

Precious Blood Elementary School

Welcome

PARENT-STUDENT HANBOOK

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

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

Section-2-01

Mission Statement and Philosophy

Mission and Philosophy:

We, the faculty of Precious Blood School, base our educational philosophy on the threefold purpose of Catholic education.

- Proclamation of Jesus' message
- Community evidenced in love for one another
- Living and active service to the entire human community modeled on the life of Jesus Christ and His relationship to His Father ("To Teach as Jesus Did.")

Realizing the threefold purpose of Catholic education, which strives to integrate religion with

Realizing the threefold purpose of Catholic education, which strives to integrate religion with living and learning, we endeavor to create an environment that fosters the total development of the child, spiritually, intellectually, socially, morally, physically, psychologically, and aesthetically.

Recognizing the family as the heart of this Catholic education, Precious Blood School values the role and contribution that parents make as the primary educators of their, and acts as co-educators with parents.

Spiritual Goals

With the commitment to Catholic values, we strive to create an environment in which students can grow and deepen their personal relationship with God and discover their role in the Catholic community.

We endeavor to do this by:

- Providing and integrating daily instruction of religion and the integration of religious and moral values in other areas of the curriculum
- Having a variety of formal & informal prayer experiences each day
- Organizing a variety of school-wide liturgical experiences
- Hiring dedicated teachers whose examples of modeling Catholic values helps our students grow in their faith

Intellectual Goals

As educators, we strive to create an atmosphere conducive to learning while recognizing individual differences and fostering a love for knowledge, leading each child to his or her full potential.

We endeavor to this by:

- Providing a positive learning environment where students can acquire the essential skills of critical thinking, reading, writing, mathematics, and the social and natural sciences
- Facilitating opportunities for students interaction through diverse and current teaching methods
- Providing opportunities to learn using technology for various remedial & enrichment activities
- Communicating student progress to parents consistently so that they may reinforce and help their child in focused areas
- Ongoing review and evaluation of curriculums

Psychological Goals

We believe emotional growth and development is essential to the whole human person.

We endeavor to this by:

-

Providing an atmosphere that reinforces the child's self-esteem through praise and acceptance

-
- Helping students identify, accept, and respect their own feelings and the feelings of others
-
- Teaching students to understand that they have control over their emotions and are responsible for their actions
-
- Conferencing with parents when there is evidence of a problem so that we may work together for the good of the children

Sociological Goals

We believe the student's social development depends upon a healthy self-concept enabling him or her to relate well with others.

We endeavor to this by:

-
- Recognizing the uniqueness of each child
-
- Maintaining a school-wide policy of positive discipline
-
- Encouraging respect, tolerance, and understanding of other students, their rights, and property
-
- Emphasizing the value and need for self-discipline, which leads to the acceptance of responsibility for one's actions
-
- Providing opportunities to develop student leadership both in the classroom and also creating opportunities for community outreach

Aesthetic Goals

We believe that there is learning beyond the basic curriculum that students should be exposed to.

We endeavor to this by:

- Developing an appreciation for the fine arts and encouraging freedom of expression in the fine arts
- Scheduling activities that enhance the artistic, musical, and physical talent of our students
- Teaching an appreciation for and stewardship of all of God's natural wonders

Physical Goals

As educators, we believe that physical development and fitness play an important role in the growth of our students. This encourages them to respect themselves and others.

We endeavor to this by:

- Stressing personal hygiene and proper diet
- Providing physical education classes and extracurricular activities
-

Allowing students to compete in interscholastic games

- Providing basic health screening & maintaining current health records

This information can also be found at: <https://www.preciousbloodschool.net/our-philosophy-1>

Section-2-02

Integral Student Outcomes (ISO) / Learning Expectations

Student Wide Learning Expectations (SLE's)

PBS students are ReAL:

Responsible Citizens

- Demonstrate respect for themselves and others
- Recognize and share their knowledge, gifts, and talents with others
- Value and appreciate the world around them
- Embrace diversity

Active Catholics

- Live according to church teachings and celebrate Catholic traditions
- Participate in worship and prayer
- Respond to the needs of the community and promote social justice

Life-long Learners who

- Think critically
- Demonstrate effective communication skills
- Utilize technology responsibly
- Maintain accountability for all their actions

This information can also be found at: <https://www.preciousbloodschool.net/schoolwide-learning-expectations>

Section-2-03

History of the School

History of School

Precious Blood School opened in September 1950, fulfilling the dream of Rev. Msgr Michael O'Halloran, the founding pastor of the parish. The Daughters of Mary and Joseph staffed grades 1 through 4 in a home purchased at the corner of 3rd and Occidental Blvd. Rooms were added gradually until all eight grades were available, some in double grade classes.

