Wednesday, 1927; the first Baptism was recorded on October 27, 1928.

When the Mexican priests were able to return to their homeland in 1938, the Spanish Vincentians accepted the charge of Our Lady of the Rosary of Talpa Parish. From that time until his death in 1964, Father Jose Cervera, C.M. served as the people's zealous and devoted pastor. In spite of many hardships, Father Cervera's strong faith in Our Lady led him to "dream big." He replaced the small mission church on Mission Street with the present, beautiful church on Fourth Street. He procured a rectory for the priests. Then he began pressing for a school for the children.

On September 16, 1950, construction began. The land was leveled, and the foundation was laid. The result was a beautiful, three-leveled school, which was completed in September 1951.

On September 16, 1951, the dream of many years was realized: Our Lady of Talpa School was opened! The first day of school was celebrated with Holy Mass at 9:00 a.m. in Our Lady of Talpa Church, which a large congregation of children and parents attended. The enrollment on that first day was 256 children for kindergarten through fourth grade. Three Daughters of Charity came from the Western Province – which was then located in St. Louis, Missouri – to receive the first pupils of Our Lady of Talpa School. These three pioneers were Sister Rosalie, Sister Margaret Mary, and Sister Rosanna. Both the school and the convent were dedicated by His Excellency, Bishop Timothy Manning on May 24, 1955.

Since its beginning, Our Lady of Talpa School has been staffed by the Daughters of Charity of St. Vincent de Paul. Talpa School has always served the Hispanic community of the area, which is composed of predominantly Mexican people who immigrated to the United States. The Spanish Vincentian Priests left Our Lady of Talpa Parish in June 2004, and the Mexican Vincentian Priests took over the parish at that time.

In July 2003, the Archdiocese of Los Angeles and the Daughters of Charity of St. Vincent de Paul entered into a co-sponsorship contract for Our Lady of Talpa School. The Archdiocese takes care of the school's capital expenses, and the Daughters of Charity Foundation funds most of the operational expenses. The contract was valid for five years and was renewed in July 2008. This co-sponsorship agreement makes it possible for Talpa School to offer a Catholic education to those families who otherwise could not afford it. The students of Our Lady of Talpa School also receive support from The Catholic Education Foundation, benefactors, alumni, and friends.

Section-2-04

Accreditation

Our Lady of Talpa School is fully accredited by:

Western Catholic Education Association & Western Association of Schools and Colleges

Section-2-06

School Personnel Lists

[Faculty and Staff](#)

This link will direct you to the official school website.

Section-2-07

School Schedule and Calendar

School Schedule

DAILY SCHEDULE

8:00☐ Bell Rings, in the Hall: Prayer, Pledge, and Announcements

8:10☐ Late Bell Rings

8:05 – 8:20☐ Go to class, unpack, take lunch count.

9:30 – 9:45☐ Recess TK, 5 – 8

10:00 – 10:15☐ Recess K – 4

11:45 – 12: 20☐ Lunch TK

12:00 – 12:35☐ Lunch K – 4

12:25 – 1:00☐ Lunch 5 – 8

2:45 – 3:00☐ Clean-up/Dismissal

Section-2-08

School Map

[Maps & Directions](#)

This link will direct you to the official school website.

Section-2-09

School website and social media

The School may use your child's image and likeness in order to sustain our mission and in the process of reaching out to benefactors. If you do not want your child's image to be used, you must inform the principal on a yearly basis in writing.

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.

Section-2-14

Dress/Uniform Code

UNIFORM POLICY

Our personal appearance is the first message we give to others about ourselves. How we feel about ourselves and what we want others to think about us is communicated by our appearance. It is expected that the students be **neatly groomed** and in **full uniform** at all times during the school day, and **properly attired at school sponsored activities**. **Students are required to be in proper school uniform at all school Masses.**

Students may not bring radios, iPods, electronic games, cameras, toys, gadgets, or any other electronic devices to school at any time. These will be confiscated and a parent will need to pick them up from the office. If these items are to be permitted at any time, students and parents will be notified. **Students may not sell items at school.**

Girls Uniform Grades TK-8:

In cold weather, this would consist of the tee-shirt (with Talpa logo), navy blue sweatpants (**not warm-up suits**), the sweatshirt (with Talpa logo), and tennis shoes.

ALL UNIFORMS MUST HAVE OUR LADY OF TALPA SCHOOL LOGO

Students may not wear jewelry (e.g. chains, bracelets, dangling earrings, chokers, buttons, and pins), MAKE-UP OF ANY KIND, colored nail polish, or flavored lip gloss or chap sticks to school. Wrist watches, and one SMALL-POST pair of earrings are acceptable (no more than one earring in each ear). Girls may wear one ring – not one on each finger. BOYS MAY NOT WEAR EARRINGS.

HAIR

Hair should be kept neat and well groomed. Hair may not cover student's eyes or face. Girls may wear uniform colored headbands. Extreme hair styles (no spiked, lines, or other fads) are not allowed. This includes the shaving of the hair on any part of the head. **No #0, #1, or #2** haircuts are permitted at school; this includes changing the color of one's hair in any manner and **excessive** use of hair spray or gel or mousse. Boys' hair should not reach the top of their shirt collar.

The length of girls' / boys' bangs should not be **below** the eyebrows which can obscure vision. The scalp **should not** be showing at any time.

No make-up, false fingernails, or nail polish may be worn by the students.