In the late 50's and 60's, the Anglo-American population moved west and the school became very cosmopolitan. In the 70's, the school population was almost entirely Hispanic. In the 80's, there was a growth of Filipino families. The school population is now 63% Filipino, 27% Hispanic, 3% Asian, 4% Anglo American, and 3% Afro-American.

The Daughters of Mary and Joseph withdrew from the school at the end of the 1970-1971 school year. The Sisters of Charity supplied one sister as principal from 1971-1984. In August 1984, a lay principal was contracted. In 1995, Kindergarten and 7th grade were added, and the 8th grade added in 1996.

We offer our appreciation to Rev. Msgr Michael O'Halloran, Rev. John J. Fallon, Rev. Jeffrey Steffon for their leadership through these past years, as well as to Rev. Paul Brogan who was the interim pastor 2000-01. The Missionaries of Jesus has taken leadership of the Parish since 2002. Rev. Percy Bacani, MJ is the current Pastor.

This information can also be found at: <https://www.preciousbloodschool.net/our-history-1>

Section-2-04

Accreditation

Precious Blood School is accredited by the Western Catholic Education Association and the Western Association of Schools and Colleges.

Section-2-06

School Personnel Lists

Faculty and Staff

□

Information can be found at: <https://www.preciousbloodschool.net/faculty-staff>

Section-2-07

School Schedule and Calendar

Section-2-08

School Map

Physical Address:

307 S. Occidental Blvd, Los Angeles, CA, 90057

Please contact the front office if you wish a tour of the school or have questions concerning the physical plant.

Section-2-09

School website and social media

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 the removal of student from school.

Official Website: <https://www.preciousbloodschool.net/>

Section-2-14

Dress/Uniform Code

Precious Blood School Uniform and Dress Code

It is the objective of the PBS Uniform Policy to encourage simple living among our students by creating a uniform way of dressing up for school. This eliminates peer pressure related to fashion trends and the use of expensive items. Parents are expected to uphold this policy and see that their child/ren is/are in compliance at all times. ***If a child does not meet the uniform requirements, they may not be admitted to the class, and parents will be asked to bring the proper uniform.*** Uniforms can be purchased at [Michael's School Uniforms](#) at 225 S. Market St. Inglewood CA 90301. Please see below the On-Campus Uniform Code and the Distance Learning Uniform Code.

On-Campus Uniform Code:

Girls

Girls Regular Uniform:

TK – 5

- ♣ Navy blue, red, and white plaid jumper
- ♣ White peter pan blouse (tucked in at all times, no logo)
- ♣ White socks/ navy blue socks (No low cut ankle or no-showsocks, preferably knee highs)

- ♣ Navy blue, red, and white plaid skirt
- ♣ White Oxford polo (tucked in at all times, no logo)
- ♣ Solid white or solid navy blue socks (No low cut ankle or no-showsocks, preferably knee highs)

Girls Formal Uniform:

TK - -5

- ♣ Navy blue cross tie

6 - 8

- ♣ Striped long tie; or blue cross tie

Regular and Formal Uniform Shoes:

- o Shoes must be solid ALL-black or solid ALL-whiteshoes including the outsole, for both boys and girls. Only shoes with shoelaces, Velcro or Mary Janes for girls are allowed. Tennis shoes are allowed provided they are solid ALL black or ALL white. Socks must be worn at all times.

Sweatshirts/Jackets/Sweaters/Cardigans:

- o Only the Precious Blood sweatshirts may be worn

PE days:

- o The students may come to school already in their P.E. uniforms. The uniform for P.E. is blue walking shorts or sweatpants with the school logo and a gray shirt with logo (PE shirts and shorts are purchased in the school office). Students must be in proper P.E. clothes or they may not participate in class. Non-participation will affect the grade for the class. (Note: On exceptionally hot days, students will be allowed to wear their PE uniform.) Sweatpants and sweatshirts are available for purchase from Michaels Uniforms.

PE shoes:

- o Tennis shoes should be only Solid ALL black or solid ALL WHITE including outsoles; white or navy blue socks for girls:

Additional Dress Code Rules

- o Jewelry may be worn in moderation. Hoop or dangling earrings are not permitted for safety reasons. Make-up is forbidden. No nail polish at all times. Students will be asked to wash their faces and remove their nail polish in the office if found in violation. Hair should be neat and clean, and its natural color. (no dye, no highlights). False eyelashes and acrylic nails are not allowed; no piercing for boys will be allowed. Fingernails should be trimmed and clean.

FREE DRESS Days:

- o Free dress days are given to students as a special privilege. All students are expected to follow Catholic school appropriate clothing. The following list includes, but not limited to, the unacceptable free dress clothing; otherwise, parents are going to be called to bring regular uniform for the child to change into:
 - ♣ No spaghetti strap or tank tops; No short shorts
 - ♣ No logos or pictures that show inappropriate and or suggestive pictures and language
 - ♣ No open -toed shoes, no sandals, no flip flops; socks must be worn at all times

BOYS:

Boys Regular Uniform:

TK-8

Navy blue twill slacks or walking shorts

Light blue polo shirt w/PBS logo or ** new Navy blue shirt with PBS logo

Solid white or solid black socks (No low cut ankle or no-show socks)

Solid black or brown belt for grades 3-8 at all times

Boys Formal uniform days:

- o All boys should wear long-sleeved white Oxford or **short sleeved white Oxford polo with either navy blue tie or striped tie. Long pants should be worn on formal uniform days.

Regular and Formal Uniform Shoes:

Shoes must be solid ALL-black or solid ALL-white shoes including the outsole. Only shoes with shoelaces or Velcro shoes are allowed. Tennis shoes are allowed provided they are solid ALL black or ALL white. Socks must be worn at all times.

Sweatshirts/Jackets:

- o Only the Precious Blood sweatshirts may be worn

PE days:

- o The students may come to school already in their P.E. uniforms. The uniform for P.E. is a blue walking short/sweatpants with logo and gray shirt with logo (PE shirts and shorts purchased in school office). Students must be in proper P.E. clothes or they may not participate in class. Non-participation will affect the grade for the class. (Note: On exceptionally hot days, students will be allowed to wear their PE uniform.) Sweatpants and sweatshirts are available for purchase from Michaels Uniforms.

PE shoes:

- o Tennis shoes should only be solid ALL-black or solid ALL white including outsoles; Solid ALL white or Solid ALL black socks should be worn. All trousers (including PE shorts) must be worn above the hip; no sagging. Failure to comply with this regulation will result in dismissal for the day. Solid black or brown belts for boys in grades 3-8 must be worn at all times and shirts must be tucked in at all times.

Additional Dress Code Rules

- o Jewelry may be worn in moderation. Hoop or dangling earrings are not permitted for safety reasons. Make-up is forbidden. No nail polish at all times. Students will be asked to wash their faces and remove their nail polish in the office if found in violation. Hair should be neat and clean, and its natural color. (no dye, no highlights). For boys, it should not drop below the top of the ear or the top of your shirt collar. No piercing for boys will be allowed. Fingernails should be trimmed and clean.

FREE DRESS Days:

Free dress days are given to students as a special privilege. All students are expected to follow Catholic school appropriate clothing. The following list includes, but not limited to, the unacceptable free dress clothing; otherwise, parents are going to be called to bring regular uniform for the child to change into:

No spaghetti strap or tank tops

No logos or pictures that show inappropriate and or suggestive pictures and language

No short shorts

No open-toed shoes, no sandals, no flip flops; socks must be worn at all times

Distance Learning Uniform Code

The Distance Learning Uniform Code will be in effect when students are taking part in online learning and activities off-campus.

Girls

Live Class times and Small Groups:

- o PBS Shirt (Spirit shirt, uniform blouse, pe uniform shirt)
- o PBS sweatshirt (if desired)
- o Appropriate shorts, pants or skirts.

When Class is in charge of Assembly or during Mass:

- o Girls Formal Uniform:
 - ♣ Blouse, Formal Bow ties or PBS tie, formal skirt.