FREE DRESS DAYS

Appropriate dress may be worn on non-uniforms days. Clothes must conform to the rules of modesty, good taste, and appropriateness. Baggy pants are not permitted. T-shirts may not have inappropriate writing or print. Girls may wear leggings as long as the top is no shorter than 2" above the knee. Girls are not to **wear low-cut blouses or shirts**, and skirts, shorts, slacks or jeans must not be too short or too tight. **Absolutely no gang attire or anything that may come across as gang attire is permitted. Torn or ripped jeans are not permitted.**

Students dressing inappropriately will be instructed to call parents to bring the student his/her school uniform to wear and the student will lose the privilege of the next non-uniform or free dress day.

NOTE: On "free dress days," students still follow the dress code. They must wear clothing that is appropriate for school (i.e., no torn, ill-fitting, immodest, or unclean clothes will be allowed.

No colored contact lenses may be worn

NO COLORED CONTACT LENSES MAY BE WORN.

Section-2-15

Relationship of School to Parish

Our Lady of Talpa School is a member of the Daughters of Charity of St. Vincent de Paul's network of schools. Our Lady of Talpa School is under the governance of the Archdiocese of Los Angeles and the Daughters of Charity Province of the West. Our Lady of Talpa is not a parish school, and the parish does not have governance of the school. The school and parish work together to ensure the spiritual well-being of the students.

Topic-2-16-5

Parent or Parent-Teacher Organizations

PARENT GUILD

Every parent is a member of the Parent Guild. The executive board is made up of the pastor, administration, and parents appointed to serve the Parent Guild. The Executive Board meets once a month and all parents are welcome at the meetings.

GUILD MEETINGS

There are four (4) Parent Guild meetings per year to provide parent education and information. **Meetings are mandatory; please do not call the office to be excused.** There are **NO** exceptions. Parents will be notified of the date of the meetings on the school calendar. A fine of \$25.00 per meeting will be imposed if not attended. The meetings are planned so as to provide parent education and information.

PTG BOARD MEETINGS

The PTG board meets the first Tuesday of the month unless specified on the monthly calendar. The board members plan activities and the agenda for the Guild meetings. The agenda is approved by the principal. The meetings are open to any interested person and is a good time to raise any concerns.

Chapter-3

CATHOLIC IDENTITY

Section-3-2

Sacraments (First Reconciliation, First Communion, Confirmation)

As a ministry of the Catholic Church, evangelization is our central mission. Our Lady of Talpa School seeks to strengthen each student's relationship with Jesus through the sacraments. Children will make their First Reconciliation and First Communion in the 3rd grade. Each child must be baptized in order to receive these sacraments. If your child has not been baptized, please inform the school immediately.

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 and, where applicable, the president and/or head of school, these administrators 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.

Every elementary school designates a religion coordinator. Every high school designates a campus minister who oversees a campus ministry program. 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.

Section-3-5

Christian Service Program

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

A Christian service program is required in all high schools. See the [School Policy on Christian Service \(sample\)](#). Each high school student is required to perform a minimum of 80 hours of service spread out over four years. A component of theological reflection on service is required of all students.

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

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

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

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

Section-3-6

Retreats

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

At least one full-day [retreat for the faculty](#) is scheduled each year in a location conducive to prayer and reflection. Annual retreats for eighth graders are encouraged; all high school students are expected to participate in an annual retreat. Elementary schools may provide a variety of retreat experiences for all students.

Chapter-4

ADMISSION AND ATTENDANCE

Topic-4-03-4

Inoculation requirements of the CA Department of Health

State regulations require that each Transitional Kindergarten / Kindergarten student, and any new student have a California Immunization Record on file. Failure to provide the requested verification will result in your child not attending school until the records are complete. The State's School Immunization Law requires students entering Kindergarten to have the following immunizations:

Five (5) DPT or DT (diphtheria, tetanus and/or pertussis)

Four (4) Polio

Our Lady of Talpa School follows the inoculation requirements of the CA Department of Health detailed here:

<http://www.shotsforschool.org/>

Topic-4-04-1

Absence

It is vitally important that parents notify the school office **before** 9:00 a.m. when a child is absent. The school should be notified **each day** your child is absent.

In instances where the parent has not contacted the school office, the school will attempt to call home by 11:00 a.m. If there is no answer at home, an attempt will be made to call the parent's place of employment. We appreciate parents calling rather than the office having to reach a parent.

If a student is absent the day of an evening or sports event, he/she may not attend the sports event.

Excused Absences and Documentation:

When a student has been absent, the State of California requires a written excuse signed by the parent or legal guardian before the child may return to the classroom. The note must include:

- a. the date(s) of the absences, and a short explanation for the absences.
- b. a note from a doctor is necessary in cases of communicable diseases.
- c. a note from a dentist or doctor following a morning appointment is required for an excused absence.

At no time during the daily session are pupils allowed to leave the school grounds, except by previous

written arrangements. When leaving the school during the school day, the student must:

- a. have a written permission slip from parent or guardian,
- b. be picked up in the office by an authorized adult, and
- c. be signed out at the school office.

The school assumes no liability in cases where students leave the premises in violation of the above policy.

Topic-4-04-2

Absences with Acceptable Excuse

An excused absence is one in which the child missed school due to medical/health reasons and is verified by a physician's note. Nonetheless, the child must be marked as absent on the report card and for attendance purposes.

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

The note must include:

the date(s) of the absences, and a short explanation for the absences.

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.

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.

APPOINTMENTS

Please try to keep medical and dental appointments at a minimum. We also ask that these appointments not conflict with the dates of STAR testing. Medical and dental appointments during school hours will be marked as a "medical absence" if a dated slip is brought from the doctor's office.