Additional Dress Code Rules

- o Please refer to the school uniform code for more information.
- o No Pajama's or sleepwear of any kind

BOYS:

Live Class times and Small Groups:

- o PBS Shirt (Spirit shirt, uniform polo, pe uniform shirt)
- o PBS sweatshirt (if desired)
- o Appropriate shorts, pants

When Class is in charge of Assembly or during Mass:

- o Boys Formal Uniform:
 - ♣ Dress Shirt, Dress Pants, Dress Shoes, PBS Tie

Additional Dress Code Rules

- o Please refer to the school uniform code for more information.
- o No Pajama's or sleepwear of any kind

Section-2-15

Relationship of School to Parish

Section-2-16

School Governance

Topic-2-16-4

topic-2-16-3-School Boards

Topic-2-16-5

topic-2-16-4-Parent or Parent-Teacher Organizations

Chapter-3

CATHOLIC IDENTITY

Topic-3-1-3

Additional Practices

"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 are paramount in fostering this community climate in schools, in the gospel spirit of freedom and love.

Every elementary school designates a religion coordinator. The [elementary school religion coordinator](#) 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.

Adapted from ADLA Administrative Handbook Section 4.3.7 - Campus Ministry and Community Life

Section-3-2

Sacraments (First Reconciliation, First Communion, Confirmation)

Sacraments

Precious Blood School with Precious Blood Parish offers the Sacraments and sacramental preparation. Precious Blood School encourages parental involvement in students taking part in the Sacraments by attending weekly mass and participating in the sacraments at their local parish. Precious Blood School supports the catechesis of students through attending mass regularly during school hours and providing reconciliation services and individual reconciliation during the year.

Precious Blood School offers Sacramental preparation for Baptism, Reconciliation, and Communion. Baptism preparation is done in collaboration with Precious Blood Parish. Please contact the front office to inform the administration of your interest. Preparation and information sessions are done through Precious Blood Parish, so please contact the Parish Office (Phone #:213-389-8439) for times of sessions. Preparation for and reception of Reconciliation and First Communion is part of the second-grade religion curriculum. Families with older students who wish to receive the sacrament may contact the administration who will work with them to prepare their students for Sacraments.

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 are paramount in fostering this community climate in schools, in the gospel spirit of freedom and love.

The [elementary school religion coordinator](#), 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.

Section-3-6

Retreats

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

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

Topic-4-03-4

topic-4-03-2-Inoculation requirements of the CA Department of Health

Precious Blood School follows the inoculation requirements of the CA Department of Health detailed here:
<http://www.shotsforschool.org/>

Section-4-04

Absence, Tardiness, and Truancy

Topic-4-04-1

Absence

Absences

Principals and teachers are responsible for checking the regular attendance of all students. Every absence must be recorded on an attendance register (hard copy or electronic). All attendance policies should be clearly defined in the parent/student handbook.

The Absent Note on the school app must be filled out by the parent or guardian every time a child is absent.

Students are responsible for work missed.

If a child has been diagnosed as having a contagious disease, kindly let the office know as soon as possible. The child may not return to school without a doctor's note stating that he or she is able to return to school.

Being absent 15 or more days in a trimester may be cause for the child to be retained, or asked to withdraw from school.

Topic-4-04-2

Absences with Acceptable Excuse

Excused and Unexcused Absences

When a student is absent, the parent/guardian must submit a written excuse through the "Absent note" on the school app.

The school shall 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.

Excessive absences may result in the loss of academic credit.

If a child has been diagnosed as having a contagious disease, please submit the absence through the "Absent Note" on the school app. The child may not return to school without a doctor's note stating that he or she is able to return to school.

Medical and dental appointments should be scheduled after school to cut down on absenteeism.

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

If a child will be absent for 5 or more consecutive days, this is considered an Extended Absence.

All Extended Absences must be reported to the school through the "Absent Note" no less than 3 school days prior to a planned Extended Absence. Any planned Extended Absence should also be communicated to the students' teacher(s) through email no less than 3 school days prior to the planned absence. The principal and teacher(s) will provide a recommendation concerning the planned absence to the parent/guardian on making up missed work after the

absence to the parent/guardian on making up missed work after the student has returned from their planned absence. Depending on the nature of the planned extended absence, the student is held responsible for turning in assignments that are accessible to them through virtual classrooms (*ex. Google Classroom or Seesaw*). All make up work needs to be turned in no later than 2 weeks before the end of the trimester to receive credit. When a student is absent for an extended time, the school may withhold official grades. Being absent for 15 or more days in a trimester or more than 30 days in a school year may be cause for the child to be held back, or asked to withdraw from school. The Principal holds the right to also recommend that the student be held back or asked to withdraw depending upon the length and/or reason of the absence.