A student must bring a written note stating the reason, signed and dated by the parent or guardian, giving permission to leave the school property at a specific time during school hours. Students must be picked up by the parent or legal guardian during the school day. **Students must sign in at the office when they return from medical appointments.**

Extended Absences

When a student is absent for an extended time, the school may withhold official grades. Frequent and extended absences may negatively impact the child's academic progress. If a serious medical condition arises, the parent should contact the school immediately.

Topic-4-04-4

Leaving School Early

On occasion it may be necessary for your child to leave school early. Please notify the office at the the start of the day what time you will be picking up your child. Not informing the office and simply showing up may result in you having to wait to pick up your child. Please remember that only people you have authorized to pick up your child on the emergency card may do so.

Topic-4-04-5

Tardiness

California law states that children must be in school and on time every day. The law does not exempt private, charter, or religious schools.

Children are expected to arrive at school on time. A student is considered tardy if he/she is not on campus by 8:05 a.m. Tardy students must report to the office for a "TARDY" slip in order to enter class. It is the parent's responsibility to see that a student arrives on time to school regardless of distance from school. Families who live far must anticipate traffic tie-ups. Those students who consistently arrive late interrupt the classroom and disturb the learning in progress for all students.

Please remember that all tardy dates are reflected on a child's permanent record. Punctuality is an important responsibility to teach our children. **Continued tardiness may result in dismissal from school and in re-registration being withheld for the next school year.**

Beginning the 2023-24 School Year:

Families will receive three complimentary tardies per month. If a tardy occurs beyond the third instance, a \$2 fee will apply, due by the end of the month. The total amount must be paid by the end of the month in order for the child to return.

Topic-4-04-6

Truancy

Our Lady of Talpa School-Specific Policies

Absence Thresholds and Consequences:

Official grades may be withheld if a student has been absent for 20 days or more during a trimester grading period. **When a student's absences reach an excessive level, it may result in the student not being eligible to return for the following academic year.**

Chronic Truancy and Intervention:

A child is considered chronically truant when they are absent from school for 10% or more of the school year, as defined by EC [Section 48263.6](#). This roughly equates to around 20 days of absence. After the 10th absence, a mandatory meeting will be scheduled with the family, child, teacher, and administrators present. During this meeting, strategies for improving attendance will be discussed, and a contract will be signed by all parties involved. The contract will stipulate:

Any absence exceeding 15 days* will require notification to the Department of Children and Family Services.
* Note: these numbers do not include excused absences, which may include cases such as quarantine, isolation due to Covid, illness with a doctor's note, medical appointments, or funerals.

Archdiocese of Los Angeles General Policies

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 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.

Parent Teacher Conferences

Parent Teacher Conferences will be held on a yearly basis in order for parents and teachers to work collaboratively in the best interest of the child. Those conferences are typically held in the middle of the first trimester. This is your opportunity to meet with your child's teacher to discuss the student's strengths and weaknesses regarding his/her work in the classroom. Those conferences are mandatory as they are a critical component of the home-school connection. Additional conferences may be requested during the school year by the teacher or by the parent.

Topic-4-05-2

Parent Messages and Phone Calls

PARENT-TEACHER COMMUNICATION

Communication with the teacher is of vital importance. If you wish to contact any teacher, please arrange a meeting by a note, email, or leave a message with the school secretary. **Under no circumstances should a teacher be approached before school, during class time, while on recess, or carline duty (unless special arrangements have been made with the teacher).** Teachers are not allowed to release their phone numbers.

Topic-4-05-3

Parent to School Communication

FAMILY BULLETIN/ENVELOPE

Every Thursday, a family bulletin is sent home with the oldest or only child in each family. Please expect this important communication. Your signature verifies that you have read all materials and are aware of school functions and activities. By being informed of all school functions and events, you save the secretary time for other office work.

There is a \$1.00 charge for replacement of the Thursday envelope. If you lose or misplace your envelope, please contact the office. **A \$5.00 fine will be applied for more than 2 replacement envelopes each trimester.**

PARENTS/GUARDIANS ACTION AND ATTITUDE

Any parent/guardian or other person whose conduct in a place where a school employee is required to be in the course of his/her duties materially disrupts class work or extracurricular activities or involves substantial disorder is guilty of a misdemeanor. This statement does not apply to any otherwise lawful employee concerted activity, including but not limited to, picketing and the distribution of handbills.

Any parent/guardian or other family member who upbraids, insults, or abuses the principal, staff member, or any teacher of the school is risking their child/ren's continuation in the school.

Any parent/guardian, or other person who insults or abuses the principal, staff member, or teacher in the presence

of other school personnel, students or parents and at a place which is on school premises or public sidewalks, streets, or other public ways adjacent to school premises or at some other place if the principal or teacher is required to be at such other place in connection with assigned school activities, risks the continuation of their child in the school.

Section-4-07

Safety and Security Procedures

In case of an illness or accident, the school will contact the home and follow the request of the parent. It is understood that enrollment at Our Lady of Talpa confers upon the school the obligation of select emergency care providers (as outlined on the emergency card) in the absence of our ability to reach the parents, and that no liability would be attached to such a decision in the event that the parents cannot be reached. If you do not have your own phone, please give the number of a neighbor or relative and make sure to discuss this arrangement with the person involved. Two local persons should be named who can be contacted in the event of an emergency if the parents cannot be reached.