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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.

Medical and dental appointments should be scheduled after school to cut down on absenteeism. A designated adult must always report to the school office and sign their child out before the child may leave school.

Topic-4-04-5

Tardiness

Tardiness

A student is tardy if he or she arrives after the beginning of class. A student is marked absent for half a day if the student arrives after 9 am. 3 days of being tardy per semester is considered one day absence.

Being absent 15 or more days in a trimester may be cause for the child to be retained, or asked to withdraw from school. (Section 4-04-1, Absence).

The school must keep a record of all tardiness in the attendance register and records.

In-Person:

The bell rings at 7:50 a.m. Children should arrive at school no later than 7:50 a.m. Any child arriving after 8:00 a.m. is considered late and must go to the office for a tardy slip. **A student is marked absent for half a day if the student arrives after 9 am.**

Distance Learning:

Class schedules are provided to parents and students with start times for all class meetings. Teachers take attendance within the first 5 minutes of the online meeting link being posted. A student may be considered late if they check-in / log into the class more than 5 minutes after the class has begun. It is the responsibility of the student/family to communicate with the teacher that they are in the class if they have logged in after attendance has been called.

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 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.

Source: <http://handbook.la-archdiocese.org/chapter-13/section-13-2/topic-13-2-7>

Topic-4-05-1

Parent Teacher Conferences

Appointments

Parents may call during office hours to schedule appointments for conferences with school personnel. Teachers are not available for conferences during school hours. They are present at school for 30 minutes after dismissal for conferences.

You may set an appointment by calling the school office at (213) 382-3345

Source: <https://www.preciousbloodschool.net/appointments>

Topic-4-05-2

Parent Messages and Phone Calls

Parent Messaging and Phone Calls

Faculty and staff make themselves available to parents through multiple means. To leave messages for faculty or staff parents may call the front office and leave a message, and/ or directly email the faculty or staff member or send a message through REMIND.

Topic-4-05-3

Parent to School Communication

Section-4-07

Safety and Security Procedures

Section-4-08

Arrival/Dismissal Procedures

Arrival and Dismissal Procedures

Zero Period students may arrive at 7 am and proceed to class. For students who are not in any Zero Period classes may arrive starting at 7 am for Study Hall. Classroom teachers then pick up students from Study Hall at 7:30 am. Classes officially begin at 8 am. Any student arriving after 8 am is marked late.

Dismissal Times: M-T-Th-F: TK-2 2:45 pm 3/-4th 2:55 5/6/7/8 3 pm. All Wed. 12 noon.

Special 12noon dismissals on certain occasions like day before Christmas Break or Easter Break may happen but these days are on a to be determined (TBD) basis. School will announce as necessary.

Section-4-09

Automobiles/Parking Lot

Parking Lot:

Many archdiocesan locations provide parking facilities for all staff. Staff members are required to comply with such parking lot rules and procedures as may be published from time to time. Cars should always be locked when left in the parking lot. The archdiocese assumes no responsibility for personal property (including automobiles) that may become damaged or be stolen. Individuals who require access to a special parking place because of a temporary or permanent disability must apply for a Department of Motor Vehicles permit for persons with disabilities. Only vehicles displaying this permit may park in the spaces designated for disabled persons.

The Parking lot is primarily for faculty and staff parking. Parents, Visitors, and Guests may only park in the parking lot with the principal's expressed permission. Individuals given parking clickers or the parking code to the automatic gate on Hoover Street may not provide the clicker or code to any other individual without the principal's expressed permission. Providing a clicker or parking code to the automatic gate without permission may result in losing the privilege of parking on campus and other actions deemed appropriate by the administration.

The Basketball Court may also be used as a parking area for special events and meetings. The entrance will be from Occidental Blvd unless otherwise stated. Please be cautious while driving inside school grounds as people may be walking to the event or meeting.

Street parking is available in the area. Please pay attention to posted city parking signs as parking codes are strictly enforced. Precious Blood School is not responsible for any citations an individual may receive while visiting campus.