EMERGENCY PLAN

In the event of a serious emergency during school hours, please do not telephone the school. Lines must be kept open for emergency use. School gates will be closed to keep all non-essential persons outside the school grounds. During the initial evacuation students will assemble in the yard. All students will be cared for in the supervised area.

Brief instructions for parents are:

Do not phone, the school lines are needed for emergency.

- o Upon arrival at school, report to the adult in charge to pick up your child/ren.
- o Remain calm.

As a general rule, Our Lady of Talpa School will follow the same procedure as the public schools in the area, and/or instruction from the Archdiocesan School Office.

EMERGENCY DRILLS

In order to help our children be prepared in the event of a disaster, a fire and Code Red drill is held once a month and an earthquake drill is held twice a school year.

Section-4-08

Arrival/Dismissal Procedures

CARLINE PROCEDURES

Children are to be dropped off in the morning and picked up in the afternoon at the carline. Read this information carefully and share it with anyone coming for your child, especially first-time participants in carline.

Drivers are to proceed at a speed of 5 mph through the carline as directed by the school personnel.

ARRIVALS

For arrival, students are to be dropped off in the area designated by carline personnel. Parents are to remain in their vehicle or behind the pedestrian gate.

PROCEDURES FOR ARRIVAL OF CHILDREN BEFORE SCHOOL

For safety and insurance reasons, students should arrive in the school yard between 7:30 a.m. and 8:00 a.m. If your child needs to be dropped off before 7:30 a.m., please notify the office at least 24 hours in advance. **Absolutely no child should be dropped off in front of the school.**

Once students have arrived at school, they **are not permitted to leave** the school grounds. Students are to line up in the auditorium by grade until the bell rings and the teacher picks them up. If a student arrives late, he/she should be dropped off in the office where he/she is to pick up a tardy slip, and then go to their classroom.

DEPARTURES

Cell phone use during carline is prohibited for the safety of the children. On **rainy days or excessively hot days**, dismissal will begin 15 minutes earlier than the end of a regular school day. **All students (including TK and Kindergarten)** will be dismissed 15 minutes early. **No children will be permitted to be picked up from the front office.**

PROCEDURES FOR DEPARTURE OF CHILDREN AFTER SCHOOL

Parents will drive into school grounds following the guidance of carline personnel. We ask for your patience and full attention until you come to a complete stop. In the designated pick up area, a staff member will directly guide your child(ren) to your car. Please wait for your child to come to you.

Students who walk or take an Uber/Lyft home must have a note on file in the office.

There is an Extended Care Program from 3:15 – 5:00 P.M. On Early Dismissal days, the Extended Day Program will begin after school at 12:30 P.M.

Students may not leave the school to buy anything from nearby stores and return. Please provide an after-school snack. **This is for the safety of your child/ren and an Archdiocesan policy.**

Topic-4-11-04

School Procedures for Immunization and Screenings

Our Lady of Talpa School follows the immunization requirements of the CA Department of Health detailed here: <http://www.shotsforschool.org/>

Topic-4-11-12

Accident Procedures

In case of an illness or accident, the school will contact the home and follow the request of the parent. It is understood that enrollment at Our Lady of Talpa confers upon the school the obligation of select emergency care providers (as outlined on the emergency card) in the absence of our ability to reach the parents, and that no liability would be attached to such a decision in the event that the parents cannot be reached. If you do not have your own phone, please give the number of a neighbor or relative and make sure to discuss this arrangement with the person involved. Two local persons should be named who can be contacted in the event of an emergency if the parents cannot be reached.

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>

Section-5-01

Curriculum

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

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

The curriculum in elementary schools and high schools is planned at each school to meet these overall objectives and the particular needs of the individual school community. The Department of Catholic Schools provides support for curriculum matters. In parish elementary schools and high schools, the pastor and principal consult on these matters. The archdiocesan high school curriculum is coordinated by the principal with senior academic and administration staff. While the principal may raise curriculum issues with consultative school boards and groups, the principal reserves responsibility for curriculum matters.

Our Lady of Talpa School's curriculum follows Archdiocesan and California Common Core State Standards and is implemented daily by qualified and committed faculty and staff. We offer a student-centered, comprehensive program that utilizes age-appropriate methods to meet our students' needs.

We provide a challenging, comprehensive, and relevant curriculum for each student that fulfills the school's mission and philosophy, strengthens Catholic identity, and results in achievement of our School-wide Learning Expectations (SLEs).

Students receive instruction in Religion, Math, Language Arts (Reading, Writing, English, and Spelling), Social Studies, and Science. Students receive weekly instruction in Music, Art, Physical Education, and technology.

Superkids is a comprehensive English language arts curriculum crafted for grades K–2 using evidence-based literacy practices. This proven-effective program follows a unique systematic and explicit instructional path through engaging, increasingly complex text. Superkids teaches all aspects of reading with a focus on the alphabetic principle. This phonics-based, highly developmentally appropriate approach is exactly what young children need.

Used in grades 3-8, **Achieve3000 Literacy**'s differentiated content and instruction accelerates learning growth for all students. It is proven to double and even triple expected reading (Lexile) gains in a single school year. Differentiated instruction is the process of adapting instruction to meet the needs of each individual student. It starts with getting to know your students, their interests, and abilities. It ends with watching them engage, learn, and grow.

McGraw-Hill My Math Learning Solution, used in TK, provides an easy and flexible way to diagnose and fill gaps in understanding. It offers best-in-class resources and instructional strategies. Actionable data personalizes learning to accelerate instruction, target each student's learning, and ensure algebra readiness.

Reveal Math, used in grades K-8, is a complete core math program built on contemporary academic research and designed so all students can succeed in mathematics. Derived from the latest research on how students learn best, Reveal Math is strategically designed to fuel active student engagement and deepen conceptual understanding. This coherent, vertically aligned K–12 core math solution will help uncover the mathematician in every student through

productive struggle, rich tasks, inquiry opportunities, and mathematical discourse.

STEMscopes, used in grades TK-8, is a comprehensive suite of results-oriented STEM curriculum and professional development solutions used by more than 8 million students and 600,000 teachers across all 50 states. Created by educators for educators, STEMscopes is highly adaptable, affordable, and supports instruction in any kind of learning environment. STEMscopes was developed by Accelerate Learning Inc. in partnership with Rice University.

TCI social studies programs are used in grades 6-8. TCI's curriculum resources and programs support the needs of students and educators with an easy-to-implement, interactive curriculum that is comprehensive and promotes blended learning methods. TCI's social studies curriculum has been developed to align with state-specific standards. Blended learning materials utilize digital resources to simplify planning and preparation for teachers.

Our Lady of Talpa School also utilizes adaptive software to further support students at different academic levels.

Smarty Ants builds foundational reading skills in an interactive and adaptive learning environment designed to instill a love of reading for students in TK-2. "Coach", their personal ant guide, leads students through animated lessons and activities while providing encouragement along the way.

DreamBox, used in TK, is more than a learning tool, it's a math program that intelligently adapts to each child, letting them drive their own learning while giving parents and teachers in-the-moment data and valuable insights to ensure success.

Redbird Mathematics offers rigorous, adaptive, and personalized math instruction with integrated STEM themes and digital project-based learning for grades K-7. Redbird Mathematics provides students with a richly personalized learning path, delivering precisely what each individual needs to build strong algebra readiness skills and accelerate learning forward.

ALEKS (Assessment and Learning in Knowledge Spaces) is a web-based, artificially intelligent assessment and learning system used in grades 6–8. ALEKS uses adaptive questioning to quickly and accurately determine exactly what topics a student knows and doesn't know in a course. ALEKS then instructs each student on the topics they are most ready to learn. ALEKS is purposefully designed to help educators: identify instructional gaps, personalize learning paths, and track the progress of student learning and mastery.

Topic-5-01-1

Religion Curriculum

1 Canonical Authority of the Diocesan Bishop

In accordance with canon law, the archbishop exercises full authority over the religious instruction and formation programs in all Catholic schools of his archdiocese, including both schools of the archdiocese and schools in the archdiocese that are owned and operated by religious orders, institutes, or governing boards. The authority of the bishop extends to but is not limited to the content of the religion curriculum, the hiring of teachers of religion, the visitation of schools, and the use of the title "Catholic school." The archbishop may exercise this authority in person or through designated delegates such as the superintendent(s) from the [Department of Catholic Schools](#).

2 Textbooks, Teaching Materials, Resources, and Content of Instruction

Textbooks, other teaching materials, and resources are chosen on the basis of sound doctrine, attention to both cognitive and affective domains, continuity with the program of instruction, and adequacy in meeting the needs and capabilities of the students in the particular school.

All religion textbooks are to have the approval of the United States Conference of Catholic Bishops Subcommittee

on the Catechism. Other materials and resources used by teachers are to meet the same standards as textbooks with regard to sound doctrine and appropriateness for students.

The content of instruction must conform to the authentic teaching of the Church as summarized in the [Catechism of the Catholic Church](#) and must clearly distinguish defined doctrine from personal opinion and theological interpretation. It will stress the relevance of religious truths and principles to the personal lives and daily concerns of the students.

The United States Conference of Catholic Bishops' [Doctrinal Elements of a Curriculum Framework for the Development of Catechetical Materials for Young People of High School Age](#) guides the written course outlines that must be developed and followed for each high school course. Course outlines are to be framework-based and not textbook-based.

Please see the [foundational catechetical documents](#).

3 Western Catholic Educational Association Catholic Identity Standards

All schools, whether archdiocesan, parish, or those owned and operated by religious orders, institutes, or governing boards, are required to meet the following Catholic identity standards from the accrediting agency for archdiocesan elementary schools, the [Western Catholic Educational Association \(Improving Student Learning, 2012 ed., p. 41; Ensuring Educational Excellence, 2014 ed., p. 10 \[click on 1-WCEA E3 2014 Protocol.pdf\]\)](#):

- The school has a mission statement and philosophy statement that indicates the integration of the Catholic faith in all aspects of the school's life.
- The school provides regular opportunities for the school community to experience prayer and the sacraments.
- The school has a religion curriculum and instruction that is faithful to Catholic Church teachings and meets the requirements as set forth by the [United States Conference of Catholic Bishops](#).
- The local ordinary approves those who teach the Catholic faith (Canon 805) and there is ongoing formation for catechetical and instructional competence.
- The school maintains an active partnership with parents/guardians whose fundamental concern is the spiritual and academic education of their children (Canon 796).
- The school has a service-oriented outreach to the Church and civic community after the example of Jesus Christ, who said, "I have given you an example so that you may copy what I have done to you" (Jn 13:15).
- The school uses signs, sacramentals, traditions, and rituals of the Catholic Church.
- All school personnel are actively engaged in bringing the good news of Jesus into the total educational experience.

Honors/Advanced Placement/International Baccalaureate

Intentionally left blank.