Precious Blood School is not liable for any damage done to vehicles or items stolen from a vehicle parked on school property. Individuals who park their car on school property do so at their own risk.

Topic-4-11-04

School Procedures for Immunization and Screeninas

School Procedures for Immunization and Screenings

Precious Blood School follows the inoculation requirements of the CA Department of Health detailed here: <http://www.shotsforschool.org/>

Precious Blood School asks for immunization records as part of student registration.

Third party vendors may be contracted periodically for vision and Scoliosis screening as determined necessary and developmentally appropriate.

Topic-4-11-09

Allergies

Introduction:

All allergies need to be reported to the Main Office and Classroom Teacher. In light of class parties and events it is also advised that parents disclose any major food or other allergens to the room parent and/or other parents.

Please see below "Student Emergency Card" Reference from the ADLA Administrative Handbook below for details concerning informing the school concerning allergies.

Topic-4-11-12

Accident Procedures

Section-4-14

International Students

Chapter-5

ACADEMICS

Topic-5-01-1

Religion Curriculum

Topic-5-01-2

Honors/Advanced Placement/International Baccalaureate

At times Precious Blood School is able to offer advanced and accelerated programs and curricula based on need and availability. Please consult with the Principal for current offerings and requirements.

Topic-5-01-3

Homework

Please consult the Precious Blood School Website for full details on current Homework Policy:

<https://www.preciousbloodschool.net/homework>

Topic-5-01-4

Graduation Requirements

Graduation

Students who satisfactorily complete eighth-grade courses and requirements participate in a simple graduation ceremony at the school. **Graduation exercises shall not take place earlier than within the week preceding the last day of the school year.**

Topic-5-02-1

Assessments

Topic-5-02-2

Grading Scale

The purpose of report cards is to effectively communicate student progress in achieving learning goals. The marks for content area subjects should reflect student mastery of grade-level standards. Work habits, including [homework](#) completion and [behavior](#), may be recorded separately in their respective sections.

Guidelines

Report cards must include a legend that clearly explains the criteria applied for each grade. Report cards may not include information that identifies students as having a disability. Under "Support Team Education Plan (STEP) Meeting and Documentation," see [Report Cards and Cumulative Records](#) for additional guidelines for students with special needs.

Adapted From: [ADLA Administrative Handbook 11.2.12 - Student Report Cards](#)

Topic-5-02-5

Make-Up Work/Absences

Make-Up Work / Absences

When absent, students are responsible for making up any and all missing work. Make-Up work policies are determined by individual teachers with the approval of the Principal and all questions on make-up work should be referred to student's individual teacher with the Principal reserving the right to determine whether make-up work may be accepted or not.

Topic-5-02-6

Course Deficiency/Failure

Intro:

Precious Blood School as a Microschool focuses on the needs and strengths of the whole student. As such classroom and teacher assignments shall be determined based upon academic, behavioral and other developmental considerations. While retaining the ADLA Retention Policy, the promotion or retention of a student in a specific classroom or with a specific teacher shall be determined by the Principal in consultation with the student's teacher(s), parent(s)/guardian(s).

Section-5-03

Standardized Testing

Standardized Testing

All schools are required to participate in an archdiocese-wide standardized testing program.

School personnel must be appropriately trained to work effectively and responsibly with the archdiocesan assessment instruments and data.

Standardized test results are only one indicator of the students' overall academic achievement. Teachers use standardized test results to identify students' relative academic strengths and weaknesses, design curriculum, and plan for instruction, and principals use the results to evaluate curriculum in order to set instructional priorities and plan appropriate [professional development](#).

Principals are expected to instruct parents/guardians on how to interpret their children's test scores and evaluate these in light of the overall school program.

The [Department of Catholic Schools](#) will analyze test scores to identify achievement trends and will assist principals and testing coordinators to analyze and use test scores to improve learning.

Source: <http://handbook.la-archdiocese.org/chapter-11/section-11-2/topic-11-2-10>

Precious Blood School currently uses standardized tests including Renaissance STAR and ACRE (Assessment of Child/Youth Religious Education) (5th & 8th Only).