Topic-5-01-3

Homework

HOMEWORK

Homework is planned to meet the needs of students and has an essential place in the educational program. All parents are urged to take an active interest in the child's homework. However, it is the responsibility of the student to see to it that assignments are properly written down and are completed on time. Children should have a **quiet place to study. Please do not permit them to do homework while watching television or listening to the radio.**

Homework is assigned:

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

Some children require more time than others to complete assignments, so we do not require a certain length of time for completion.

Homework is assigned on a daily basis or at the discretion of the teacher. It may include:

- written work
- reading
- studying for tests
- using adaptive software

Weekend homework is usually not given, but adaptive software may be assigned. Long-range research assignments should be carefully time-planned so as to avoid last minute rush efforts.

A written excuse from a parent will be accepted if illness or a family situation prevents a student from doing his/her homework. If you feel that your child is having unusual difficulty in completing homework assignments it is wise to confer with your child's teacher. **Sports or other extra-curricular activities are not accepted excuses for not doing homework.**

Teachers are never expected to gather work for an absent student or to plan work ahead of time for a student who will be absent. **It is the responsibility of the student to find out what work was missed during the absence and to make up that work upon their return.**

For every day missed, two full days will be given to turn in missed homework. If homework is forgotten, students will not be allowed to call home for parents to bring it to school; students must be responsible for doing the homework and for turning it in on time.

Topic-5-01-4

Graduation Requirements

In order to graduate, students must have a passing grade in the core academic subjects as averaged out throughout the year. Students must not have had excessive number of absences without a written note from a health care provider. All fees must be paid prior to graduation.

8th Grade students will need to pay a graduation fee of \$30.00 and a cap and gown rental fee of \$25.00. Parents will be notified of the date the fees are due. **This fee is non-refundable.**

Topic-5-02-1

Assessments

In addition to teacher-made tests, which are part of the school work, STAR testing is given four times a year from TK thru 8th grade. **It is imperative that students are present and come to school on time during the weeks of testing.** Being late could cause the student to miss part of the testing which could affect his/her test scores; on the days of testing we ask that the student receive proper nutrition and sleep.

Students in grades 5th and 8th take the Archdiocesan ACRE test in the spring.

Topic-5-02-2

Grading Scale

The grading scale varies by teacher.

Topic-5-02-3

Elementary School Grade Reporting

CANVAS

Canvas is used by teachers for grading assignments and may be accessed by parents to monitor your child(ren)'s academic progress. We encourage parents to sign up as an observer to your child's account. If you need help creating an account or navigating Canvas, please contact the school office.

PROGRESS REPORTS

Progress reports are sent home three times a year. This is to inform parents of students' performance in academic subjects, conduct, work habits, and adaptive software progress. The dates for progress reports are noted on the monthly calendar. It is the **responsibility of the student** to get the missing assignments from the teacher if he or she has been absent or missing from class. The student must make up the work within the time designated by the teachers.

REPORT CARDS

Report cards are given out three times a year at the end of each trimester. Report cards must be signed and returned to the teacher as soon as possible. If you find it necessary to contact a teacher for a conference, please call the office (323) 261-0583 and make an appointment. No teacher may be interrupted before school or during class time to confer with parents.

Topic-5-02-5

Make-Up Work/Absences

It is **the responsibility of the student** to get the missing assignments from the teacher if he or she has been absent or missing from class. The student must make up the work within the time designated by the teachers.

Section-5-03

Standardized Testing

Assessment of student learning is a critical component of the educational program. Assessment is ongoing and integrated into the teaching and learning process. In archdiocesan schools, assessment goals may be met through standardized testing, together with curriculum-based assessment. Parents/guardians will be expected to communicate with teachers and the administration regarding the children's overall progress.

In addition to teacher-made tests, which are part of the school work, STAR testing is given four times a year from TK through 8th grade. **It is imperative that students are present and come to school on time during the weeks of testing.** Being late could cause the student to miss part of the testing which could affect his/her test scores; on the days of testing we ask that the student receive proper nutrition and sleep.

The [National Catholic Educational Association Assessment of Children](#)/Youth Religious Education (NCEA ACRE) is administered annually to students in fifth grade (Level 1) and eighth grade (Level 2) in archdiocesan schools.

NCEA ACRE is a tool for assessing the effectiveness of [catechetical programs in Catholic schools](#) and [parish-based religious education programs](#). NCEA ACRE includes questions about faith knowledge and religious beliefs, attitudes, practices, and perceptions. It provides information about a catechetical program's strengths and areas that may need additional attention or improvement. To preserve the integrity of the testing program, testing materials cannot be shared with students and stored securely until the time of testing. Under no circumstances should specific test items be reviewed with students before or after the testing dates.

7-21-21

Section-5-04

Recess and Lunch/Nutrition

BREAKFAST, SNACKS, AND HOT LUNCH

Breakfast will be served during the morning recess. If students are not purchasing a school lunch, lunches are to be brought to school in the morning by the child. If a child forgets his/her lunch, he/she may have a hot lunch.

For the child's safety, no adult may bring lunch to the child in the yard during recess or lunch time. Forgotten lunches must be brought to the office, and the office will distribute the lunch to the student(s).

Parents are **encouraged and urged** to supply their child with a well-balanced and nutritious snack/lunch. Fruits and raw vegetables are appropriate for snacks. **Foods that are not permitted include:**
Lunches from fast-food businesses

Sodas and power drinks

Section-5-05

Supplies and Textbooks

To obtain a list of necessary school supplies, please [contact the school office](#) (323-261-0583).

Section-5-06

Honors and Awards

Intentionally left blank

Section-5-08

Academic Probation, Retention/Transfer

TRANSFERS/WITHDRAWALS

If a child is transferring to another school during the school year, parents are required to inform the teacher and principal ONE WEEK IN ADVANCE.

All records will be FORWARDED TO THE NEW SCHOOL upon the school's request. **Parents may not take the records with them.**

Section-5-09

Counseling

Services are available to the students and their families through our school counselor. Students may request to see a counselor, or be referred by parents, administration, teacher or staff. A signed consent form is required for these services.

Topic-5-09-2

Additional Counseling Information

Intentionally left blank

Section-6-01

Before & After School Policies and Programs

EXTENDED CARE PROGRAM

Our Lady of Talpa is dedicated to provide a safe, structured, affordable, and enriching Extended Day Program from 3:15 p.m. - 5:00p.m. Students will be able to do homework in a quiet place however, this is not personal tutoring. **The cost for the Extended Care Program is \$35.00 a month.** Payments are due on the 1st day of each month for the upcoming month. If parents arrive after 5pm, they must pay an additional \$1 per minute late, per child. If a parent will be running late, it is important they call the office to notify the extended care program as soon as possible. If children are frequently picked up late, they may be withdrawn from the program at the school's discretion.

See the school website for additional or updated information:

<https://www.ourladyoftalpaschool.org/programs/extended-day-program/>

Section-6-02

School Field Trips and Excursions

Our Lady of Talpa may provide students with about 2 field trips every school year. Students may leave the school grounds for fieldtrips or be released from the school only with the **written permission** of the parent or guardian. A **separate** permission slip is required for **each** field trip. These will be distributed by the classroom teacher and be held on file in the office. Permission slips must be returned and signed as soon as possible, but no later than 24 hours before the field trip.

Phone permissions **are not accepted.**

CHAPERONE POLICY

Qualified chaperones at Our Lady of Talpa are chosen on a first come first served basis, however, the principal gives final approval of the chaperone list.

- a. 21 years or older
- b. fingerprinted and cleared through the Archdiocese of Los Angeles
- c. be a parent of a student at Talpa or an adult who is on the emergency card and has the parent's permission to chaperone
- d. must be VIRTUS trained

Qualifications:

2. Responsibilities:

- a. responsible for the safety and supervision of the students given into his/her care
- b. must be mentally and physically present during the field trip. **Chaperones may not be texting or making calls on their cell phones** unless it is an emergency.
- c. must take direction from the teacher
- d. responsible to keep their assigned group of students together and in clear line of sight
- e. may not separate from the larger group unless directed
- f. may not give/purchase a treat for their group separate from the larger group
- g. may not take pictures of students and post them to Facebook or any other social media site.
- h. may not pass on messages to students from one of the student's relatives.
- i. not allowed to bring beverages on board the bus. **The chaperone's hands must be free in case of an emergency on the bus.**

Section-6-04

Student Government

This active organization is the student government of Our Lady of Talpa. Its purpose is to develop leadership, responsibility, and school spirit, as well as to give the members an active part in decision-making. The student council consists of elected officers and class representatives. These students meet weekly to plan school activities, spirit events and service projects. Students in student council must maintain good grades, have good conduct, and follow school rules.

Topic-6-04-1

Election rules

STUDENT COUNCIL

This active organization is the student government of Our Lady of Talpa. Its purpose is to develop leadership, responsibility, and school spirit, as well as to give the members an active part in decision-making. The student council consists of elected officers and class representatives. These students meet weekly to plan school activities, spirit events and service projects. Students in student council must maintain good grades, have good conduct, and follow school rules.

Section-6-05

Clubs/Organizations/Honor Societies

VINCENTIAN-MARIAN YOUTH (VMY)

Vincentian-Marian Youth (VMY) is a service and formation group for students in grades 5-8. Students serve, learn, and are formed in the charism of our Vincentian founders: St. Vincent de Paul, St. Louise de Marillac, and St. Elizabeth Ann Seton. Students apply and interview for VMY; these students must maintain good grades, have good conduct, and follow school rules.

Section-6-08

Parent/Guardian Release for Student or Minor (Noncommercial)

This form is to be completed annually.

http://handbook.la-archdiocese.org/Handbook%20Resources/parent_guardian_release_for_student_or_minor_noncommercial_en.pdf#s

En español:

http://handbook.la-archdiocese.org/Handbook%20Resources/parent_guardian_release_for_student_or_minor_noncommercial_es.pdf

Section-6-12

Athletics

AFTER SCHOOL SPORTS

Boys and girls from grades 4 – 8 who meet the academic and behavior requirements may try out for after school sports.

Our students participate in the following sports:

Boys: flag football, basketball, volleyball, and soccer

Girls: volleyball, basketball, softball, and flag football

Topic-6-12-01

School Athletic Handbook [if applicable]

Boys and girls from grades 4 – 8 who meet the academic and behavior requirements may try out for after school sports.

Our students participate in the following sports:

Our students participate in the following sports:

Boys: flag football, basketball, volleyball, and soccer

Girls: volleyball, basketball, softball, and flag football

Requirements for participation in sports or in any other extra-curricular activities include:

Grades: Must have acceptable grades (2.0 where possible, some grades may be standards based and not reflect a GPA)

Conduct: Athletes must be role models for good conduct in the classroom and during sporting events

Topic-6-12-02

Sports by Season Pep Squads, Cheer

Sports By Season: (subject to change)

Fall-Flag football and Volleyball

Winter-Basketball

Spring-Volleyball or Soccer, Softball

Topic-6-12-03

Selection Process/Requirements for Participation

Requirements for participation in sports or in any other extra-curricular activities include:

1. Grades: 2.0 GPA or better
2. Conduct: No lower than a "C" or "S"
3. Participation can be granted at the discretion of the teacher and/or administration.
4. Students absent for half or more of school the day of a game may not participate.