Section-5-04

Recess and Lunch/Nutrition

RECESS AND LUNCH SCHEDULE FOR ALL GRADES:

Recess	Staggered Lunch
TK&K --> 9:30 - 10:00am	TK-K --> 11:20 - 12:00pm
1st-4th --> 10:00 - 10:30am	1st-2nd --> 11:40 - 12:20pm
5th-8th --> 10:30 - 10:55am	3rd-4th --> 12:00 - 12:40pm

Precious Blood School contracts with a third party vendor to provide hot lunch options for the students. Please contact the school office for more information.

As a policy, Precious Blood School discourages parents from dropping off lunch everyday. In the case of forgotten lunches, please call the school office to arrange for lunch options.

ON CAMPUS CLASS PARTIES AND CELEBRATIONS:

On campus class parties and celebrations are allowed under strict supervision by the classroom teacher. So as not to take away from the daily learning experience, on campus class celebrations are held close to the end of school. Parents are encouraged to keep these celebrations simple. Food must be individually packed, free of any nuts, enough for all students in the classroom.

Section-5-05

Supplies and Textbooks

Supplies & Textbooks

Supplies

Supply lists for grades and grade clusters are published on the school app.

Textbooks:

Textbook/Resource Selection and Replacement

Each school regularly reviews textbooks and resources to ensure they are adequate resources to help teachers and students meet the school-developed, standards-based curriculum. Each school should consider budgetary constraints of both the school and the students' families. Selected textbooks must also be aligned with overall Catholic philosophy.

iPad Guidelines:

Materials Provided

All students will be provided:

1 iPad Gen 9 w/ Case

1 Apple iPad 20 W USB-C Wall Charger

1 Apple 6 ft USB-C Lightning Cable

Screen Passcode

The lock screen password for each students iPad is individually assigned. Please contact teacher if students needs support with the password.

Section-5-06

Honors and Awards

Honors

Academic Honors

Trimester Academic Honors:

Students have the opportunity to make Honor Roll or Honorable Mention every trimester.

Criteria:

The criteria is as follows:

The following subjects are considered:

- Religion
- Reading
- English
- Spelling
- Math
- Science and
- Social Studies

Effort and conduct must be above a B-. If the student gets a grade 'D' or 'F' or if the student was suspended during the school year, they are not eligible for Honor Roll.

Honorable Mention:

GPA of 3.0 to 3.49 for the trimester

Honor Roll:

GPA of 3.5+ for the trimester.

Year-End Academic Honors:

Students have the opportunity to receive academic honors based upon Cumulative GPA.

Criteria:

The criteria is as follows:

The following subjects are considered:

- Religion
- Reading
- English
- Spelling
- Math
- Science and

- Social Studies

The average effort and conduct grade for the year must no drop below B-. If the student gets an overall grade of "D" or "F" in a subject or if the student is suspended the school year, they may not be eligible for Year-End Academic Honors.

Excellence: 3.91+

1st Honors: 3.71-3.90

2nd Honors: 3.51-3.7

3rd Honors: 3.31-3.5

Attendance Honors

Perfect Attendance Trimester

Students who have no absences and no tardies on their attendance record are eligible for the Perfect Attendance for the trimester. This is awarded every trimester during trimester award assembly.

Perfect Attendance Yearly

Students who have no absences and no tardies on their attendance record for the entire school year are eligible for the Perfect Attendance award for the year. This is awarded once a year during the Third Trimester / End of Year award assembly.

Lumen Christi Award:

Parva Lumen Christi:

Parva Lumen Christi means "Little Light of Christ." This award is the highest honor a member of a class can achieve. The student who is acknowledged by this honor has shown they are an exemplary model of the Light of Christ in our world and in the minds of students, faculty and the community. The Parva Lumen Christi Award is awarded to students in grades Tk-7th at the Third Trimester / End of Year awards assembly. The award recipients are determined by the faculty and administrations during end-of-year deliberations.

Lumen Christi:

Lumen Christi means "Light of Christ." This award is the highest honor a member of a graduating 8th-grade class can receive. The student who is acknowledged by this honor has shown to be an exemplary model of the Light of Christ in our world and in the minds of students, faculty, and the community. The student also has shown to be a true model of a Precious Blood School graduate at graduation. The Lumen Christi Award is awarded to a graduating 8th grader during Graduation. The award recipients are determined by faculty and administration during the 8th-grade end-of-the-year deliberations.