Topic-6-12-06

Athletic Fees, Equipment and Uniforms

Sports Fee:

There is a \$40 sports fee per season. These funds are used to pay for referees, pay coaches, and to buy uniforms

when needed.

Topic-6-12-09

Sportsmanship Code for Spectators

As the primary educators, parents and spectators must exemplify excellent sportsmanship at athletic events and practices. Parents are never to question a coach's decision publicly. If a child is not playing and you would like to ask why, please make an appointment to speak to the coach. Do not speak to the coach during the game, or immediately after. Parents are not to coach their children from the stands, or argue with referees. Failure to display good sportsmanship and portray the school in a negative light may result in a parent or spectator not being allowed to attend games/practices.

Topic-6-12-10

Coach/Trainer Certification [Play Like a Champion]

Coaches must be properly trained and vetted by the archdiocese of Los Angeles. Coaches are required to attend a Play Like a Champion Course offered by the Catholic Youth Organization. All 3 mandates must be done prior to coaching. Coaches must print out a schedule of practices for parents for the upcoming month, and should avoid changing them as doing so can inconvenience families. Coaches must hold a meeting with parents prior to the start of the season.

Topic-6-12-11

CYO/CIF

Our Lady of Talpa works along with CYO for all sports and follow CYO league guidelines and policies. Sportsmanship and learning of skills is stressed in our athletic program. Students who fail to live up to the standards of good sportsmanship or who bring embarrassment to the school because of their behavior at athletic events will be removed from their teams. At the time of participation, each student/athlete will receive an Athletic handbook. These guidelines are an extension of this handbook. **Parents are also expected to support the school in an appropriate manner at games.**

Section-7-1

Tuition and General Fees

TUITION AND FINANCES

Tuition and fees **do not cover** the costs of educating the students at our Lady of Talpa. The deficit is made up by various fundraising activities sponsored by the Parent Guild, Alumni Association, and the Daughters of Charity Foundation. Our Lady of Talpa must meet operational expenses and payroll on a monthly basis. All families are expected to pay tuition and fees when due. All tuition and fundraising monies are spent to meet the yearly financial budget. **If a family is undergoing a financial crisis, they must speak to the principal prior to falling behind on tuition payments. Once a family becomes delinquent in tuition, the child will not be allowed to attend class.**

A non-refundable registration fee is required. This fee partially covers the cost of books, supplies, testing

materials, student insurance, library resources, audio-visual equipment, etc. The fee is **non-refundable**, even if the student transfers to another school or decides not to begin the school year.

All current tuition and fees must be paid in full by the start of the next school year. **Delinquent payments may result in your child not attending school.**

Tuition rates are found in the school contract. Payment of tuition is done through TADS Tuition Management Program. Any questions regarding TADS and or tuition, please contact the school office.

You may also contact TADS at www.mytads.com or 800-477-8237. M-F 8am-8pm Central time.

If a family should experience an unexpected financial crisis, they need to make this known to the school as soon as possible (at least 5 working days prior to a payment being due).

A \$25.00 fine will be added for any other returned checks. If a check is returned a second time, payments must be paid in cash or money order for the remainder of the school year.

Non-tuition payments of any kind may be made **during school hours**. If you send cash or checks, please enclose it in an envelope with family name on front, amount, and date. Please refrain from sending cash with your child for safety reasons.

No personal checks will be accepted during the months of May and June. Payments must be made by cash/money orders only.

Section-7-2

Tuition Collection

Tuition is paid through TADS, as mandated by the Daughters of Charity Foundation. Payments in the office are discouraged.

Section-7-3

Tuition Assistance

Every family must complete TADS financial application on a yearly basis. Failure to do so by March will result in a family paying the full cost of education, nearly \$6000 per child.

Section-7-4

Parent Service and Fundraising Requirements

30 HOURS PROGRAM

Whether in the form of time, donation, or financial support, each family is asked to complete **thirty (30)** hours of service. Hours not completed will be charged **\$10.00/hr**.

Chapter-8

DISCIPLINE

DISCIPLINE

Catholic schools' discipline is considered an aspect of moral guidance and not a form of punishment.

The purposes are:

- To promote genuine pupil development.
- To provide classroom situations conducive to learning.
- To learn respect for the rights of others.
- To promote character training.

For further details regarding Our Lady of Talpa School's discipline policies, please access the "section-8-1-Philosophy" link below.

Topic-8-1-01

Discipline and Procedures

Discipline in the Catholic school is considered an aspect of moral guidance and not a form of punishment. The purpose of discipline is to provide a school climate that is conducive to learning and promotes character development and the common good. Each school must publish its discipline policy in its parent/student handbook.

Discipline is maintained in a classroom or school when students work cooperatively with the principal, the teachers, and their classmates towards class and school objectives. However, the legitimate interest of the school extends beyond the school day and school hours.

7-16-21

DISCIPLINE

Catholic schools' discipline is considered an aspect of moral guidance and not a form of punishment.

The purposes are:

To promote genuine pupil development.

To provide classroom situations conducive to learning.