Section-5-08

Academic Probation, Retention/Transfer

Intro:

Precious Blood School as a Microschool focuses on the needs and strengths of the whole student. As such classroom and teacher assignments shall be determined based upon academic, behavioral and other developmental considerations. While retaining the ADLA Retention Policy, the promotion or retention of a student in a specific classroom or with a specific teacher shall be determined by the Principal in consultation with the student's teacher(s), parent(s)/guardian(s).

Topic-5-09-2

Additional Counseling Information

Counseling

Precious Blood School contracts with Outreach Concern for counseling services. For more information on Outreach Concern please visit their website ([Outreach Concern](#))

The Consent for Counseling Form for Outreach Concern can be filled out online. Please click on the links below for Consent for Counseling Online Forms.

[Outreach Concern Consent for Counseling Online Form \(English\)](#)

[Outreach Concern Consent for Counseling Online Form \(Spanish / Espanol\)](#)

Section-5-11

Summer School

Summer School

Students may be recommended or required to take Summer School. This will be in consultations with the students teacher(s) and at the discretion of the Principal. This requirement may or may not be required to be completed at Precious Blood School. If any course are being required for continuation or promotion it must be approved by the Principal. The Principal reserves the right to accept or reject any credit from any other institution.

Precious Blood School may offer a Summer School program based upon need, interest, number of registrations and availability. Please contact the main office for full details and course offerings.

Section-6-01

Before & After School Policies and Programs

Section-6-02

School Field Trips and Excursions

Section-6-07

Student Publications

Section-6-10

Student Identification Cards

Section-7-1

Tuition and General Fees

TUITION AND GENERAL FEES

For the most up to date schedule of Tuition and Fees for the school year, please refer to the [TUITION AND FEES](#) section of the school website.

Section-7-2

Tuition Collection

6.2.3.5 Tuition Management and Collection

Precious Blood School utilizes the FACTS Tuition Collection Service. All parents are required to create a parent account with FACTS Tuition Management.

[PARENT PORTAL LINK](#)

Regular collection of tuition is a necessary component of financial management. FACTS Tuition allows 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.

FACTS Tuition provides real-time reporting to the school concerning whether families are meeting their financial obligations, allowing the school to pursue collection from families who are delinquent. Whether or not the school is using a tuition management service, oversight of tuition collection is an essential requirement for school viability.

Every principal must:

- Be fully informed on the status of tuition collection
-

Make sure that the parents/guardians are contacted when tuition is in arrears by two weeks

- Personally contact parents/guardians after four weeks of non-payment and must inform the parents/guardians of the actions to be taken by the school if payment is not made promptly (i.e., suspension)

Consult with the [Department of Catholic Schools](#) before refusing to allow students to take examinations because of payment delinquency. This step is allowed only if the above processes have been followed and all other avenues for obtaining payment have failed.

SOURCE: ADLA Administrative Handbook

Section-7-3

Tuition Assistance

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.

In determining eligibility, the school requires a formal application and parent/guardian financial statement. Precious Blood School uses the same requirements as the [Catholic Education Foundation](#) when determining eligibility for school assistance. Schools may not require parental/guardian service hours in exchange for tuition assistance. Without permission from the regional superintendent, the maximum amount of assistance to be awarded should not exceed 80% of the tuition.

Tuition assistance to a student is offered on the basis of verifiable financial need only. Schools may not offer preferential tuition assistance to students on the basis of athletic ability.

Adapted from the ADLA Administrative Handbook

Section-7-5

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

Extra fees may be assessed for field trips, supplies, uniforms, sports and other programs. Parents will be notified of extra fees as need arises.

Topic-8-1-01

Discipline and Procedures

Discipline

Precious Blood School Discipline and Procedures are inline with the philosophy and policy of ADLA Administrative Handbook. For full and up-to-date details on Precious Blood Schools Discipline procedures, please see:

<https://www.preciousbloodschool.net/discipline>

Topic-8-1-07

Academic Dishonesty Policy

Academic Dishonesty Policy

Plagiarism or Cheating may result in academic and/or disciplinary measures as determined by the administration.

Chapter-9

LAW ENFORCEMENT

Chapter-11

PARENT-STUDENT POLICIES AGREEMENT FORM

Please print, sign and return the document below to the Front Office.

 [Precious Blood School Parent Student Policies Agreement Form.pdf](#)

